

**BYLAWS OF THE SACRAMENTO-SHASTA CHAPTER  
OF THE WILDLIFE SOCIETY, Inc.<sup>1</sup>**

Approved by The Wildlife Society \_\_\_\_\_ Date\_\_\_\_\_

Approved by the Western Section \_\_\_\_\_ Date\_\_\_\_\_

**ARTICLE I. NAME, AREA, AFFILIATION**

SECTION 1. NAME - The name of this organization shall be the Sacramento-Shasta Chapter of The Wildlife Society, Inc.

SECTION 2. AREA OF ORGANIZATION - This Chapter shall have as its Area of Organization the counties of Sacramento, Tuolumne, Calaveras, Amador, Alpine, El Dorado, Placer, Nevada, Sierra, Plumas, Lassen, Modoc, Siskiyou, Shasta, Trinity, Tehama, Glenn, Butte, Yuba, Sutter, Colusa, San Joaquin and Yolo in the State of California.

SECTION 3. CRITERIA FOR AFFILIATION – The Sacramento-Shasta Chapter is a chapter of The Wildlife Society and operates within the society’s Western Section. This Chapter shall conform to the Bylaws, Code of Ethics, objectives, policies and positions as adopted by The Wildlife Society, Inc., and to the Bylaws of the Western Section of The Wildlife Society, Inc.

**ARTICLE II. OBJECTIVES**

SECTION 1. OBJECTIVES - Consistent with the objectives of The Wildlife Society, the Sacramento-Shasta Chapter objectives are:

1. To develop and promote sound stewardship of wildlife resources and of the environments upon which wildlife and humans depend;
2. To undertake an active role in preventing human-induced environmental degradation;

3. To increase awareness and appreciation of wildlife values;
4. To seek the highest standards in all activities of the wildlife profession.

SECTION 2. IMPLEMENTATION - To aid in the achievement of these objectives, this Chapter proposes to:

1. Encourage and provide an opportunity for better liaison among the individual member and the Western Section together with associated chapters, the Western Section Representative, and the Society.
2. Recognize and commend outstanding work in the profession.
3. Focus the aims and objectives of the Society and the Western Section upon professional wildlife needs, problems, and events in the Sacramento-Shasta region of California.

### **ARTICLE III. CHAPTER YEAR**

The Chapter operating year and fiscal year shall begin January 1.

### **ARTICLE IV. MEMBERSHIP**

SECTION 1. VOTING MEMBER - Voting Membership in the Sacramento-Shasta Chapter shall be available to any voting member of The Wildlife Society who resides or conducts professional activities within the Area of Organization of the Chapter (Article I, Section 2) and who have paid Chapter dues. Only Chapter Voting Members may hold office in the Chapter, vote on official matters affecting the Chapter, and officially represent the Chapter on business of The Society.

SECTION 2. OTHER MEMBER - Other Membership in the Sacramento-Shasta Chapter shall be available to any person who, although either not a member of The Wildlife Society and/or resides and works outside of the Chapter's Area of Organization (Article I, Section 2), has an interest in the objectives and

activities of the Chapter. Other Members shall be entitled to all rights, privileges and responsibilities of Chapter Voting Members, except Other Members may not hold office, vote on official Chapter matters, or officially represent the Chapter. Other Members may participate in Chapter Meetings, Chapter-sponsored workshops, activities and programs, and receive Chapter-produced publications.

SECTION 3. CHARTER MEMBER - Voting Members and Other Members in good standing on the membership rolls as of July 11, 1966, shall be considered Charter Members.

SECTION 4. HONORARY MEMBER - Honorary Members of the Sacramento-Shasta Chapter shall be persons who, by a majority vote of all Chapter Members, have been thus recognized for accomplishments on behalf of The Society or Wildlife Conservation. An Honorary Member need not pay Chapter dues. Honorary Members who otherwise qualify as Voting Members of the Chapter shall have the same rights and privileges as Voting Members (Article IV, Section 1). Honorary Members who do not otherwise qualify as Voting Members shall have the same rights and privileges as Other Members (Article IV, Section 2).

SECTION 5. DUES - Annual Chapter dues shall be set by the Chapter's executive board and are payable by each member to the Secretary-Treasurer ~~no later than March 1~~. Annual Chapter dues also may be paid to The Society's headquarters, along with Section and/or Society dues, and subsequently will be remitted to the Chapter. Members who have not paid their Chapter and Society dues shall lose their Voting Member status in the Sacramento-Shasta Chapter.

SECTION 6. RESIGNATION - Members may resign at any time by giving notice to the Chapter's Secretary-Treasurer, or will be considered to have resigned if annual Chapter dues are not paid.

SECTION 7. 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. EXECUTIVE BOARD, OFFICERS AND ELECTIONS**

SECTION 1. EXECUTIVE BOARD – The Chapter shall be governed by an Executive Board composed of the Chapter Officers. The Executive Board shall be elected by the membership, from which the Officers will then be designated annually by the Executive Board at its first meeting after the Annual or Special Meeting of the members at which the Executive Board is elected. The Officers will hold office until the next Annual Meeting and thereafter until their successors are duly appointed and qualified, subject, however, to removal by the Executive Board or by a majority vote of the Chapter Voting Members.

SECTION 2. OFFICERS – Chapter Officers shall include Elected Officers and Appointed Officers. Elected Officers of the Chapter shall consist of an ~~Immediate Past President~~, President, ~~President Elect~~, Vice President, Secretary, Treasurer and Chapter Representative to the Western Section. ~~The Secretary-Treasurer position may be split into 2 separate positions in any year by vote amongst the executive board prior to annual elections.~~ Any two or more offices may be held by the same person; provided, however, that the chapter will have three or more individuals as Officers. The Immediate Past-President shall also be considered a Chapter Officer. Appointed Officers shall include Committee Chairpersons and the Newsletter Editor; these officers are appointed by the President. All Chapter Officers shall be Voting Members (Article IV, Section 1); all Chapter Officers are voting members of the Executive Board. Duties of the officers:

CLAUSE A - IMMEDIATE PAST-PRESIDENT - The Immediate Past President is that member who served as President during the immediately preceding year. The Immediate Past-President shall serve primarily as an advisor to the Board in order to provide continuity to the Chapter and the Board.

CLAUSE B - PRESIDENT - The President shall have general supervision of the Chapter Officers; he or she shall appoint, with the assistance of the Executive Board, chairpersons of all regular and special committees; shall preside at meetings of the Executive Board and Chapter; and shall be an *ex-officio* member of all committees except the Nominating and Elections Committee. The President shall represent the Chapter or appoint alternate representatives to attend appropriate meetings or functions requiring actions by the Chapter. The Chapter President shall be responsible for the Chapter files.

CLAUSE C - ~~PRESIDENT-ELECT~~ VICE PRESIDENT- The ~~President-Elect~~ Vice President shall ~~serve as vice president and~~ assume the duties of the President in the absence or upon the inability of the President to serve. ~~The President Elect becomes President following the one-year term as President Elect.~~ The ~~President-Elect~~ Vice President shall perform duties assigned by the President. In the event the ~~President-Elect~~ Vice President cannot serve in the President's absence, the Executive Board shall appoint a President, *pro tempore*.

CLAUSE D - ~~SECRETARY-TREASURER~~ - The Secretary ~~Treasurer shall be~~ responsible for the ~~Chapter files, records, and funds, and shall submit a complete financial report at the Annual Meeting (Article VI, Section 1, Clause A).~~ ~~D~~ duties also shall include ~~receipt and disbursement of funds,~~ recording of the minutes of all meetings, ~~maintenance of membership rolls,~~ correspondence, and issuance of

meeting notices. ~~As stated in Article V, Section 2, this position may be split into 2 separate positions prior to annual elections. If a Secretary and a Treasurer are elected separately, the above duties will be split between the 2 positions with responsibilities involving financial matters assigned to the Treasurer and responsibilities involving record keeping and administration assigned to the Secretary.~~

CLAUSE E – TREASURER – The treasurer duties include disbursement of funds, maintenance of the chapter budget and shall also submit a financial report at least once a year at the Annual Meeting. More frequent reporting to the Executive Board and Voting Members is encouraged.

CLAUSE E F- CHAPTER REPRESENTATIVE TO THE WESTERN 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 Chapter members, and assisting in routine Section business.

CLAUSE E G- NEWSLETTER EDITOR – The Newsletter Editor shall be responsible for the production and distribution of the Chapter Newsletter. The editor shall also maintain membership rolls. Information included in the Newsletter is selected and edited by the Newsletter Editor with input and approval of the Chapter Officers. The Newsletter contains summaries of Chapter business, officers’ reports, and pertinent information of interest to the membership.

CLAUSE ~~G~~ H– COMMITTEE CHAIRPERSONS – Committee Chairpersons are responsible for directing and promoting the activities of their respective committees, and reporting those activities to the Executive Board.

SECTION 3. NOMINATING CANDIDATES FOR ELECTED OFFICERS – Each year, a 3-member Nominating and Elections Committee, appointed by the President, shall nominate ~~2 candidates for the elective positions of President-Elect and Secretary-Treasurer. The positions of Secretary and Treasurer may be separated by a vote of the executive board in any year prior to elections. On each even numbered year, said committee will nominate 2 candidates for Chapter Representative to the Western Section.~~ at least 3 candidates to run for the Chapter Board with a goal of having at least 6 candidates to ensure a competitive election process.

CLAUSE A - All nominees must be Voting Members (Article IV, Section 1).

CLAUSE B - Prior to becoming candidates, nominees must agree to run for office.

~~CLAUSE C – No member may be a candidate for, or hold, more than one elective position simultaneously.~~

CLAUSE ~~C~~ D -The list of candidates and the candidate’s election statements shall be submitted to the membership at least 30 days prior to the end of the fiscal year. In the case that elections are uncontested, election statements shall be submitted to the membership as background information.

CLAUSE ~~D~~ E -Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of 6 or more members, providing prior approval has been obtained from each nominee.

~~CLAUSE F - No member may hold any one Chapter office for more than 2 consecutive years.~~

SECTION 4. BALLOTING - All voting members will receive a ballot with which to vote for candidates for elected office. Ballots can be delivered either through the U.S. Mail, electronically or through the official Chapter website. Ballots completed by the Voting Members shall be forwarded to a pre-designated, impartial Chapter Officer 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 is a candidate for an elective office. In the event that there are the same number of candidates as positions and the elections are uncontested ballots need not be sent. The new slate of Board Members need to be ratified by the membership either by email or through U.S. mail, and if contested new elections held.

CLAUSE A - Members in arrears shall forfeit their rights to vote during the period of their delinquency.

CLAUSE B - The candidate for each elective office receiving the largest number of votes by ballot shall be declared elected. In the event of a tie, a coin toss or other mechanism acceptable to all candidates will be used to determine the winner. Candidates will be informed of the election results at least 14 days prior to the installation of new officers at the Annual Meeting; the membership will be informed of the election results at the Annual Meeting.

SECTION 5. TERM OF OFFICE - ~~The term of office of the Immediate Past President, President, President Elect, Vice President, and Secretary, and Treasurer (either acting as one officer or split into separate positions) shall be for one year. The term of office for the Chapter Representative shall be for two years, beginning on even-numbered years.~~ All terms shall be for one year.

All newly-elected officers shall begin their respective terms at the Annual Meeting. They shall terminate their duties at the conclusion of the next Annual Meeting, or at such time as their successors are elected and installed.

SECTION 6. VACANCIES - If the office of President is vacated for any reason, the ~~President-Elect~~ Vice President 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. All appointees must be Voting Members of the Chapter and The Wildlife Society.

## **ARTICLE VI - MEETINGS**

SECTION 1. MEETINGS – The Chapter shall hold regular membership meetings and Executive Board (Board) meetings. Regular membership meetings will include information and activities of interest to the membership at large. Board meetings will be limited to the business of the Executive Board. All meetings of the Chapter shall be held at such times and places as determined and published by the Executive Board.

CLAUSE A - ANNUAL MEETING - A Chapter Annual Meeting shall be held in conjunction with the Annual Meeting of the Western Section for the purpose of providing the membership with annual reports of the officers and committees, and for any other business that may arise.

CLAUSE B – BOARD MEETINGS - Any Chapter member may attend Board meetings, but may participate only when asked to do so. Only Chapter Officers may vote at Board meetings.

CLAUSE C - MEETING NOTICE - Members must be notified at least two weeks prior to any meeting when special, unusual, or particularly important business action is to be taken, and the notice must contain reference

to the business to be considered. For annual and regular meetings, members must be notified at least 1 month in advance.

CLAUSE D - QUORUM - The quorum for the Annual Meeting or regular meetings of the Chapter shall be ~~over 50 percent of the membership or 15 members in good standing, whichever is less; equal to the number of members in attendance at the meeting; for regular meetings, over 25 percent of the membership or 10 members in good standing, whichever is less;~~ and for Executive Board meetings, 5 at least 50% of the members of the Board Officers. A motion may be passed at any meeting by a two-thirds vote of attending members in good standing.

CLAUSE E - MEETING RULES - The rules contained in the latest revision of "Robert's Rules of Order" shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of the Chapter or the Society.

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 Wildlife 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 1, Clause C) and the purpose of the call are 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 this Article apply as well to special meetings.

## **ARTICLE VII - MANAGEMENT AND FINANCES**

**SECTION 1. EXECUTIVE BOARD CONDUCT** - The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of The Wildlife Society. The Board is authorized to act for the Chapter between Chapter meetings and shall report its interim actions to the members at each succeeding membership meeting. Any action of the Board may be overridden by a two-thirds majority vote of the members.

**SECTION 2. FINANCE** - Funds of the Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer or Treasurer. The financial records of the Sacramento-Shasta Chapter shall be periodically examined by the Audit Committee (Article VIII, Section 2, Clause E).

**CLAUSE A** - The Secretary-Treasurer or Treasurer need not be bonded.

**CLAUSE B** - Funds shall be derived from dues, special assessments, work projects, contributions and other sources consistent with the by-laws of The Wildlife Society and as approved by the Chapter Executive Board.

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

**SECTION 3. REPORTS** -The Secretary-Treasurer or Secretary shall, within twenty (20) days after an election or other official action taken by the Chapter, provide a copy of such action to the Executive Director of The Wildlife Society, the Western Section Representative, and the Western Section President. These same parties will receive a copy of the annual financial statement prepared by the Secretary-Treasurer or Treasurer and annual report prepared by the President. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted by the Secretary-

Treasurer or Treasurer to the Executive Director of The Wildlife Society in January of each year for federal tax reporting by the Society office.

SECTION 4. FILES - The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the Western Section, and the Sacramento-Shasta Chapter; minutes of all regular and special Chapter meetings, 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 guidance of each succeeding Secretary-Treasurer or Secretary. 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 may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2, Clause D) for consideration by the Chapter's Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, submitted with ballots to the Chapter Membership. Such new items must be approved by two-thirds of the Chapter Membership who return ballots and must be transmitted to The Wildlife Society, the Western Section Representative, and the Western Section President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter Officer 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 Sacramento-Shasta Chapter may issue statements pertaining to subjects in its locale:

- a) when the content of the statement falls within the established policy of The Wildlife Society; and
- b) in the absence of existing position statements by The Wildlife Society.

The Sacramento-Shasta Chapter will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of the Society's Council. All statements will follow the "Guidelines for Wildlife Policy Activities" (Appendix 4.421b of the Operations Manual) and conform to The Wildlife Society's policy regarding conservation affairs (Appendix 4.421a of the Operations Manual). The Chapter membership, The Wildlife Society, the Western Section Representative, and the Western 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 appoint chairpersons of all regular committees and special committees as the need arises. Such committee chairpersons shall serve at the pleasure of the President. Committee chairpersons shall complete their committees with assistance of the President, unless otherwise specified. All committee chairpersons shall submit a written summary of committee activities to the President and the Secretary-Treasurer or Secretary before the close of each Chapter business meeting.

**SECTION 2. STANDING COMMITTEES AND THEIR DUTIES:**

CLAUSE A - NOMINATING AND ELECTIONS - See Article V, Section 3.

CLAUSE B - MEMBERSHIP - This committee shall endeavor to obtain the maximum number of qualified persons residing in the Chapter's Area of Organization to become members of The Wildlife Society, the Western Section, and the Sacramento-Shasta 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 one month prior to the meeting date.

CLAUSE D - RESOLUTIONS AND PUBLIC STATEMENTS - This committee shall receive proposed resolutions from 2 or more members at any time, prepare, submit and recommend action on such items to the Executive Board in accordance with Article VII, Section 5.

CLAUSE E - 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 or Treasurer at least annually. This committee also shall review these records and documents prior to any change in the office of the Secretary-Treasurer or Treasurer.

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 Sacramento-Shasta Chapter of The Wildlife Society, the Executive Board shall transfer all assets, accrued income, and other properties to the Council of The Wildlife Society with the understanding that said assets will be held to 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 Council may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with the Society Bylaws.

## **ARTICLE X - AMENDMENT TO BYLAWS**

**SECTION 1. PROCEDURE** - These Bylaws may be altered or amended by a majority vote of the members voting at any regular or special Chapter meeting if advance notice of the proposed changes per Article VI, Section 1, Clause C, of the Bylaws is followed. A member who will be absent from the meeting may file an absentee ballot with any standing elected officer.-

**SECTION 2. CONFORMANCE** - Amendments must not conflict with the current Bylaws of The Wildlife Society. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.