

BYLAWS OF THE SASKATCHEWAN CHAPTER OF THE WILDLIFE SOCIETY

Organized: 3 May 2011

Article I – Name, Area, and Affiliation

Section 1. Name - The name of this organization shall be the Saskatchewan Chapter of The Wildlife Society.

Section 2. Area – This Chapter shall have as its area of organization the province of Saskatchewan.

Section 3. Affiliation- The Saskatchewan Chapter shall conform to Bylaws, Code of Ethics, objectives, policies and positions as adopted by The Wildlife Society, Inc., hereinafter as the Society.

Article II – Objectives

Section 1 – Objectives: The Chapter shall promote the principles, policies, and objectives of the Society as stated in the Society bylaws:

Conservation: To develop and promote sound stewardship of wildlife resources and of the environments upon which wildlife and humans depend;

Education: To augment the educational opportunities for professionals and students of biology and wildlife conservation;

Research: To recognize that every management scenario is a research opportunity. To encourage research on critical questions and development of novel techniques for wildlife management and conservation;

Outreach: To increase public awareness and appreciation of wildlife values;

Communication: To encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife;

Aspiration: To seek the highest standards in all activities of the wildlife profession. Moreover, to encourage wildlife management decisions to be founded upon sound natural history, evolutionary, and ecological science and, whenever possible, to be applied in a testable and adaptable manner.

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

People: Provide opportunities for better liaison among individual members, the Saskatchewan Chapter, the Canadian Section and The Wildlife Society.

Communication: Encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife resources. Establish a repository for such communication and exemplary local projects and advancements in wildlife research and a medium to showcase this knowledge.

Education: Provide emphasis on student connections with practitioners to align education with real-world careers, while recognizing and rewarding outstanding academic achievements. Establish awareness in the local communities to further advance public interest and general knowledge of wildlife management.

Accomplishment: Recognize and commend outstanding professional achievements in maintenance, restoration and enhancement of habitats for wildlife.

Conservation: Evaluate and respond to the principles involved in proposed or enacted societal actions that could affect wildlife or its habitats. Focus the aims and objectives of the Society and the Saskatchewan Chapter upon wildlife needs, problems, and events in local situations.

Article III. Chapter Year

The Chapter operative and fiscal year shall begin January 1 of each year.

Article IV. Membership

Section 1 – Membership Eligibility: Membership in the Chapter shall be open to all persons interested in wildlife resources, regardless of race, religion, sex or nationality, and who subscribe to the Society’s objectives.

Section 2 – Regular Membership: Regular membership in the Chapter shall be available to any member of the Society who resides within the boundaries of the Chapter as defined in Article I, Section 2. Regular members may vote on matters affecting Society and officially represent the Chapter on business of the Society. Only regular members may hold elective offices in the Chapter.

Section 3 – Affiliate Membership: Affiliate membership in the Chapter shall be available to any person, who, although not a member of the Society, has an interest in the objectives and activities of the Chapter. An affiliate member shall be entitled to all rights, privileges and responsibilities of regular members except as otherwise noted in Article IV, Section 2.

Section 4 – Dues: Annual dues shall be payable by each member to the Secretary-Treasurer no later than December 31 each year. Members who have not paid their Society dues shall lose their voting status in the Chapter.

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

Section 6 – Charter Member: Members in good standing on the The Wildlife Society membership rolls as of February 15, 2011 shall be considered Charter Members.

Section 7 – Honorary Member: Honorary members of the 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.

Article V. Dues

Annual dues, amount to be determined at each annual meeting, shall be payable by each member to the Secretary-Treasurer no later than December 31. If the members waive member dues for the forthcoming year at the annual meeting, application or reapplication will be required in lieu of due payment to track Chapter membership.

Article VI. 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 (as determined in Section V) are not paid. If the members waive member dues for the forthcoming year at the annual meeting, reapplication will be required in lieu of due payment.

Article VII. 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. If the members waive member dues for the forthcoming year at the annual meeting, reapplication will be required in lieu of due payment.

Article VIII. Elections and Officers

Section 1 – Nominations and Elections Committee: A Nominating and Elections Committee selected by the Executive Board (see Article IX, Section 1) of the Saskatchewan Chapter shall prepare a slate of two candidates for each of the elective positions, namely: President-Elect, Secretary-Treasurer, and two additional Executive Board members, one of which shall be a student registered in a Saskatchewan college or university and interested in wildlife resources.

Clause A – All nominees must be regular members.

Clause B – Prior approval shall be obtained from candidates.

Clause C – Nominations shall be submitted to the membership prior to the annual business meeting.

Clause D – Additional nominations may be made by the membership at the annual meeting.

Clause E – A member may be elected for no more than two consecutive years in the same elective position.

Section 2 – Balloting: Balloting shall occur either by mail-in voting or electronic online voting. Voting cards shall be mailed to any member without an email address one month prior to the annual meeting to be returned by the annual meeting. Electronic voting shall occur during the two week period prior to the annual meeting and will be accessible only to members with email addresses. Results will be announced at the annual meeting. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominations and Election Committee who has been nominated for an office.

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

Clause B – The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold two elective positions simultaneously.

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

Section 3 – Officers: Officers of the Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), Secretary-Treasurer, Student Representative and at least one Member-at-Large. Their duties are:

Clause A – President – The President shall have general supervision of the Chapter officers, shall appoint with the advice of the Executive Board, Chairmen of all regular and special committees and shall preside as Chairman 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 Canadian Section of The Wildlife Society. As 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. 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-Treasurer – The Secretary-Treasurer shall be responsible for the files, records and fund of the Chapter, and shall submit complete financial reports

to the last meeting of his term of office. 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 issuance of meeting notices.

Clause D – Student Representative – The Student Representative shall act as a liaison between the Chapter and student members of the Chapter and the general business of the Chapter.

Clause E – Member-at-Large – The Member-at-Large shall be responsible for promoting the Saskatchewan Chapter and The Wildlife Society to other wildlife professionals and organizations. In addition, the Member-at-Large shall assist with soliciting memberships, and the general business of the Chapter

Clause F – Executive Board – The Executive Board shall act as the governing body for the Chapter and shall be made up of the above named officers, the Past-President, the Member-at-Large and the Student Representative.

Section 4 – Term of Office: The officers and elected board members must be members of The Wildlife Society, serve for approximately one year, be installed at the Annual Meeting, take office immediately following the Annual Meeting and, unless re-elected, terminate their duties at the conclusion of the next Annual Meeting, or such time as their successors are elected and installed.

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.

Article IX. Meetings

Section 1 – Regular Meetings: Regular membership meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A – Annual Meetings – An Annual Meeting shall be held and shall be known as the Annual Meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Clause B – Meeting Notice – Members must be notified at least one month prior to the annual meeting (and special meetings) and at least ten days prior to regular 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 members 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.

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

Section 2 – Special Meetings: Special meetings will be held upon written notice of five paid-up Chapter members submitted in accordance with Article VI, Section 1, B and the purpose of the call is given.

Clause A – Only those items 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 X. Management and Finance

Section 1 – Executive Board: The Chapter shall be governed by an Executive Board composed of its officers, the immediate Past-President, and two members of the Chapter duly elected to the Board, one of which shall be a student registered in a Saskatchewan college or university.

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 membership meeting. Any Board action may be overridden by a two-thirds vote of the voting 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 Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer. The financial records of the Chapter shall be periodically examined by the Audit committee (Article XI, Section 2E).

Clause A – The Secretary-Treasurer need not be bonded.

Clause B – Operating fund shall be derived from dues, special assessments, work projects, and donations. No monies received from donations or contributions shall be used for other than charitable or educational purposes. No monies received from donations shall at any time be distributed among the members of the Chapter.

Clause C – Funds shall be placed in a chartered bank or credit union.

Clause D – The Secretary-Treasurer may reimburse officers, and any other member authorized by the Executive Board of the Chapter for out-of-pocket expenditures made on behalf of the Chapter.

Section 3 – Reports: Within twenty days after an election or other official action the Secretary- Treasurer shall report such action to the Executive director of the Society, to the Canadian Section Representative and the Canadian Section President. Activity reports from the Secretary-Treasurer shall be forwarded to these same parties.

Section 4 – Files: The Chapter shall maintain a file containing Bylaws of the Society, the Canadian Section and of 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- 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 and Public Statements: Two or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article XII, Section 2C) 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 Canadian Section representative, and the Canadian 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 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 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 Conservation Affairs Activities" (Appendix 4.421b of the Operations Manual) and conform with the Society's policy regarding conservation affairs (Appendix 4.421a of the Operations Manual). The Chapter membership, The Wildlife

Society, the Canadian Section representative, and the Canadian Section President must receive copies of any resolution or public statement within 15 days of such action.

Article XI. Committees

Section 1 – Appointments: The Executive Board shall appoint a Nominating and Elections Committee (see Article VII, Section 1) and may appoint chairmen of special committees to aid in the operation of the Chapter. Committee chairmen shall complete their committees with assistance of the President.

Section 2 – Duties of Committees:

Clause A – Nominating and Elections – (See Article VII, Section 1).

Clause B – Fund Raising – This committee shall be charged with the planning and organization of fund raising events. At least on such activity shall be planned and operated annually.

Clause C – Resolution and Public Statements – This committee will be charged with the evaluation and submission to the Executive Board of resolutions or statements concerning environmental or conservation issues. All resolutions or statements will adhere to the guidelines established in Article X, Section 5.

Clause D – Awards – This committee shall be charged with receiving applications for the Saskatchewan Chapter Student Bursary and the Conservation Award. The committee will evaluate and submit to the Executive Board its recommendation for recipients of these awards.

Clause E – Audit – This committee shall audit the financial records before the annual business meeting and report such audit at that meeting. They shall also audit the annual financial statement and the financial records at such times as directed by the Executive Board and report such audits to the Executive Board.

Clause F – Special Committees – The duties of special committees shall be outlined by the Executive Board.

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.

Section 5 – Reports - All committee chairs shall provide updates on committee activities to the President on a regular basis and shall submit a written summary of committee activities to the President and Executive Board at the Annual Meeting and at the end of the committee's tenure.

Article XII. Dissolution

Section 1 – Standards to continue: The Saskatchewan Chapter must continue to demonstrate its viability to the Council of The Wildlife Society by meeting the following standards: a) complying with the criteria for affiliation (Article 1, Section 3), b) submitting the required reports to The Wildlife Society (Article XI, Section 5), and c) fulfilling the purposes and intent of these bylaws.

Section 2 – Dissolution: Upon dissolution of the Chapter, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of The Wildlife 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 geographic area within said five-year period. If another Chapter is not established within said area and period of time, the Society Council may distribute all assets, accrued income and other properties to a Canadian charitable organization in accordance with Society bylaws.

Article XIII. Amendment to Bylaws

Section 1 – Procedure: These Bylaws may be altered or amended by a majority of members voting at any Annual or Special meeting if due advance notice of the proposed changes per Article IX, Section 1, B of these Bylaws is followed.

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