

BYLAWS OF THE NORTH DAKOTA CHAPTER OF THE WILDLIFE SOCIETY, INC.

Organized September 10, 1963  
Amended January 11, 2010  
Amended and Approved February 18, 2015

ARTICLE I. NAME, AREA AND AFFILIATION

- Section 1. NAME - The name of this organization shall be the North Dakota Chapter of The Wildlife Society, Inc., hereinafter referred to as the Chapter.
- Section 2. AREA - The Chapter shall have as its area of organization the State of North Dakota.
- Section 3. CRITERIA FOR AFFILIATION - The Chapter shall conform to Bylaws, code of ethics, objectives, policies, and positions adopted by The Wildlife Society, Inc., hereinafter referred to as The Society. The Chapter shall be affiliated with the Central Mountains and Plains Section of the Society, hereinafter referred to as the Section.

ARTICLE II. OBJECTIVES

- Section 1. OBJECTIVES - Consistent with the objectives of The Society, Chapter objectives are:
- To advance the science and art of wildlife management.
  - To promote and maintain high professional standards.
  - To improve public understanding and support of scientific management of wildlife and related resources
  - To provide a common meeting ground for persons interested in wildlife.
  - To use and follow the North American Wildlife Conservation Model (The Wildlife Society Position Statement, approved March 2007) in its conservation objectives.
  - To engage in lawful nonprofit activities that advance natural resource conservation as provided under Chapter 10-33, Nonprofit Corporations, of the North Dakota Century Code, and amendments and supplements thereto.
- Section 2. IMPLEMENTATION - To aid in the achievement of these objectives, the Chapter proposes to:
1. Provide opportunities for better liaison among individual members, the Section, and The Society.
  2. Encourage better communication between members and nonmembers.
  3. Strengthen the connection between natural resource students and the wildlife profession.

4. Use the aims and objectives of The Society and the Section to address wildlife needs, problems, and events.
5. Evaluate and act on proposed or enacted actions that could affect wildlife resources.
6. Notify The Society and the Section of significant natural resource issues.
7. Recognize and commend outstanding achievement in wildlife related activities in North Dakota through awards:
  - a. The Awards Committee shall consist of the Executive Board of the Chapter and shall be chaired by the President-elect.
  - b. Nomination for awards shall be presented in writing to the President-elect prior to December 1.
  - c. The awards shall be presented at the Annual Meeting.
  - d. The North Dakota Award may be presented annually, at the discretion of the Awards Committee, to an individual or group that has made an outstanding contribution toward the aims of professional wildlife endeavors in North Dakota.
  - e. The North Dakota Award shall consist of: 1) a traveling plaque which shall have each recipient's name engraved on it and shall be passed from one recipient to the next; 2) an individual plaque to be retained by the recipient.
  - f. The North Dakota Award shall be engraved as follows:

**THE NORTH DAKOTA AWARD**

Established by

THE NORTH DAKOTA CHAPTER OF THE WILDLIFE  
SOCIETY

Presented for

OUTSTANDING CONTRIBUTION TO  
THE PROFESSION OF WILDLIFE MANAGEMENT

NAME      DATE

- g. The North Dakota Wildlife Habitat Award may be presented annually, at the discretion of the Awards Committee, to an individual or group that has made an outstanding contribution toward preserving and/or establishing high quality wildlife habitat on the lands of North Dakota.

- h. The North Dakota Wildlife Habitat Award shall consist of a plaque which shall have the recipient's name engraved on it as follows:

**THE NORTH DAKOTA WILDLIFE HABITAT AWARD**

THE NORTH DAKOTA CHAPTER OF THE WILDLIFE SOCIETY

Presented for

OUTSTANDING CONTRIBUTION TOWARD  
IMPROVING WILDLIFE HABITAT IN NORTH DAKOTA

NAME      DATE

- i. The North Dakota Case-of-the-Year Award may be presented annually, at the discretion of the Awards Committee, to the individual or individuals who were primarily responsible for the conviction of persons guilty of a natural resource violation in the state of North Dakota. Factors to be considered in the award are the significance of the case, the severity of the infraction and the degree of investigative work accomplished.
- j. The North Dakota Case-of-the-Year shall be engraved as follows:

**NORTH DAKOTA CASE OF THE YEAR**

**The North Dakota Chapter of the Wildlife Society**

**Presented to**

NAME      DATE

(Date)

- k. Special Achievement and other awards may be presented at the discretion of Executive Board.

**ARTICLE III. CHAPTER YEAR**

The Chapter operating and fiscal year shall be January 1 through December 31, and the Chapter's financial reporting must follow The Society's calendar year schedule.

## ARTICLE IV. MEMBERSHIP

- Section 1. VOTING MEMBER - Voting membership in the Chapter shall be available to any voting member of the Society who resides or conducts professional activities within the organizational area of the Chapter (Article I, Section 2). Only Chapter Voting Members may hold office in the Chapter, vote on official matters affecting The Society, and officially represent the Chapter on business of The Society by Board or officer appointment.
- Section 2. REGULAR MEMBER - Regular membership in the Chapter shall be available to any person who is employed or trained in a natural resource field, is either not a member of The Society and/or resides and works outside the Chapter's organization area (Article I, Section 2), has an interest in the objectives and activities of the Chapter. Membership applications received at the annual business meeting will be considered for approval by the voting membership as the last order of business just prior to adjournment. All other applications will be approved by the Executive Board. Regular members shall be entitled to all rights, privileges, and responsibilities of Chapter Voting Members, including voting in Chapter elections, except those reserved for Chapter Voting Members (Article IV, Section 1).
- (Regular Senior Member is available to regular members who are 55 years of age, and have been Chapter members for 5 previous years)
- Section 3. STUDENT MEMBER – Student membership in the Chapter shall be available to college students pursuing a degree in the wildlife, fisheries, natural resources field, or a degree leading to a career in the natural resources field. Student members shall have the same rights and privileges as regular members.
- Section 4. CHARTER MEMBER - Voting and other members in good standing on the Chapter membership rolls as of June 22, 1963 shall be considered Charter Members.
- Section 5. HONORARY MEMBER - Honorary Members of the Chapter shall be persons who, by a majority vote of Chapter members, have been thus recognized for their achievements. A Chapter Honorary Member need not pay Chapter dues. Honorary Members who are voting members of the Society shall have the same rights and privileges as Regular Members (Article IV, Section 2).
- Section 6. LIFE MEMBER - Persons who meet criteria described in Sections 1 or 2 of Article IV qualify for life membership. A one-time due payment specified by the Executive Board, will enable the life member to receive all benefits available to Voting and Regular member categories until deceased. (Senior Life member is available to Chapter members who are 55 years of age, and have been members for five previous years)
- Section 7. CHARTER LIFE MEMBER - Charter Life Members of the Chapter shall be persons who have paid the one-time dues payment and met criteria in Sections 1, or 2 and 5 of Article IV by the start of the 1986 Annual Meeting.
- Section 8. PATRON, SPONSOR AND BENEFACTOR - Patron, sponsor and benefactor affiliation shall be available to any person or organization interested in supporting the Chapter as it is operated by the membership and is approved by the Executive Board. The Executive Board shall establish fees for each affiliation category. Patrons, sponsors and benefactors

will receive the Chapter Newsletter and are invited to attend annual and quarterly business meetings, but are not entitled to vote on Chapter business.

- Section 9. DUES - Annual dues shall be payable by each member to the Treasurer. Dues paid during the calendar year cover members for the year and allow voting privileges at the next Annual meeting. Members who have not paid their Society dues lose their Voting Member status in the Chapter. New members are entitled to full membership privileges upon approval of the Executive Board or the membership. Proposed changes in annual Chapter dues shall be reported to members by the Executive Board and approved by ballot by the membership prior to the Annual Meeting.
- Section 10. RESIGNATION - Members may resign at any time by giving notice to the Chapter's President or will be considered to have resigned if annual Chapter dues are not paid.
- Section 11. REINSTATEMENT - persons who are dropped from the rolls of the Chapter for non-payment of dues or resignation may be reinstated into membership in the Chapter upon payment of appropriate dues.

#### ARTICLE V. ELECTIONS AND OFFICERS

- Section 1. NOMINATIONS AND ELECTIONS COMMITTEE - The Nominations and Elections Committee shall consist of the three immediate Past Presidents with the most immediate Past President serving as Committee Chair. If a Past President is unable to serve or is a nominee for any office in the Chapter, the remaining committee members shall select a replacement. The Nominating and Elections Committee shall prepare a slate of two candidates for the President-elect position, and four candidates for the two Executive Board positions from the Chapter membership and present the names at the December Executive Board Meeting to the President.

- Section 2. BALLOTING - All eligible members of the Chapter will receive a ballot at the Annual Meeting from the Nominations and Elections Committee. To be valid, ballots shall be placed in the designated ballot box during the call for the election of officers by the meeting Chair. When the balloting period is completed the Secretary shall submit all valid ballots to the Nominations and Election Committee.

CLAUSE A - To be valid, signed ballots from members absent at the Annual Meeting shall be received by the Secretary at least 48 hours before the start of the Annual Meeting.

CLAUSE B - The President-elect candidate and two Executive Board candidates receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously.

CLAUSE C - In case of a tie vote for any elected position the Chair of the Annual Meeting will immediately hold a revote for that position. The revote will consider only those nominees where the vote was tied and will be subject to balloting rules described in this Section. If a quorum of the members is not present the revote will be conducted within 30 days by mail ballot.

- Section 3. OFFICERS - Officers of the Chapter shall consist of a President, President-elect (who

shall serve as Vice-President), Secretary, and Treasurer. Their duties include:

CLAUSE A - PRESIDENT - The President shall have general supervision of the Chapter officers, shall appoint with the advice of the Executive Board Chairs of all regular and special committees, shall preside as Chair at meetings of the Executive Board, and shall be an ex officio member of all committees except the Nominations and Elections committee. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings, including the Executive Board of the Section. The Chapter Representative shall represent and serve as liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the Chapter area, and serve as a contact among the Section, Chapters, and members in their respective areas. The Representative will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine Section business.

CLAUSE B - PRESIDENT-ELECT - The President-elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. This officer shall preside over the Awards Committee. In the event the President-elect cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.

CLAUSE C - SECRETARY - The Secretary shall be appointed by the President and approved by the Executive Board. Duties shall include maintenance and dispersal of communications using the Chapter's email account, and recording the minutes of Executive Board meetings.

CLAUSE D – TREASURER – The Treasurer shall be appointed by the President and approved by the Executive Board. The Treasurer shall be responsible for the finances of the Chapter, including receipt and disbursement of funds, filing appropriate reports with the Secretary of State and the Internal Revenue Service, and shall submit financial records up to the time of that person's term of office.

CLAUSE E - EXECUTIVE BOARD - The Executive Board shall act as the governing body for the Chapter and shall be made up of the Chapter officers, the Past-President, and the duly elected Board members.

Section 4. TERM OF OFFICE - The President-elect is elected to serve a three-year term: a year as President-Elect, followed by a year as President and then a year as Past-president. The Secretary and Treasurer serve for one year and Executive Board members are elected for two-year terms. The officers and Executive Board members must be members of The Society. Officers and elected Executive Board members will be installed and take office during new business at the Annual Business Meeting. Outgoing officers and Executive Board members will terminate their duties at the completion of old business at the Annual Meeting or as such time as their successors are elected and installed.

Section 5. VACANCIES - If the office of President is vacated for any reason, the President-elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board, although an appointed President-elect shall serve only until the next scheduled Chapter election where the membership shall elect the

next President–elect. All appointees must be voting members of the Chapter and The Society.

## ARTICLE VI. MEETINGS

Section 1. REGULAR MEETINGS - Regular membership meetings shall be held at such times and places determined and published by the Executive Board.

CLAUSE A - ANNUAL MEETING - The Annual Meeting shall be for the purpose of electing and installing officers, receiving reports of officers and committees, and for any other business that may arise. The Annual Meeting shall usually be held during February each year.

CLAUSE B - The Executive Board shall meet quarterly and additionally as necessary for the prompt and efficient administration of Chapter affairs. Business involving minor issues may be conducted through teleconference or electronic mail.

CLAUSE C - MEETING NOTICE - Members must be notified at least 1 month prior to the Annual Meeting and at least 10 days prior to special meetings (Article VI, Section 2).

CLAUSE D - QUORUM - Quorum for the Annual Meeting of the Chapter shall be over 50 percent of the membership or 50 members in good standing, whichever is less; and for Executive Board meetings, six members of the Board.

CLAUSE E - MEETING RULES - Order of business and parliamentary procedures at Chapter meetings shall follow Robert's Rules of Order, latest revision.

CLAUSE F - BYLAWS - Chapter Bylaws shall be available for inspection during every meeting. If these bylaws are revised, the new revision must be approved by The Society before becoming effective.

Section 2. SPECIAL MEETINGS - Special meetings may be called by the Executive Board at any time, provided due notice (Article VI, Section I C) and the purpose of the call are given.

CLAUSE A - Only items listed in the call for a special meeting shall be acted upon at the special meeting.

CLAUSE B - Clauses C, D, E, and F under Section 1 of this Article apply to special meetings.

## ARTICLE VII. MANAGEMENT AND FINANCES

Section 1. EXECUTIVE BOARD - The Chapter shall be governed by an Executive Board composed of its officers, the immediate Past-President, and four duly elected Chapter members.

CLAUSE A - CONDUCT - The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws and those of The Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members at each succeeding Annual meeting. Any Board action may be overridden by two-thirds of the members attending an Annual meeting.

CLAUSE B - ATTENDANCE - Members may attend Board meetings but may participate therein only when asked to do so and they may not vote at such meetings.

Section 2. FINANCE - Funds of the Chapter shall be under the supervision of the Executive Board and shall be handled by the Treasurer. The financial records of the Chapter shall be annually examined by the Audit Committee (Article VIII, Section 2G).

CLAUSE A - The Treasurer need not be bonded.

CLAUSE B - Funds shall be derived from dues, special assessments, fund raisers, work projects, and contributions.

CLAUSE C - Funds shall be placed in a federally insured bank, savings and loan association, or other investment as recommended by the Finance Committee and approved by the Executive Board. President, Past-President, or Treasurer are authorized to conduct financial transaction on behalf of the Chapter.

CLAUSE D - The Dakota Prairie Legacy Endowment is the long-term fiscal vehicle for the Chapter, and is specifically governed by the Dakota Prairie Legacy Endowment Charter.

Section 3. REPORTS - Within 20 days after an election or other official action(s) the Secretary shall report such action(s) to the Executive Director of The Society, Section Representative and to the Section President. An annual report from the Secretary shall be forwarded to these same parties.

Section 4. FILES - The Chapter shall maintain a file containing: Bylaws of The Society, the Section, and the Chapter; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Chapter affairs; all committee reports; financial statements and records; and all other material designated as pertinent by the Executive Board. A "procedure for filing" shall be kept in the Chapter file for the guidance of each succeeding Secretary and Treasurer. A Chapter "Operations Manual" provided by The Society will be maintained by the Chapter President and a written record of transfer of this manual to the incoming President will be maintained and The Society will be notified of each such transfer.

Section 5. RESOLUTIONS AND PUBLIC STATEMENTS - Two or more members acting together may submit resolutions or public statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) for possible consideration by the Chapter's Executive Board. The Executive Board must (1) approve the resolution or statement by a two-thirds vote, (2) reject the resolution or statement by two-thirds vote, or (3) refer the resolution or statement to the Chapter membership for consideration. If the resolution or statement is referred to the membership it must be approved within 90 days by two-thirds



of the Chapter membership voting either by mail ballot with a minimum of fifty ballots received or by ballot at the next Annual Meeting. Resolutions or statements to be considered at the Annual Meeting must be presented to each member of the Executive Board at least 15 days prior to the meeting date.

The Chapter may publish statements pertaining to wildlife or wildlife related issues in its locale if the issue is not covered by an existing Society position statement or if the content of the statement falls within the established policy of The Society.

The Chapter will not issue statements that may be in conflict with the policy of The Society without prior approval of The Society's Council. All statements will follow the "Guidelines for Wildlife Policy Activities" (Appendix 4.421 of the Operations Manual) and conform to The Society's policy regarding conservation affairs stated therein.

The Chapter Membership, The Society, the Section Representative, and the Section President must receive copies of any Resolution and Public Statement within 15 days of such action.

## ARTICLE VIII. COMMITTEES

Section 1. APPOINTMENTS - The Chapter President shall consider suggestions of the Executive Board in appointing chairs of all regular standing committees, except the Nominations and Elections Committee (Article V, Section 1), and all special committees. Committee chairs shall complete their committees with the President's assistance. All committee chairs shall submit a written summary of committee activities to the President and the Secretary before the close of each Annual Meeting.

Section 2. DUTIES OF STANDING COMMITTEES:

CLAUSE A - NOMINATIONS AND ELECTIONS - See Article V, Section 1.

CLAUSE B - MEMBERSHIP - This committee shall encourage the maximum number of qualified persons residing or working within the Chapter's organizational area to become members of The Society, the Section, and the Chapter. As provided in Article IV, Section 2, the committee will receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking Other Member status in the Chapter.

CLAUSE C - PROGRAM - This committee shall arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the Annual Meeting at least two months prior to the meeting date.

CLAUSE D – LEGISLATIVE COMMITTEE – The Legislative Committee shall review legislative proposals, administrative regulations, and other subjects or issues affecting wildlife and/or natural resource conservation and management within the State of North Dakota. At the recommendation of the Legislative Committee, the Executive Board may appoint or hire a Chapter Legislative Liaison to represent the Chapter on Legislative issues within the State. The liaison will act under the direction of the Legislative Committee in consultation with the Executive Board.

CLAUSE E - EDUCATION AND INFORMATION - This committee shall seek and employ methods of informing the public of basic wildlife management concepts and of Chapter and Society activities and interests.

CLAUSE F - RESOLUTIONS AND PUBLIC STATEMENTS - This committee shall receive proposed resolutions and public statements from two or more members acting together at any time, and shall prepare, submit, and recommend action on such items to the Executive Board in accordance with Article VIII, Section 5. This standing committee shall be part of the President's portfolio and shall be chaired by the President.

CLAUSE G - AUDIT - This committee shall consist of a chair ~~man~~ and at least 2 additional members. It shall review the financial records and support documents of the Treasurer at least annually. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

Section 3. ACCOUNTABILITY - All committees shall be accountable to the Executive Board, under the general supervision of the President.

Section 4. TENURE - All committees shall serve until new committees are appointed in their stead or until duties assigned to the committee have been discharged.

#### ARTICLE IX. DISSOLUTION

Upon dissolution of the North Dakota Chapter of the Wildlife Society, Inc., its Executive Board shall transfer all assets, accrued income, and other properties to the Council of The Society with the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Chapter, for redistribution to another chapter that may be established in approximately the same geographical area within said 5-year period. If another chapter is not established within said area and period of time, The Society's Council may use or distribute all assets, accrued income and other properties as best determined by the Council in accordance with Society Bylaws.

#### ARTICLE X. AMENDMENT TO BYLAWS

Section 1. PROCEDURE - These Bylaws may be altered or amended by a majority of the Chapter members voting at any annual or special meeting if due notice of the proposed changes (Article VI, Section 1C) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2B).

Section 2. CONFORMANCE - No amendment to these Bylaws shall be enacted that results in a conflict with The Society Bylaws. If these Bylaws are revised, the new revision must be approved by The Society before becoming effective.