



## **Bylaws of the Indiana Chapter of The Wildlife Society**

ADOPTED - AUGUST 31, 1968

AS AMENDED - 1968

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AS AMENDED - 1974

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## ARTICLE I – NAME, AREA, AND AFFILIATION

**Section 1. Name** – The name of this organization shall be the Indiana Chapter of the Wildlife Society.

**Section 2. Area** – This Chapter shall have as its area of organization the State of Indiana.

**Section 3. Criteria for Affiliation** – The Indiana Chapter shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc. (Hereinafter, The Wildlife Society, Inc., may be referred to as the Society.)

## ARTICLE II – OBJECTIVES

**Section 1. Objectives** – Consistent with the objectives of the Society, the Chapter objectives are:

- 1) to advance the science and art of wildlife management.
- 2) to promote and maintain high professional standards.
- 3) to improve public understanding and support of scientific management of wildlife and related resources.
- 4) to recognize and commend outstanding work in the profession.
- 5) to focus the aims and objectives of the Society on wildlife issues and events on the state scene.
- 6) in the case of wildlife problems arising in the state, to take action and notify the Society with recommendations for action if appropriate.
- 7) to provide a common meeting ground for wildlife workers.

**Section 2. Implementation** – To aid in the achievement of these objectives, this Chapter proposes to:

- 1) Provide opportunities for better liaison among individual members, their section, and the Society.
- 2) Evaluate the principles involved in proposed or enacted societal actions that could affect wildlife.
- 3) Recognize and commend outstanding achievement in the wildlife environment.

- 4) Focus the aims and objectives of the Society and operating section upon professional wildlife needs, problems, and events on the local scene.
- 5) Encourage communications between members and non-members to create climate under which the resource management arts will be used effectively.

## ARTICLE III – CHAPTER YEAR

To make fiscal, calendar, and tax year the same, the Chapter operating and fiscal year shall begin January 1.

## ARTICLE IV – MEMBERSHIP

### Section 1. Membership Classes –

Clause A – Regular Member – Regular membership in the Indiana Chapter shall be available to any member of The Wildlife Society who resides within the boundaries of the chapter as defined in Article I, Section 2. Only regular members may hold elective offices in the Chapter; vote on matters affecting Chapter policy; vote on matters affecting the Society; and represent the Chapter or Section on Society business.

Clause B – Affiliate Member – Affiliate membership in the Indiana Chapter shall be available to any person who, although not a member of The Wildlife Society, has an interest in the objectives and activities of the chapter and is approved by the Membership Committee. (Affiliate membership is also available to members of the Society who live outside the boundaries of the chapter.) An affiliate member shall be entitled to all rights, privileges and responsibilities of regular members except as otherwise provided in Article IV, Section 1A. Affiliate members may vote in chapter elections and chapter business not relating to policy or Society business.

Clause C – Charter Member – Regular and affiliate members in good standing on the membership rolls as of September 30, 1969 shall be considered Charter members.

Clause D – Honorary Member – Honorary members of the Indiana Chapter shall be persons who, by a majority vote of all members of the chapter, have been thus recognized for their achievements. An honorary member need not pay chapter dues. Honorary Members who are voting members of The Wildlife Society shall have the same rights and privileges as Chapter Regular Members (Article IV, Section 1A). Honorary Members who are not voting members of The Wildlife Society shall have the same rights and privileges as Affiliate Members (Article IV, Section 1B).

**Section 2. Dues** – Annual dues shall be payable by each member to the Secretary-Treasurer no later than July 1. Members who have not paid Society dues shall lose their regular member status in the Indiana Chapter. Annual dues also may be paid to the Society’s office along with Section and Society dues, and subsequently will be remitted to the Chapter.

**Section 3. Privileges** – Members have privileges and responsibilities of their respective and appropriate memberships. Only Regular Members shall be entitled to vote, hold office, and represent the Chapter’s name or its officers.

**Section 4. Resignation** – Members may resign at any time by giving written notice to the Chapter’s Secretary-Treasurer.

**Section 5. Reinstatement** – Persons who are dropped from the rolls of the Chapter for non-payment of dues may be reinstated into membership in this Chapter upon reapplication and payment of appropriate dues.

## ARTICLE V – OFFICERS AND ELECTIONS

**Section 1. Officers** – Officers of the Indiana Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), Member-at-Large, and Secretary/Treasurer. Their duties are:

*Clause A* – President – The President shall have general supervision of the Chapter officers. The President shall appoint, with the advice of the Executive Board, Chairmen of all standing and special committees, and shall preside as Chairperson at meetings of the Executive Board and shall be ex-officio, a member of all committees except the Nominating 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 North Central Section. The President 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 contact among the Section, Chapters, and members in their respective areas.

*Clause B* – President-Elect – The President-Elect shall assume the duties of the President in the President’s absence or inability to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President’s absence, the Executive Board shall appoint a President, pro tempore. The President-Elect shall organize the annual meeting.

*Clause C* – Secretary/Treasurer – Secretary/Treasurer shall be responsible for the files, records, and funds of the Chapter, and shall submit complete financial reports at the Annual Meeting and last meeting prior to the expiration of term. The Secretary/Treasurer’s duties also shall include the receipt and disbursement of funds, the recording of the minutes of all meetings, the

maintenance of the membership rolls, correspondence, and the issues of meeting notes.

*Clause D* – Member-at-Large – The Member-at-Large shall serve on the Chapter Executive Board and shall represent the Chapter at the request of the President.

*Clause E* – Executive Board – The above named officers, with the immediate Past-President, and possible others as described in Article VII, Section 1 shall make up the Executive Board which shall act as the governing body for the chapter. Presidents of the student chapters of the state may serve on the Executive Board as ex-officio, non-voting members.

**Section 2. Nomination of Officers** – The Nominating and Elections Committee (See Art. VII, Sec. 1) of the Chapter shall prepare a slate of two candidates for each of the elective positions, namely: President-Elect, Secretary-Treasurer, and Member-at-Large (one additional Executive Board member from the membership of the Chapter).

*Clause A* – Each year before September 15<sup>th</sup>, the Nominations Committee shall submit to the President the names of two available Regular Members (Article IV, Section 1) in good standing as nominees for President-Elect, Secretary/Treasurer, and Member-at-Large. Prior approval shall be obtained from said candidates.

*Clause B* – Said nominations slate shall be submitted to the membership at least thirty days prior to mail (or e-mail) balloting. Only ballots returned to the Secretary-Treasurer by November 1 shall be counted.

*Clause C* – Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of six or more members.

*Clause D* – A member may be elected for no more than two consecutive years in the same elective position. The current President and President-Elect may be nominated for a second term at the discretion of the Nominating and Elections Committee.

### **Section 3. Balloting –**

*Clause A* – Regular Ballot – Written ballots (delivered in person, by mail or by e-mail) shall be received from the members by the Secretary-Treasurer and shall be counted by the Nominating and Elections Committee. For ballot-counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office by the membership.

*Clause B* – Members in arrears shall forfeit their rights to vote during the period of their delinquency.

*Clause C – Absentee Ballot* – A signed ballot may be submitted to the Secretary-Treasurer by a member prior to the scheduled time for counting ballots.

*Clause D* – The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously.

**Section 4. Tenure of Office** – Officers will be installed at the Annual Spring Meeting. The President, President-Elect, and Member-at-Large shall serve a one-year term in office or until replaced at the Annual Spring Meeting. The Secretary/Treasurer shall serve a two-year term in office or until replaced at the Annual Spring Meeting.

**Section 5. Vacancies** – If the office of the 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. All appointees must be Regular Members of the Chapter and Voting Members of the Society.

## ARTICLE VI - MEETINGS

**Section 1. Meetings** – Chapter general meetings shall be held at such time and places as determined and published by the Executive Board.

*Clause A – Annual Meeting* – The first meeting after the beginning of the fiscal year shall be known as the Annual Meeting, for the purpose of installing elected officers, receiving reports from officers and committees, and for any other business that may arise.

*Clause B – Meeting Notice* – The members must be notified at least one month prior to annual meetings and special meetings and at least ten days prior to general meetings.

*Clause C – Quorum* – The quorum for the Annual Meeting of the Chapter shall be over fifty percent of the membership or ten members in good standing, whichever is less; and for Executive Board Meetings, three of the Board.

*Clause D – Meeting Rules* – The rules contained in the latest revision of Roberts Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the bylaws and/or other special rules of the Chapter and the Society.

*Clause E – Bylaws* – The Bylaws of this organization shall be available for inspection during every meeting.



**Section 2. Special Meetings** – Special Meetings may be called by the Executive Board at any time, provided due notice (see Article VI, Sec. 1B) and the purpose of the call is given.

*Clause A* – Only those items listed in the call for a special meeting shall be acted upon at the special meeting.

*Clause B* – All clauses under Section 1 of the Article apply to special meetings.

## ARTICLE VII – MANAGEMENT AND FINANCE

**Section 1. Executive Board** – The Indiana Chapter shall be governed by an Executive Board composed of its officers, and the immediate Past-President. Presidents of the student chapters of the state may serve as ex officio, non-voting 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 meeting. Any action of the Board may be overridden by two-thirds vote of the members attending a 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 Indiana Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer or designated representative(s). The financial records of the Chapter shall be periodically examined by the Audit Committee (Article VIII, Sec. 2F).

*Clause A* – The Secretary-Treasurer or designated representative(s) need not be bonded.

*Clause B* – Funds shall be derived from dues, special assessments, work projects, and contributions.

*Clause C* – Funds shall be placed in a federally-insured bank or savings and loan association.

**Section 3. Reports** – Within 20 days after an election or other official action the Secretary-Treasurer shall report such action to the Executive Director of The Wildlife Society, the North Central Section Representative, and the North Central Section President. Annual financial statements and activity reports from the Secretary-Treasurer shall be forwarded to these same parties. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted to the Executive Director in January of each year for federal tax reporting.

**Section 4. Files** – The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the North Central Section, and the Chapter; minutes of all general 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-Treasurer. A chapter “Operations Manual” provided by the Society will be maintained by the President of the Chapter 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, Position Statements, and Public Statements** – Any two or more members may submit actions (resolutions or statements) to the Conservation Affairs Committee for possible consideration by the Chapter’s Executive Board. These shall be accepted or rejected by the Board, and, if involving new policy, prepared for submission to the Chapter membership. Such new items must be approved by two-thirds of the Chapter membership voting and must be transmitted to the Society, the North Central Section Representative, and the North Central Section President, if approved. Action falling within previously established Chapter policies may be carried out by the President or Secretary-Treasurer upon unanimous approval of the Executive Board.

On issues where there are no previously established Chapter policies and that demand action on a reasonably short notice, the President or designated representative, may present a public statement on behalf of the Chapter provided that:

- 1) the concept of the statement be brought to the Executive Board’s attention and is accepted by them prior to public issuing of the statement; and
- 2) copies of the statement are sent to the membership within 15 days after public issuing of the statement. Furthermore, the Indiana Chapter may publish statements pertaining to issues in its locale:
  - a) when the content of the statement falls within the establish policy of the Society; and
  - b) in the absence of existing Society position statements.

The Chapter will not publish statements which may be in conflict with the policy of the Society without prior approval of the Society’s Council. All statements will follow the [Subunit Policy Guidelines](#). The Chapter membership, The Wildlife Society, the North Central Section Representative, and the North Central Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

## ARTICLE VIII – COMMITTEES

**Section 1. Appointments** – The President shall consider suggestions of the Executive Board in appointing chairpersons of all standing committees (except the Nominating and Elections Committee – See Article V, Sec. 1.) and special committees such as awards and hospitality. Committee chairs shall complete their committees with assistance of the President. All committee chairs shall submit a written summary of committee activities to the President and the Secretary-Treasurer before the close of each annual Chapter business meeting.

### **Section 2. Duties of Standing Committees –**

*Clause A – Nominating and Elections –* (See Article V, Sec. 1).

*Clause B – Membership –* This committee shall encourage the maximum number of qualified persons residing in the area to become members of the Society, the North Central 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 all individuals seeking Affiliate Member status in the Chapter. This committee shall administer the Certification program.

*Clause C – Program –* This chairman shall be the Chapter President-elect, and this committee shall coordinate and plan the annual spring meeting, with assistance from the Outreach and Education Committee.

*Clause D – Communication –* This committee shall seek and employ methods of informing the membership, including student chapters, of chapter and Society activities, interests, and issues. Along with the Chairman, this committee shall include the newsletter editor, website webmaster, and social media administrator.

*Clause E – Conservation Affairs –* This committee shall:

- 1) Review legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter and make recommendations to the executive board for any action that should be taken by the Chapter;
- 2) Prepare white papers on critical wildlife issues, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter;
- 3) Receive proposed position statements, resolutions, and public statements from two or more members at any time, and shall prepare, submit and recommend action on such items to the Executive Board in accordance with Article VII, Section 5; and

- 4) Communicate with The Wildlife Society's Director of Government Affairs to elevate local or regional issues that may have national or international significance or precedent setting;

And the composition of the committee shall consist of:

At least the Conservation Affairs Committee Chair, appointed by the Chapter and serving as liaison to the Indiana Conservation Alliance; and one representative/ liaison from each topical priority (e.g. Farm Bill, Teaming with Wildlife, etc.) within the Chapter.

*Clause F – Audit* – This committee shall consist of a chairperson and at least 2 additional members. It shall review the financial records and support documents of the Secretary-Treasurer at least annually. The committee also shall review these records and documents prior to any change in the office of the Secretary-Treasurer.

*Clause G – Awards* – This committee shall solicit nominations and select the recipient, with the approval of the Executive Board, for the Hoosier Wildlife, Champion of Wildlife, Honorary Member, and Best Paper Awards.

*Clause H – Outreach and Education* – This committee shall develop materials and education programs for students interested in wildlife management, and coordinate/plan continuing education courses/workshops for regular members, working closely with the program committee. This committee shall include the Continuing Education Fund, Endowment Fund and Student Hunter Education Fund.

**Section 3. Accountability** – All committees shall be accountable to the Executive Board, under general supervision of the President.

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

## ARTICLE IX – DISSOLUTION

Upon dissolution of the Indiana Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of the Society with a request that said assets be held for a period of not more than five years from the date of dissolution of the Chapter, for distribution to another chapter that may be established in approximately the same geographical area within said five year period. If another chapter is not established within said area and period of time, the Society Council may use or distribute all assets, accrued income, and other properties as determined best 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 Regular Members voting at any Annual or special meeting if due advance notice of the proposed changes per Article VI, Sec 1B of these Bylaws is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Sec. 2B).

**Section 2. Conformance** – No amendment to these Bylaws shall be enacted which results in conflict with the Society Bylaws. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.

ADOPTED - AUGUST 31, 1968; AS AMENDED – 1968; AS AMENDED – 1972;  
AS AMENDED – 1974; AS AMENDED – 1979; AS AMENDED – 1981;  
AS AMENDED – 1986; AS AMENDED – 2010; AS AMENDED – 2014; AS AMENDED –  
2016