

1 **BYLAWS OF THE WESTERN SECTION OF THE WILDLIFE SOCIETY, INC.**

2 Organized: January 15, 1954

3 As Amended and Approved February 08, 2021

4 **ARTICLE I. NAME, AREA, AFFILIATION, AND COMPOSITION**

5 Section 1. NAME - The name of this organization shall be the Western Section of the Wildlife Society<sup>1</sup>  
6 (hereinafter referred to as the Section).

7 Section 2. AREA - This Section shall have as its area of organization the States of California, Nevada,  
8 Hawaii; Commonwealth of the Northern Mariana Islands; Territories of American Samoa and Guam;  
9 and the Freely Associated States of the Federated States of Micronesia, Palau, and Republic of the  
10 Marshall Islands.

11 Section 3. CRITERIA FOR AFFILIATION - The Section shall conform to Bylaws, Code of Ethics,  
12 objectives, policies and positions as adopted by The Wildlife Society, Inc<sup>2</sup>. (hereinafter, The Wildlife  
13 Society, Inc., may be referred to as The Society).

14 Section 4. COMPOSITION - The Section shall be composed of those Chapters that affiliate with the  
15 Section, and those professionals and others, regardless of age, race, religion, gender, ethnicity,  
16 disability, sexual orientation, or nationality who are interested in wildlife resources, who subscribe to  
17 The Society's objectives and Code of Ethics and who are interested in the affairs of the Section.

18 **ARTICLE II. OBJECTIVES AND IMPLEMENTATION**

19 Section 1. OBJECTIVES - Consistent with the objectives of The Society, the Section objectives are:

- 20 1. To encourage the highest standards in all activities of the wildlife profession.  
21 2. To recognize and commend outstanding work in the profession and in other efforts of wildlife  
22 conservation and ecology.  
23 3. To support and promote the activities and objectives of The Society and Chapters within the  
24 Section regarding wildlife needs, problems, and events in the Western Section area.

25 Section 2. IMPLEMENTATION - To achieve these objectives, this Section proposes to:

- 26 1. Provide opportunities for communication among Section members and between Section  
27 members and The Society.  
28 2. Provide opportunities for continuing education for Section members.  
29 3. Evaluate and respond to proposed or enacted social actions that could affect wildlife or its  
30 habitats.  
31 4. Recognize and commend outstanding professional achievements in the maintenance, restoration,  
32 and enhancement of wildlife and their habitats.  
33 5. Focus the aims and objectives of The Society and the Western Section upon professional wildlife  
34 needs, problems, and events in local situations.

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<sup>1</sup> The Western Section was incorporated in 1982 under the laws of the State of California.

<sup>2</sup> The Wildlife Society was incorporated in 1948 under the laws of the District of Columbia.

35 6. Encourage communication between members and non-members to facilitate understanding and  
36 effectiveness of research and management of wildlife resources.

37 **ARTICLE III. ORGANIZATION**

38 Section 1. WESTERN SECTION - In order to carry out its objectives the Section shall be governed by a  
39 board of directors called the Executive Board as described in Article VI, Section 3 (hereinafter the  
40 Executive Board will be referred to as the Board), and shall include Chapters which provide member-  
41 oriented activities at local levels.

42 Section 2. CHAPTERS - Chapters within the Section Area (Article I, Section 2) may be formed or  
43 dissolved according to the bylaws of The Society.

44 **ARTICLE IV. SECTION YEAR**

45 The Section operating and fiscal year shall begin January 1.

46 **ARTICLE V. MEMBERSHIP**

47 Section 1. MEMBERSHIP TYPES - Membership is available to persons not subject to Section disciplinary  
48 action who meet the following conditions:

49 Clause A. REGULAR MEMBER - Regular membership in the Western Section shall be available to  
50 any person who is a member of The Society who resides in or conducts professional activities  
51 within the organizational area of the Section (Article I Section 2).

52 Clause B. ASSOCIATE MEMBER - Associate membership in the Western Section shall be available  
53 to any person who is a member of The Society but neither lives nor conducts professional  
54 activities within the organizational area of the Section (Article I Section 2) OR who is not a  
55 member of The Society, but has an interest in the objectives and activities of the Section and  
56 Society.

57 Clause C. CHARTER MEMBER - Charter Members are those members in good standing on the  
58 Section membership rolls as of July 30, 1953.

59 Clause D. HONORARY MEMBER - Honorary Members of the Section shall be: 1) persons receiving  
60 the Raymond F. Dasmann Award for Professional of the Year; or 2) persons who, by a majority  
61 vote of Section Members, have been thus recognized for their achievements. Persons granted  
62 Honorary Membership by The Society and residing in the Section shall likewise be recognized as  
63 Honorary Members of the Section.

64 Section 2. DUES - Annual dues shall be payable by each member to the Treasurer. Annual Section dues  
65 also may be paid to The Society's Headquarters office, along with Society dues, and subsequently  
66 will be remitted to the Section. Dues are payable on the membership anniversary date.

67 Clause A. Dues Establishment - Annual dues shall include a basic fee for operations and services of  
68 the Section. The Board may periodically adjust the basic fee within limits indicated by the change  
69 in the Consumer Price Index for All Urban Consumers (CPI-U) occurring February to February,  
70 rounded to the nearest dollar. Adjustments in the basic fee in excess of that limit shall be  
71 recommended by the Board and submitted to the membership for approval. Changes in dues will  
72 be sent to the Society by April 30 and will become effective July 1.

73 Clause B. Dues Categories - The Western Section recognizes the following dues categories for both  
74 Regular and Associate Members:

75 1. Standard. Standard dues are paid by members not entitled to other dues categories.

- 76 2. Life Member - A member who pays full Life Member dues is exempt from paying  
77 subsequent annual Section dues. Life membership is set at up to 22.5 times the standard  
78 dues rounded up to the nearest 5 dollar increment. Lifetime membership may be paid in  
79 up to three incremental payments with dues locked in with the first payment.
- 80 3. Retired - A member retired from full-time employment is entitled to dues set at up to 50%  
81 of Standard dues rounded up to the nearest dollar.
- 82 4. Student - A member enrolled in college level curricula or attending a post-secondary  
83 school is entitled to dues set at up to 50% of Standard dues rounded up to the nearest  
84 dollar.
- 85 5. Youth – A member enrolled in a high school or secondary education program or younger  
86 is entitled to dues set at up to 25% of Standard dues rounded up to the nearest dollar.
- 87 6. Early Career Professional - A member who is: a) employed in an entry level position; b) in  
88 a less than full time position or generally less than two years in a full time position; or c)  
89 seeking employment in the wildlife profession is entitled to dues set at up to 50% of  
90 Standard dues rounded up to the nearest dollar. Members are expected to pay Standard  
91 dues for membership or regular fees for events if they are financially capable.
- 92 7. Honorary - Honorary Members are exempt from annual Section dues. Section Honorary  
93 Members must still pay applicable Society or Chapter dues.
- 94 8. Supporting – A member who provides additional financial support to the Section by  
95 paying dues set at two times Standard dues rounded up to the nearest 5 dollar  
96 increment.
- 97 9. Contributing – A member who provides additional financial support to the Section by  
98 paying dues set at three times Standard dues rounded up to the nearest 5 dollar  
99 increment.

100 Section 3. PRIVILEGES - Members have privileges and responsibilities of their respective and  
101 appropriate memberships.

102 Clause A. Voting - Regular Members, Associate Members, and Honorary Members may vote in  
103 Section elections.

104 Clause B. Regular Members - Only Regular Members shall be entitled to hold office, serve as  
105 Committee Chairs, and represent the Section's and Society's name or position officially when so  
106 appointed by the Executive Board or by Officer appointment.

107 Clause C. Associate Members - Associate Members shall be entitled to serve on Committees or  
108 assist with Section activities. Associate Members are NOT entitled to hold office, serve as  
109 Committee Chairs, or represent the Section's and Society's name or position officially.

110 Clause D. Honorary Members - Honorary Members who are voting members of The Wildlife Society  
111 shall have the same rights and privileges as Section Regular Members (Article V, Section 1).  
112 Honorary Members who are not voting members of The Wildlife Society shall have the same  
113 rights and privileges as Associate Members (Article V, Section 2).

114 Section 4. RESIGNATION - Members may resign at any time by giving notice to the Section, or will be  
115 considered to have resigned if annual Section dues are not paid. No refund of Section dues will be  
116 made.

117 Section 5. REINSTATEMENT - Persons who are dropped from the rolls of the Section for non-payment of  
118 dues or resignation may be reinstated into membership in the Section upon re-application and  
119 payment of appropriate dues. Persons dropped from the membership rolls for Section disciplinary  
120 actions may have terms limiting reinstatement of membership.

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**ARTICLE VI. VOTING, ELECTIONS AND OFFICERS**

Section 1. NOMINATING AND ELECTIONS COMMITTEE - The three-member Nominating and Elections Committee, selected by the Board (Article IX, Section 1), shall prepare a slate of candidates for each of the following positions: President-Elect, and Section Representative to The Society.

Clause A. Qualifications - All nominees must be Regular Members (Article V, Section 1). No one may hold more than 1 elective position simultaneously. Prior to accepting a nomination, the candidate must declare intent to resign an existing elective position if elected to the new position.

Clause B. Approval - Prior approval shall be obtained from candidates.

Clause C. President-Elect Nominees - Notice seeking nominees will be provided to membership at least 30 days prior to announcing the nomination slate. Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of six (6) or more members, provided prior approval has been obtained from each nominee. Additional nominees may be part of the slate of two (2) candidates or may be in addition.

Clause D. Slate of One – If the Nominating and Elections Committee has contacted at least 20 bona-fide candidates for a second nomination of President-Elect and all have declined, a slate of one (1) candidate may be submitted to the membership for the position of President-Elect.

Clause E. Membership Notice - The nomination slate for President-Elect shall be submitted to the membership at least 30 days prior to the Annual Meeting.

Clause F. Section Representative – The nomination slate of two (2) candidates for Section Representative to The Society shall be submitted to the Nominating Committee of The Society.

Section 2. VOTING - Written or electronic ballots shall be received from the members by the Section and shall be counted by the Nominating and Elections Committee. For voting purposes, it is the sole responsibility of members to ensure they have provided the Section with a valid and current email address and/or postal address prior to the voting period. 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.

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

Clause B. Absentee Ballot - A signed absentee ballot may be submitted to the Section by a member prior to the scheduled time for counting ballots.

Clause C. Majority Vote - The candidate receiving the largest number of votes shall be declared elected. In the event of a tie vote, an uneven number of members of the Board shall cast a deciding anonymous vote by ballot.

Clause D. Section Representative - Balloting for Section Representative to The Society will be administered by The Society.

Clause E. Other Business – Other Section business requiring a membership vote will be decided by a majority of votes cast unless otherwise stipulated in the call for a vote.

Clause F. Special Election – A special election for Other Section Business can be called with due notice to members and voting open for at least 30 days.

160 Section 3. EXECUTIVE BOARD - The Executive Board shall act as the governing body for the Section  
161 and shall be made up of officers of the Board, the duly elected or appointed Chapter Representatives,  
162 Voting Board Appointees, and Other Committee Chairs. Officers of the Western Section shall consist  
163 of President, President-Elect, Past President, Section Representative to The Society, Treasurer, and  
164 Secretary. An Executive Committee, composed of the Officers of the Western Section, is empowered  
165 to take action on behalf of the Executive Board between meetings of the Executive Board on urgent  
166 matters. Voting Board Appointees of the Western Section shall consist of the chairs of the  
167 Professional Development Committee, Conservation Affairs Committee, Diversity Committee, and  
168 *Western Wildlife* Committee, and the Communications Content Editor. All Executive Board members  
169 must be Regular Members of the Section. Major duties of Executive Board members are listed below.  
170 Additional duties are provided in the Section's Operations Manual.

171 Clause A. President - The President shall have general supervision of the Section officers, shall  
172 appoint, with the advice of the Board, the Chairs of all standing and ad hoc committees as  
173 provided in Article IX, Section 1, shall preside as the Chair at meetings of the Board, and shall be  
174 an ex officio member of all committees, except the Nominating and Elections Committee. The  
175 President leads the Executive Committee. The President submits an annual report to TWS. The  
176 President may represent the Section or appoint alternate representatives to other Section, or  
177 Society boards, committees or meetings.

178 Clause B. President-Elect - The President-Elect shall assume the duties of the President in the  
179 absence or upon the inability of the President to serve, and shall perform any duties assigned by  
180 the President. In the event the President-Elect cannot serve in the President's absence, the  
181 Board shall appoint a President, pro tempore. The President-Elect shall succeed to the office of  
182 the President at the close of the President's term of office. The President-Elect chairs the  
183 Program Committee and serves on the Executive Committee.

184 Clause C. Past President – The immediate Past President shall be responsible for assisting and  
185 advising the President and the Board in all matters concerning the Section and for conducting  
186 other duties as assigned by the President. The Past-President chairs the Nominating and  
187 Elections and Financial Review Committees and serves on the Executive Committee.

188 Clause D. Treasurer – The Treasurer shall be responsible for the funds of the Section and shall  
189 submit financial reports at each Board meeting and at the Annual meeting of the Section. The  
190 Treasurer is responsible for ensuring the timely preparation of appropriate tax forms, submitting  
191 forms to the President for Executive Board review, filing reviewed forms with the IRS to meet  
192 submittal deadlines, and providing proof of filing to the Society. The Treasurer serves on the  
193 Executive Committee and serves as an ex officio member of the Financial Review Committee.

194 Clause E. Section Representative to the Society - The Section Representative shall represent the  
195 Section to The Society. This person shall represent and serve as liaison to The Society for the  
196 Section, provide the editors of *The Wildlifer* and *The Wildlife Professional* with news and items of  
197 interest from the Section area, and serve as a contact among The Society sections and members  
198 in their respective areas. The Section Representative serves on the Executive Committee.

199 Clause F. Chapter Representative to the Western Section - Each Chapter shall elect, or appoint,  
200 following their respective bylaws a Chapter Representative to the Western Section. This person  
201 shall represent and serve as liaison to the Section for the Chapter, provide the Section with  
202 periodic written reports (not less than 1 per year) on Chapter activities, and serve as a contact  
203 among the Section, Chapters, and members from their respective areas. Chapter Representative  
204 duties include: a) attending in person or by proxy all Board meetings; b) participating in  
205 discussions and voting on motions; c) ensuring that all Chapter officers are members of The  
206 Society; d) ensuring that an annual financial statement from the Chapter is submitted to the  
207 President; and e) assisting the Section President by verifying mailing addresses, conducting  
208 membership drives, polling individual members, serving on Board committees, and assisting in  
209 routine Section business. In the event that a Chapter is inactive and fails to elect or appoint a

210 Chapter Representative, the Board shall appoint a Chapter Representative from the geographic  
211 area of the inactive Chapter.

212 Clause G. Secretary – The Secretary shall record and distribute the minutes of all meetings. The  
213 Secretary is responsible for ensuring the timely submittal of Section election results and Section  
214 Board member contact information to The Society. The Secretary serves on the Executive  
215 Committee.

216 Clause H. Voting Board Appointees – Duties for Voting Board Appointees include: a) attending in  
217 person or by proxy all Board meetings; b) submitting written reports; and c) participating in  
218 discussions and voting on motions. Other duties are described in Article IX.

219 Clause I. Other Committee Chairs – Duties for the chairs of other standing or ad hoc committees not  
220 identified in Clause H include: a) submitting written reports for Board meetings; and b) presenting  
221 committee activities to the Board as requested. Other duties are described in Article IX. Other  
222 Committee Chairs may attend Board meetings in person or by proxy and may participate in Board  
223 discussions but do not vote.

224 Clause J. Executive Board Proxy - Members of the Executive Board, with the exception of the  
225 President, may appoint a proxy member to attend Board meetings upon written notification  
226 submitted to the President. Proxies for Chapter Representatives may vote and count towards  
227 quorum if authorized by Chapter bylaws; otherwise, proxy members may participate in  
228 discussions but may not vote and do not count towards quorum (Article VII, Section 1, Clause C).

229 Section 4. TERM OF OFFICE - The officers and Board members are installed at the Annual Business  
230 Meeting, take office immediately upon installment, and unless reelected, terminate their duties at the  
231 conclusion of the next Annual Meeting, or at such time as their successors are elected and installed.

232 Clause A. President - The President shall serve for one (1) year, upon conclusion of the term the  
233 President becomes the Past President.

234 Clause B. President-Elect - The President-Elect shall serve for one (1) year. Upon conclusion of the  
235 term the President-Elect succeeds to the Presidency.

236 Clause C. Past President – The Past President shall serve a one- (1) year term.

237 Clause D. Section Representative - The Section Representative shall serve for three (3) years, and  
238 may serve no more than two (2) consecutive terms as provided by TWS bylaws.

239 Clause E. Chapter Representative - Chapter Representatives serve on the Board according to  
240 Chapter Bylaws.

241 Clause F. Treasurer – The Treasurer shall serve for two (2) years, is appointed by the President, and  
242 may be reappointed for successive terms.

243 Clause G. Secretary – The Secretary shall serve for two (2) years, is appointed by the President, and  
244 may be reappointed for successive terms.

245 Clause H. Voting Board Appointees – Voting Board Appointees shall serve for two (2) years and are  
246 appointed by the President. These positions may be reappointed for successive terms, except the  
247 Communications Content Editor, which shall serve a maximum of two (2) consecutive terms.

248 Clause I. Other Committee Chairs – Appointments are made as provided in Article IX, Section 1.

249 Section 5. VACANCIES - If the office of President is vacated for any reason, the President-Elect shall  
250 assume the duties of the President for the balance of the unexpired term of the President. All other  
251 Board officer vacancies except for Section Representative in any expired or unexpired terms of an  
252 elective office or member or appointed member shall be filled through appointment by the Executive  
253 Board, although an appointed President-Elect shall serve only until the next scheduled Section  
254 election where the membership shall elect the next President. Section Representative vacancies will  
255 be filled by the Society. All appointees must be Regular Members of the Section.

256 Section 6. REMOVAL FROM OFFICE

257 Clause A. Grounds for Removal – An officer, Board member or Chapter representative may be  
258 removed for failing to adhere to TWS Code of Ethics, failing or neglecting the performance of  
259 duties devolved upon an officer, committee chair or Chapter Representative, engaging in  
260 improper conduct or conduct contrary to the best interests of The Society or the Section, violating  
261 these Bylaws, or other causes, including failing to attend three consecutive regularly scheduled  
262 meetings of the Executive Board without prior notification to the President or failing to vote in at  
263 least one-half of the votes before the Board between regularly scheduled meetings in a year.

264 Clause B. Officers, Voting Board Appointees and Chapter Representatives – The Executive Board  
265 may consider removing an officer, voting board appointee or Chapter Representative upon written  
266 petition of the membership signed by 15% of the Section’s Voting Members for an officer or  
267 voting board appointee or by 15% of the Chapter’s Voting Members for a Chapter  
268 Representative. The President will notify the respective Chapter President if Chapter  
269 Representatives fail to attend regularly scheduled Executive Board meetings or failing to vote on  
270 actions between regularly scheduled meetings. Prior to acting on a petition for removal, the  
271 Executive Board, Secretary or designated TWS representative, shall provide the challenged  
272 Board member with written notice of the petition and the stated grounds for removal and an  
273 opportunity to appear before the Executive Board to hear the allegations and present a response.  
274 The challenged Board member may waive such hearing in writing and in lieu thereof submit a  
275 written response for consideration by the Executive Board. Following such hearing or upon  
276 receipt of a signed written waiver of a hearing, the Executive Board will consider the hearing  
277 response or submitted written response, if any, and vote on the petitioned removal, requiring a  
278 two-thirds (2/3rds) majority of the legal votes cast of the Executive Board. The Executive Board's  
279 vote on the matter shall be final and will be communicated in writing to the subject Board member  
280 within ten days of the Executive Board’s vote.

281 Clause C. Other Committee Chairs – The President may consider removing an Other Committee  
282 chair upon written petition signed by 20% of the Executive Board or 15% of the Section’s Voting  
283 members. Prior to acting on a petition for removal, the President, shall provide the challenged  
284 committee chair with written notice of the petition and the stated grounds for removal and an  
285 opportunity to appear before the President to hear the allegations and present a response. The  
286 President has discretion to seek advice from the Executive Board regarding the petition. The  
287 challenged committee chair may waive such hearing in writing and in lieu thereof submit a written  
288 response for consideration by the President. Following such hearing or upon receipt of a signed  
289 written waiver of a hearing, if any, the President shall decide the matter. The President’s decision  
290 on the matter shall be final and will be communicated in writing to the committee chair within ten  
291 days of the decision.

292 **ARTICLE VII. MEETINGS**

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

295 Clause A. Annual Member’s Meeting – The Annual Member’s Meeting is held at the Section’s Annual  
296 Meeting. The Annual Member’s Meeting shall be for the purposes of installing officers, receiving  
297 reports of officers and committees, and for any other business that may arise.

298 Clause B. Meeting Notice - Members must be notified at least one (1) month prior to annual and  
299 regular meetings and at least ten (10) days prior to special meetings or special elections.

300 Clause C. Quorum - Quorum for the Annual Meeting of the Section shall be over 50 percent of the  
301 membership or 25 members in good standing, whichever is less. Quorum for Board meetings is  
302 seven (7) voting members of the Board. Board members may participate by phone or other  
303 electronic means so long as all participating parties can communicate in real time with other  
304 participants. Attendance by proxy is defined in Article VI, Section 3, Clause J.

305 Clause D. Meeting Rules - Order of business and parliamentary procedures at Section meetings shall  
306 follow The Standard Code of Parliamentary Procedures, latest revision, unless new rules are  
307 adopted by the Board.

308 Clause E. Bylaws - Section Bylaws shall be available for inspection during every meeting. If these  
309 Bylaws are revised, the new revision must be approved by The Society before becoming  
310 effective.

311 Section 2. SPECIAL MEETINGS - Special meetings of members may be called by the Board at any time,  
312 provided due notice and the purpose of the meeting are given.

313 Clause A. Scope - Only items listed in the call for a special meeting shall be acted upon at the special  
314 meeting.

315 Clause B. Procedures - All Clauses under Section 1 of this Article apply as well to special meetings.

## 316 **ARTICLE VIII. MANAGEMENT AND FINANCES**

317 Section 1. CONDUCT - The Board shall conduct its affairs in conformance with the provisions of these  
318 Bylaws, and those of The Society. The Board is authorized to act for the Section between regularly  
319 scheduled meetings and shall report its interim actions to the members at each succeeding  
320 membership meeting. Any Board action may be overridden by two-thirds of the Regular Members  
321 attending a membership meeting, provided quorum is met.

322 Clause A. Attendance - Members may attend board meetings, but may participate therein only when  
323 asked to do so, and they may not vote at such meetings.

324 Clause B. Meetings of the Board - The Board may meet as needed between regularly scheduled  
325 meetings, including by telephone or video conference, provided that at least 48 hours due  
326 notice is provided to Board members. Some routine business, may be conducted by email  
327 communication and electronic voting between scheduled Board meetings provided that any  
328 voting Board member may object, upon which the motion will be tabled until such time it can  
329 be raised by telephone, video conference, or in person at a scheduled meeting.

330 Section 2. FINANCE - Funds of the Western Section shall be under the supervision of the Board and shall  
331 be handled by the Treasurer. The financial records of the Section shall be periodically examined by  
332 the Financial Review Committee (Article IX, Section 2E).

333 Clause A. Bonding - The Treasurer need not be bonded.

334 Clause B. Sources - Funds shall be derived from dues, professional development proceeds, grants,  
335 special assessments, work projects, publications, other special activity sales, and contributions.

336 Clause C. Funds Security - Funds shall be placed in a federally-insured bank or savings and loan  
337 association.



338 Section 3. REPORTS -Within 20 days after an election or other official action(s) the Secretary shall report  
339 such action(s) to the Executive Director of The Society, and the Section Representative. The  
340 President shall submit an annual report to the Executive Director of The Society. A statement of  
341 calendar-year income and expenses, together with starting and ending balances, must be submitted  
342 by the Treasurer to the President and to the Executive Director of The Society in January of each  
343 year.

344 Section 4. FILES - The Section shall maintain a file containing Bylaws of The Society and the Section;  
345 minutes of all regular and special meetings of the membership and the Board; correspondence  
346 pertinent to Section affairs; all committee reports; financial statements and records; and all other  
347 material designated as pertinent by the Board, subject to commonly accepted document retention  
348 practices. A Section "Operations Manual" will be maintained by the Executive Board and copies of the  
349 Bylaws and Operations Manual will be made available to all incoming Board members. A historical  
350 record shall be maintained by the Section.

351 Clause A. Open Records - Records of the Section that are available to the Section Executive Board  
352 shall be available for review by members, upon request, with the exception of: 1) personally  
353 identifiable information and confidential personnel matters; 2) negotiations with prospective  
354 donors or employees; 3) information a donor or individual wishes to remain anonymous; or 4)  
355 records from Executive Session. The Section reserves the right to determine the method and  
356 means of making records reasonably available.

357 Section 5. RESOLUTIONS AND PUBLIC STATEMENTS - Two or more members may submit resolutions  
358 or statements to the Conservation Affairs Committee (Article IX, Section 2D) for possible  
359 consideration by the Section's Board. These shall be accepted or rejected by the Board, and, if  
360 involving new policy, prepared for submission to the Section membership. Such new items must be  
361 approved by two-thirds of the Section membership voting and must be transmitted to The Society by  
362 the Western Section Representative if approved. Actions falling within previously established Section  
363 policies may be carried out by any Section officer upon approval of the Board. On issues where there  
364 are no previously established policies and that demand action of a reasonably short notice, the  
365 President, or designated representative, may present a Public Statement on behalf of the Section  
366 provided that: 1) the concept of the statement be brought to the Board's attention and is accepted by  
367 them prior to public issuing of the statement; and 2) copies of the statement are sent to the  
368 membership as soon as practical after public issuing of the statement.

369 Furthermore, the Section may issue statements pertaining to subjects in its locale; a) when the  
370 content of the statement falls within the established policy of The Society; and b) in the absence of  
371 existing statements by The Society.

372 The Section will not issue statements that may be in conflict with the policy of The Society without  
373 prior approval of The Society's Council. All statements will conform to The Society's policy regarding  
374 conservation affairs as contained in the Operations Manual. The Section membership, The Society,  
375 and the Western Section Representative, must receive copies of any Resolution or Public Statement  
376 within 15 days of such action.

377 Section 6. OPERATIONS MANUAL - The Executive Board shall approve and maintain an Operations  
378 Manual listing current procedures and policies, together with the duties and responsibilities of officers  
379 and committees.

380 Section 7. ENDOWMENT FUND - The Western Section shall maintain an Endowment Fund, the goal of  
381 which is to accumulate a core of funds that shall not be depleted. The interest generated from the  
382 Fund shall be used to support the Western Section's education, outreach, and scholarship programs.

383 Clause A. Trustees - The Endowment Fund shall be managed by three Trustees, who shall be  
384 members of the Western Section. The Treasurer of the Western Section shall be an ex officio  
385 Trustee. The other two Trustees shall be appointed by the President, who should if possible

386 select individuals with relevant investment experience. Appointed Trustees may be removed by a  
387 majority vote of the Executive Board. A mandatory vote on the removal of the Trustees shall be  
388 made if the Fund's investment return in each of three consecutive years is less than the annual  
389 rate of increase measured by the S&P 500 index.

390 Clause B. Contributions to the Fund - The Endowment Fund was established with an initial amount of  
391 \$38,000. The Endowment Fund shall receive additional monies from all Life Memberships, and  
392 from donations, bequests, and other sources, such as excess dues from Supporting and  
393 Contributing memberships, as determined by majority vote of the Executive Board. The Western  
394 Section Annual Meeting raffle proceeds shall be contributed to the Endowment Fund unless  
395 otherwise allocated by majority vote of the Executive Board.

396 Clause C. Investment - The Fund shall be invested as determined by unanimous agreement of the  
397 Trustees. If the Trustees cannot decide how to invest the Fund, the Executive Board shall do so  
398 by majority vote.

399 Clause D. Management of the Principal - The principal of the Endowment Fund shall be calculated by  
400 the Trustees at the end of each fiscal year. The principal shall be valued as the sum of the initial  
401 \$38,000 endowment, plus Life Membership dues payments made after the establishment of the  
402 Fund, plus all other allocations made to the Fund by the Executive Board, plus an amount equal  
403 to the annual rate of inflation multiplied by the previous year's principal. If the total value of the  
404 Fund is less than the calculated principal due to poor investment performance, then the principal  
405 shall equal the total value of the Fund. The Trustees may not recommend, nor may the Executive  
406 Board approve, any expenditure of the Fund principal without approval of a majority vote of the  
407 Section membership.

408 Clause E. Funds Available for Expenditures - At the end of each fiscal year, the Trustees shall  
409 determine the funds available for expenditure by subtracting the principal amount from the total  
410 value of the Endowment Fund.

411 Clause F. Annual Reporting - The Trustees shall make an annual report to the Executive Board  
412 describing the total Endowment Fund value, amount and calculation of the current principal, and  
413 amount of the funds available for expenditure. The annual report shall also list the investments  
414 made with the fund and describe the performance of the investments.

415 Clause G. Allocation of Available Funds - Funds determined by the Trustees to be available for  
416 expenditure may only be used to support the Western Section's education, outreach, and  
417 scholarship programs. The expenditure of funds may be recommended by the Student Affairs  
418 Committee, Awards and Grants Committee, or Professional Development Committee, or by other  
419 Executive Board members, or by Section members. Allocation of available funds shall be decided  
420 by majority vote of the Executive Board.

## 421 **ARTICLE IX. COMMITTEES**

422 Section 1. APPOINTMENTS - The Section President shall consider suggestions of the Board when  
423 appointing chairs of all standing and ad hoc committees, except the Nominating and Elections  
424 Committee (Article VI, Section 1) and committee chairs where specified in Section 2 of this Article.  
425 The Section President with concurrence from Committee chairs shall appoint other Executive Board  
426 and Section members as necessary to the committees. Committee chairs shall complete their  
427 committee's duties with the President's assistance. All committee chairs shall submit a written  
428 summary of committee activities to the President before the close of each Annual Meeting.

429 Section 2. DUTIES OF STANDING COMMITTEES - Major duties are outlined below. Additional duties are  
430 provided in the Section's Operations Manual.

- 431 Clause A. Nominating and Elections - See Article VI, Section 1.
- 432 Clause B. Diversity - This committee shall advise the Executive Board and other committees to  
433 ensure that Section policies, operations, and activities are anti-racist and foster diversity, equity,  
434 and inclusion. The President appoints the chair of this committee and will consider any  
435 candidates recommended in writing by six or more members. This committee should have at  
436 least one Section member representing each Chapter.
- 437 Clause C. Professional Development - This committee shall develop workshops, conferences, and  
438 symposia on current topics or needs of wildlife professionals. Chapter Representatives, and other  
439 Section members shall serve on this committee.
- 440 Clause D. Annual Meeting Planning - This committee shall develop and arrange programs and events  
441 and logistics for the Section's Annual Meeting. The President-Elect shall chair this committee,  
442 and the Past President, Professional Development Committee Chair, and Section and Chapter  
443 representatives, and other Section members shall be members.
- 444 Clause E. Conservation Affairs - This committee shall review legislative proposals, administrative  
445 regulations, environmental assessments and impact statements, and other subjects or issues  
446 affecting wildlife or wildlife habitat within the organizational area of the Section and make  
447 recommendations to the Board for any action that should be taken by the Section. This committee  
448 shall seek and employ methods of informing the public of basic wildlife management concepts  
449 and of Section and Society activities and interests. It will also function as a liaison with agencies  
450 and other professional societies. The Chair may ask any Section member to assist with reviews.  
451 This committee shall receive proposed resolutions from two (2) or more members at any time,  
452 and shall prepare, submit and recommend action on such items to the Board in accordance with  
453 Article VIII, Section 5.
- 454 Clause F. Financial Review - This committee shall be chaired by the Past President and consist of at  
455 least two (2) additional Section members who are not members of the Executive Board. The  
456 Treasurer, accountant, and at least one Endowment Trustee serve as ex officio members. It shall  
457 review the financial records and support documents of the Section at least annually. The findings  
458 and conclusions of this committee shall be reported to the Executive Board.
- 459 Clause G. Personnel – This committee shall be responsible for hiring any employees or contract staff.  
460 The President shall chair this committee, and the Past President and President-Elect shall serve  
461 on this committee.
- 462 Clause H. Awards and Grants - This committee shall administer the Section's awards and grants  
463 programs. It also shall coordinate with the Section Representative to seek and submit  
464 nominations for TWS awards. It shall also maintain a current file of the recipients of past Section  
465 awards and grants.
- 466 Clause I. Student Affairs – This committee serves to promote increased student involvement within  
467 the natural resources field, provide an opportunity to link and maintain connectivity with all  
468 universities and colleges in the Section, address student or university-related issues and  
469 concerns, and provide education and professional development opportunities to the student body  
470 at large.
- 471 Clause J. Communications and Outreach – This committee coordinates with the Executive Board,  
472 Chapters, and with members to solicit and prepare content to be shared via the Section's  
473 communication platforms. The Chair will be the Communications Content Editor.
- 474 Clause K. Western Wildlife – This committee prepares, publishes, and promotes the Section's  
475 publication, Western Wildlife.

476

## ARTICLE X. PUBLICATIONS

477 Section 1. SECTION NEWS - The Board shall cause to be published and distributed to the membership,  
478 funds permitting, articles and news concerning activities of the Section and/or matters of importance.  
479 Publishing may be electronic or in print.

480 Section 2. OTHER PUBLICATIONS - The Board may authorize the issuance of such regular or special  
481 publication as it deems fitting and desirable within the scope of the objectives and purposes of the  
482 Section as set forth in Article II.

483

## ARTICLE XI. AWARDS

484 Section 1. AWARDS OF THE SECTION – The Section, operating through the Board and the appropriate  
485 committees, shall give recognition and publicity to outstanding professional achievements. The  
486 Section need not present all awards in any given year and may present other special recognition  
487 awards.

488 Clause A. “Raymond F. Dasmann Award for Professional of the Year” - Recognition shall be given to  
489 members who have provided outstanding professional achievements. Award recipient shall be  
490 granted an Honorary Section membership.

491 Clause B. “Conservationist of the Year” Award - Recognition shall be given to notable wildlife  
492 conservation achievements, events, or milestones occurring within the Section’s area of influence  
493 by citizens, groups, organizations, or institutions, not necessarily members of The Society.

494 Clause C. “James D. Yoakum Award for Outstanding Service and Commitment” - Recognition shall  
495 be given to individuals who have provided outstanding, long-term service, support, and  
496 commitment to the Western Section of The Wildlife Society.

497 Clause D. “Chapter of the Year” Award - Recognition shall be given to the Chapter and its members  
498 that achieved the most toward promoting wildlife conservation and responsible wildlife  
499 management in the Western Section area.

500 Clause E. “Barrett A. Garrison Outstanding Mentor” Award - Recognition shall be bestowed to a  
501 professional who has contributed to our profession by assisting the continued development of  
502 students and/or young professionals in the Western Section area.

503 Clause F. Diversity Award Recognition shall be given to an individual, group, organization, or entity  
504 who has contributed to improving diversity, equity, and inclusion in the wildlife profession that  
505 substantially affects the Western Section.

506 Section 2. AWARDS OF THE SOCIETY – The Section shall encourage members to submit nominations  
507 for awards presented by The Society and may, through the Awards and Grants Committee, submit  
508 nominations on members behalf.

509 Clause A. “Distinguished Services Award” The Wildlife Society Distinguished Service Award  
510 recognizes TWS members who have made a long-term commitment to the Society based on at  
511 least 20 years of membership and their actions to further the mission of the Society. The member  
512 is someone who is/was “always there” and could be counted on to serve the chapter, section, or  
513 international organization.

514

## ARTICLE XII. DISSOLUTION

515 Upon dissolution of The Western Section of The Wildlife Society, its Executive Board shall transfer all  
516 assets, accrued income, and other properties to the Council of The Wildlife Society with the

517 understanding that said assets will be held for a maximum of five (5) years from the date of dissolution of  
518 the Section, for re-distribution to another Section that may be established in approximately the same  
519 geographical area within said five-year period. If another Section is not established within said area and  
520 period of time, The Wildlife Society Council may use or distribute all assets, accrued income, and other  
521 properties as best determined by The Wildlife Society Council in accordance with The Wildlife Society  
522 Bylaws.

523

### **ARTICLE XIII. AMENDMENT TO BYLAWS**

524 Section 1. PROCEDURE - These Bylaws may be altered or amended by a majority of the Section  
525 members voting by mail, electronically or at any annual or special meeting if due notice of the  
526 proposed changes (Article VII, Section 1B) is followed.

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

#### **Prior Amendment History:**

Note: Only partial records prior to 2011

May 13, 1992

February 15, 2011

March 8, 2012

January 29, 2014

February 6, 2015

February 17, 2017

February 08, 202?

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