

# **Bylaws of The Wildlife Society**

(As amended and approved July 15, 2010)

## **ARTICLE I. NAME, MISSION, OBJECTIVES, AND COMPOSITION**

**Section 1. NAME** -- The name of this organization shall be The Wildlife Society, Inc. hereinafter referred to as "the Society."

**Section 2. MISSION** -- The mission of the Society is to represent and serve the professional community of scientists, managers, educators, technicians, planners, and others who work actively to study, manage and conserve wildlife and habitat worldwide, through science-based decision-making.

**Section 3. OBJECTIVES** -- Principal objectives of the Society are to: (1) develop and promote sound stewardship of wildlife resources and environments upon which wildlife and humans depend; (2) undertake an active role in preventing human-induced environmental degradation; (3) increase awareness and appreciation of wildlife values; and (4) seek the highest standards in all activities of the wildlife profession.

**Section 4. COMPOSITION** -- The Society shall be composed of professionals, students, and others, regardless of age, race, religion, gender, ethnicity, disability, sexual orientation, or nationality who are interested in wildlife resources, and who subscribe to the Society's Objectives and Code of Ethics.

## **ARTICLE II. CODE OF ETHICS**

**Section 1. CODE OF ETHICS** --All members of the Society must pledge upon application, renewal, or recertification to uphold and conduct their professional and membership-related activities in accordance with the Code of Ethics as prescribed by the Society and set forth in Sections 2 and 3 below. A person accepting membership in the Society incurs the obligation to conduct his or her professional and membership-related activities in a responsible and ethical manner. The Code of Ethics sets forth the required principles of conduct for Society members.

**Section 2. CODE OF ETHICS: GENERAL PROVISIONS**—Members of the Society have a responsibility for contributing to an understanding of human society's proper relationship with natural resources, and in particular for determining the role of wildlife in satisfying human needs and addressing the management of wildlife-related impacts. All members of the Society shall adhere to the following principles and practices in the conduct of their professional and membership-related activities. All members shall:

1. Subscribe to the highest standards of integrity and conduct and will proactively promote and address ethical behavior.
2. Recognize research and scientific management of wildlife species, their environments, and their stakeholders as primary goals.
3. Encourage and sustain the use of sound biological, physical, and social science information in management decisions.
4. Disseminate information to promote understanding of, and appreciation for, values of wildlife and their habitats.
5. Strive to increase the knowledge and skills needed to advance the practice of wildlife management.
6. Promote competence in the field of wildlife management by supporting high standards of education, employment, and performance.
7. Support fair and uniform standards of employment and treatment of those professionally engaged in the practice of wildlife management.
8. Refrain from speaking for or representing the Society or any of its Chapters, Sections, or Working Groups in any way, or implying such representation, without appointment or approval by the Council of the Society, its officers, or the Executive Boards of Chapters, Sections, or Working groups.

**Section 3. CODE OF ETHICS: STANDARDS FOR PROFESSIONAL CONDUCT** – Members of the Society who are employed or otherwise engage in professional activity shall adhere to all provisions of the Code of Ethics, including the following Standards for Professional Conduct.

These standards express the intent, practices, and procedures of the Code of Ethics as they particularly apply to wildlife professionals. Wildlife professionals shall at all times:

1. Uphold the dignity and integrity of the wildlife profession. They shall endeavor to avoid even the suspicion of dishonesty, fraud, deceit, misrepresentation, or unprofessional demeanor.
2. Refrain from plagiarism in verbal or written communications and shall give credit to the works and ideas of others.
3. Refrain from fabrication, falsification, or suppression of results, and shall not deliberately misrepresent research findings, or otherwise commit scientific fraud.
4. Exercise high standards in the care and use of live vertebrate animals used for research, in accordance with accepted professional guidelines for the respective classes of animals under study.
5. Protect the rights and welfare of human subjects used in research and obtain the informed consent of those individuals, in accordance with approved professional guidelines for human subjects.
6. Be mindful of their responsibility to society, and seek to meet the needs of all people when seeking advice in wildlife-related matters. They shall studiously avoid discrimination in any form, or the abuse of professional authority for personal satisfaction.
7. Recognize and inform clients or employers of the wildlife professional's prime responsibility to the public interest, conservation of the wildlife resource, and the environment. They shall exercise professional judgment, and avoid actions or omissions that may compromise these broad responsibilities. They shall cooperate fully with other professionals in the best interest of the wildlife resource.
8. Provide maximum possible effort in the best interest of each client or employer, regardless of the degree of remuneration.
9. Accept employment to perform professional services only in areas of their own competence, and consistent with the Code of Ethics. They shall seek to refer clients or employers to other natural resource professionals when the expertise of such professionals shall best serve the interests of the public, wildlife, and the client or employer.
10. Maintain a confidential relationship between professionals and clients or employers except when specifically authorized by the client or employer or required by due process of law or the Code of Ethics to disclose pertinent information. They shall not use such confidences to their personal advantage or to the advantage of other parties, nor shall they permit personal interests or other client or employer relationships to interfere with their professional judgment.
11. Refrain from advertising in a self-laudatory manner-beyond statements intended to inform prospective clients or employers of one's qualifications-or in a manner detrimental to fellow professionals and the wildlife resource. They shall clearly distinguish among facts, hypotheses, and opinions. They shall provide professional advice and guidance only when qualified to do so by training and experience.
12. Refuse compensation or rewards of any kind intended to influence their professional judgment or advice or to secure preferential treatment. They shall not permit a person who recommends or employs them, directly or indirectly, to regulate or impair their professional judgment. They shall not accept compensation for the same professional services from any source other than the client or employer without prior consent of all the clients or employers involved.
13. Avoid performing professional services for any client or employer when such service is judged to be contrary to the Code of Ethics or detrimental to the well-being of wildlife resources and their environments. If a wildlife professional believes that his or her employment activities conflict with the Code of Ethics, that person shall advise the client or employer of such conflict.
14. Advise against an action by a client or employer which violates any statute or regulation.

**Section 4. ENFORCEMENT** -- Violations of this Code by a member may result in censure, or censure and suspension from membership in the Society. All reported violations will be addressed by the procedures outlined in Clause A and Clause B.

CLAUSE A -- Ethics Board – The President will form an Ethics Board of no less than 5 members of the Society and no more than 7 members of the Society, and appoint one of the members as Chair.

CLAUSE B – Procedure for Addressing Code of Ethics Violations

1. An allegation of misconduct against a member of the Society may be filed by transmitting a written statement to the President.
2. The President shall transmit copies of the allegation and all supportive materials to the Chair of the Ethics Board
3. Upon receipt, the Chair of the Ethics Board shall transmit copies of the allegation and all supporting materials to all Ethics Board members.
4. Within thirty days of receiving all materials, the Ethics Board will determine if the allegation constitutes a violation of the Code of Ethics.
5. If the Ethics Board finds merit in the allegation, the member will be notified within thirty days and sent all pertinent material.
6. The member will have thirty days to file a response to the allegation to the Ethics Board.
7. The Ethics Board will review the member’s response, and determine if the Code of Ethics has been violated.
8. The member will be notified within forty-five days of the decision of the Ethics Board, and if the Code of Ethics was deemed violated, the Ethics Board will impose such disciplinary action that includes either censure, or censure and suspension from membership in the Society.
9. The Chair of the Ethics Board will notify the President, in writing, of the Board’s decision.
10. The member may appeal the decision of the Ethics Board within thirty days to the Council. Upon receipt of an appeal, the Council will review all pertinent materials regarding the allegation and render a decision via a majority vote at either of its regular meetings.
11. The member will be notified within forty-five days of the decision of the Council.

**ARTICLE III. MEMBERSHIP**

**Section 1. MEMBERSHIP ELIGIBILITY AND STATUS** -- Membership in a class listed in Section 2 below shall be open to all persons and organizations interested in wildlife resources.

**Section 2. MEMBERSHIP CLASSES** -- Membership of the Society shall consist of the following Voting and Non-voting classes:

CLAUSE A – VOTING

1. REGULAR MEMBER -- Those members who pay annual dues and who are not defined below or in Clause B.
2. LIFE MEMBER -- A Voting Member so enrolled prior to August 24, 1965. Privileges and benefits are the same as for Regular Members, except Life Members may request lesser benefits.
3. RETIRED MEMBER -- A member retired from full-time employment after having been a Society member for 25 years or more will be granted Retired Member status upon application to the Executive Director.
4. STUDENT MEMBER -- An individual enrolled in full-time college level wildlife or directly related curricula as an undergraduate or as a graduate student. This membership status shall not exceed seven years.
5. NEW PROFESSIONAL -- An individual who is a graduate of a full-time college level wildlife or directly related curricula and with less than three years employment in the wildlife profession.
6. HONORARY MEMBER -- A Voting Member so recognized by the Council for distinguished service or outstanding achievement.
7. FAMILY MEMBER -- Family Membership is available to any two individuals residing at the same address. Typically, these individuals are both employed as wildlife professionals and are involved in wildlife conservation and management as part of their work. Both individuals receive all the privileges of Voting Membership. They receive a single copy of the Society’s official publication of record.

CLAUSE B -- NON-VOTING

1. CONSERVATION PARTNER -- Available, upon approval of the Council, to organizations and institutions with whom the Society may exchange publications, information, or services.
2. COMMERCIAL MEMBER – Commercial Membership is available to any company with an interest in supporting the programs of the Society. Typically, these are companies that sell products or services to wildlife professionals, or are themselves involved in wildlife conservation and management as part of their business operations.
3. GOVERNMENT AGENCY MEMBER – Government Agency Membership is available to any government agency or institution with an interest in supporting the programs of the Society. Typically, these agencies employ wildlife professionals and are involved in wildlife conservation and management as part of their agency mission. For state or provincial agencies, a single Government Agency Membership encompasses an entire state or province. For federal agencies, a single Government Agency Membership encompasses a single regional office (and its subunits) or a single national office.

### **Section 3. DUES**

#### **CLAUSE A -- ESTABLISHMENT AND PAYMENT**

1. Annual dues for Regular Members shall include a basic fee for operations and services of the Society and the Society's official publication of record. Periodicals may be selected by members for an additional fee set annually by the Council. The Council may adjust the basic fee each year within limits indicated by the change in the Consumer Price Index (CPI-U) occurring May to May, rounded to the next highest dollar. Adjustments in the basic fee in excess of that limit shall be submitted to the membership for approval. Council may establish reduced dues for non-U.S. members.
2. Dues and periodical subscriptions shall be payable annually on the membership anniversary date.
3. A member, to remain in good standing, must pay his/her annual dues, at the applicable Clause A or Clause B level of this Section, if he/she wishes to maintain his/her Certification as an Associate Wildlife Biologist or as a Certified Wildlife Biologist. Failure to pay annual dues, at the applicable Clause A or Clause B level of this Section, will result in the revocation of Certification as an Associate Wildlife Biologist or as a Certified Wildlife Biologist, upon a majority vote by the Council.

#### **CLAUSE B -- DUES LEVELS AND MODIFICATION**

1. The amount of dues paid for each membership class will vary with the basic fee, or adjustments thereof, plus annual rates set for periodicals as described in Clause A, but will include receipt of the official publication of record.
2. Student Member dues are set at 50 percent of the Regular Member dues, rounded to the next highest dollar. Student Members may obtain Society periodicals at current rates.
3. New Professional dues are set at 50 percent of the Regular Member dues, rounded to the next highest dollar, plus \$10.00. New Professional Members may obtain Society periodicals at current rates.
4. Retired Member dues are set at 50 percent of Regular Member dues, rounded to the next highest dollar. Retired Members may obtain Society periodicals at current rates.
5. Honorary, Life, and Conservation Partner Members are exempt from dues.
6. Family Member dues are the equivalent of two (2) Regular Member dues, minus the publishing cost of one year of the official publication of record, rounded to the next highest dollar.
7. Commercial Member dues are set annually by Council.
8. Government Agency Member dues are set annually by Council.

**Section 4. PRIVILEGES** -- Members have privileges and responsibilities of their respective and appropriate memberships. Only Members of Voting Classes shall be entitled to vote, hold office, and represent the Society's name or position officially when so appointed by the Council, its officers, or Executive Boards of Society Sections, Chapters, and Working Groups.

**Section 5. REINSTATEMENT** -- Members forfeit their rights and privileges and shall not be entitled to vote, hold office, represent the Society, or receive the official publication of record if dues are not paid by the appropriate renewal date. Privileges shall be reinstated upon payment of dues for the year in which a renewal application is made.

## **ARTICLE IV. ORGANIZATION**

**Section 1. THE WILDLIFE SOCIETY** -- The Society is governed by a board of directors known as the Council, a name reserved for exclusive use by the Society at the international level. Membership is organized into Sections, within which Chapters may be formed.

### **Section 2. THE COUNCIL**

CLAUSE A -- COMPOSITION -- The Council shall be composed of the President, President-Elect, Vice President, Immediate Past President, and one Representative from each Section defined in Section 3 of this Article. The Executive Director is a non-voting member of the Council.

CLAUSE B -- DUTIES -- The Council will set and pursue such principles and policies as shall be in accordance with provisions of the Certificate of Incorporation, these Bylaws, and Statutes of the District of Columbia. The Council, by a majority vote, shall have the power to fill, for unexpired terms, vacancies occurring in its membership; recommend changes in the Bylaws; develop goals, objectives, policies, and programs; maintain personnel employment practices and salaries for Society staff; perform such other duties as are prescribed herein; and may assign to the Executive Director any Council responsibilities not otherwise reserved to it in the Bylaws.

CLAUSE C --EXECUTIVE COMMITTEE -- An Executive Committee, composed of the President, President-Elect, Vice-President, and Immediate Past President, is empowered to take action on behalf of the Council between meetings of the Council. All interim actions of the Executive Committee shall be reported to the Council at the next Council meeting. The Executive Committee shall serve as the Council Finance Subcommittee, and provide guidance to the Executive Director and Corporate Treasurer.

CLAUSE D -- STANDING COMMITTEES—All Standing Committees of the Society, within Council and outside of Council, shall have duties that align along programmatic lines (e.g., publications, finance, membership, diversity, bylaws). For Standing Committees external to Council, a Council liaison will be assigned to each Committee; the liaison will report to Council. The President, annually, shall reappoint or appoint replacements for those members of each Standing Committee whose designated terms (typically 3 years) have expired, replace members who desire to step down from Committee assignments, and designate chairpersons.

### **Section 3. SOCIETY ORGANIZATION UNITS: AFFILIATES, SECTIONS, CHAPTERS, AND WORKING GROUPS**

CLAUSE A -- DEFINITION AND ALIGNMENT

1. AFFILIATES -- An Affiliate is an organization of wildlife professionals and conservationists of one or more nations whose objectives include focusing on national or multi-national conservation issues with a strong voice and identity. Objectives and Code of Ethics of an Affiliate shall conform to those of the Society. An Affiliate may be formed upon petition to the Council by 10 or more Voting Members of the Society residing in the geographic area of the proposed Affiliate and upon Council approval.

2. SECTIONS -- Each Section shall include at least two states and/or provinces or comparable political entities. U.S. Sections shall contain at least 8 percent of the total U.S. Voting Membership. A Society Section, Chapter, or group of members may petition the Council to, or the Council may, change geographic boundaries or numbers of Sections to maintain equitable representation and efficient management of Society affairs.

3. CHAPTERS -- State, provincial, local, or student chapters may be formed within Sections to provide member-oriented activities at local levels, upon Section approval, and upon petition to the Council by 10 or more Voting Members of the Society residing in the geographic area of the proposed chapter; and upon Council approval of Chapter Bylaws (Clause D). Student Chapters also shall have a Student Chapter Faculty Advisor who is a Voting Member of the Society.

4. WORKING GROUPS -- Working Groups focused on specific wildlife disciplines or issues may be formed upon petition to the Council by 15 or more Voting Members of the

Society and upon Council approval of a Working Group Charter (Clause E). Working Groups provide a forum for interaction among Voting Members with common professional interests.

CLAUSE B -- SECTION AND CHAPTER MEMBERSHIP -- Membership is by approval, payment of dues, and conformance to Bylaws of the respective Section or Chapter.

1. VOTING MEMBERS -- All Voting Members of the Society are eligible for membership as a Voting Member in the Section and/or Chapter within which geographic boundaries they reside, or in units outside the geographic area provided they conform to those units' Bylaws.

2. OTHER MEMBERS -- Membership for persons interested in wildlife resources, but not members of the Society, may be provided for in Section and Chapter Bylaws. Other Members may not hold office in the Section or Chapter, vote on official matters relating to the Society, or officially represent the Society by Board or officer appointment. They may vote in Section and Chapter elections and participate in Section or Chapter activities and programs.

CLAUSE C -- WORKING GROUP MEMBERSHIP -- Only Voting Members of the Society are eligible for membership in Working Groups. Membership requires payment of Working Group dues and conformance to the Working Group Charter.

CLAUSE D -- SECTION AND CHAPTER BYLAWS -- Sections and Chapters shall adopt and maintain Bylaws in substantial conformity with current Model Bylaws approved by the Council. Such Bylaws shall require submission of an annual report, calendar year financial statement, records of elections or selection of Section Executive Board from among chapter officers, and other official actions within 20 days thereof to the Executive Director, and in the case of Chapters, also to the appropriate Section and Section Representative. Modification of Section or Chapter Bylaws must be approved by the Council.

CLAUSE E -- WORKING GROUP CHARTER -- Working Groups shall adopt and maintain a Charter in conformance with the current Model Charter approved by the Council. Such Charter shall require submission of an annual report, calendar year financial statement, record of elections, and other official actions within 20 days thereof to the Executive Director. Modifications of the Charter must be approved by the Council.

CLAUSE F -- REPRESENTATION ON COUNCIL

1. A Section Representative, elected by the Society Voting Members residing within the Section boundary, shall represent and serve as liaison on the Council for the Section, Chapters, and Members within that Section. Members of an Affiliate shall be represented on the Council by the Society Executive Committee.

2. EXECUTIVE BOARDS -- Each Section, Chapter, and Working Group shall have an Executive Board/Committee to advise the Section Representative and to govern Section, Chapter, and Working Group affairs.

CLAUSE G -- CHAPTER DISSOLUTION -- A Chapter may be dissolved upon Section recommendation and approval by the Council, or for other reasons considered justifiable by the Council, such as violation of Society or Chapter Bylaws. The Chapter will be given a one-year dissolution notice. If at the end of this notice period, the problem(s) has (have) not been resolved, the Chapter will be dissolved and the Chapter Charter will be recalled.

CLAUSE H -- WORKING GROUP DISSOLUTION -- A Working Group may be dissolved by the Council if it fails to meet criteria established by the Council, the Society Bylaws, and the Charter of the Working Group. The Working Group will be given a one-year dissolution notice. If at the end of this notice period, the problem(s) has (have) not been resolved, the Working group will be dissolved.

## **ARTICLE V. OFFICERS AND EXECUTIVE DIRECTOR**

**Section 1. OFFICERS** -- Officers of the Society shall be a President, President-Elect, Vice-President, and Immediate Past President. The Immediate Past President shall serve as Corporate Treasurer. Only Voting Members may serve as an officer of the Society.

CLAUSE A -- PRESIDENT -- The President-Elect succeeds to the office of President at each Annual Meeting, generally, for a one-year term. The President shall preside at all meetings of the Society, shall chair the Council and Executive Committee, shall appoint all committees, and shall perform all other duties incident to this office. In the temporary absence of the President, or upon that person's temporary inability to serve, the duties first shall be assumed by the President-Elect and then by the Vice-President. In the event none of these can serve, the Council shall appoint a President pro-tempore.

CLAUSE B -- PRESIDENT-ELECT -- The Vice-President succeeds to the office of President-Elect for a one-year term and shall be assigned specific duties by the President.

CLAUSE C -- VICE-PRESIDENT -- The Vice President shall be elected by the Voting Members, serves for a one-year term and shall be assigned duties by the President.

CLAUSE D -- IMMEDIATE PAST PRESIDENT -- The President succeeds to the office of Immediate Past President for a one-year term and shall be assigned specific duties by the President. The Immediate Past President, as Corporate Treasurer, shall be responsible for oversight of all funds of the Society, including securities and other investments.

## **Section 2. EXECUTIVE DIRECTOR**

CLAUSE A -- SELECTION AND TENURE -- The Executive Director shall be selected by a majority vote of the Council, and shall serve at the pleasure of the Council. The Executive Director may be removed by a two-thirds (2/3rds) vote of the Council.

### CLAUSE B -- EXECUTIVE DIRECTOR'S DUTIES AND RESPONSIBILITIES

1. The Executive Director shall be the Chief Executive Officer of the Society under the general direction of the Council and also shall serve as Corporate Secretary.
2. The Executive Director shall be responsible for executing policies and programs developed by the Council and Society membership, and for carrying out all administrative and managerial affairs of the Society through its officers, staff, Council, committees, appointed representatives, Sections, Chapters, and Working Groups.
3. The Executive Director, as Corporate Secretary, shall issue annual or special meeting notices of the Council and membership, record minutes of those meetings, and carry out other duties as assigned by, or assumed under the broad policies of the Council. The Executive Director shall ensure that agendas, summary minutes, including all major decisions, from Council meetings are placed on the TWS website in a timely manner.
4. The Executive Director shall manage all assets in general-fund accounts which shall be made subject to the single signature of the Executive Director, other designated staff, or other Voting Member approved by the Council.
5. The Executive Director, President, and Corporate Treasurer, with advice from the Investment Review Committee, may secure the services of a professional investment manager to manage assets in the investment funds (Endowment Fund for Excellence in Wildlife Stewardship, the Permanent Reserve Fund, and others as established by Council). Transactions involving endowment fund and permanent reserve monies shall be subject to the dual signatures of the Executive Director and Corporate Treasurer, or other designated member of the Finance Subcommittee.
6. The Executive Director and other fund signatories shall be bonded at the Society's expense in the amount specified by the Council. An independent audit shall be made of the Society's accounts at the close of each fiscal year, as directed by the President, prior to reporting at the annual meeting.
7. If the Executive Director should become unable to perform his or her duties, a senior executive staff person may be appointed temporary Executive Director by the Council.

## **ARTICLE VI. COUNCIL ELECTIONS AND OTHER BALLOTING**

**Section 1. NOMINATION OF OFFICERS** -- The President shall appoint a Nominating Committee consisting of one (1) Voting Member per Section. Before mid-December of each year the Nominating Committee shall submit to the Executive Director the names of two Voting Members in good standing as nominees for Vice-President. Committee selections shall be published promptly in the Society's official publication of record. Within 30 days of the date of mailing of said issue, additional nominee(s) may be submitted by any Voting Member in good standing, if supported in writing by 5 percent of the Voting Membership.

**Section 2. NOMINATION OF SECTION REPRESENTATIVES** -- Each year before mid-December, the Nominating Committee shall submit to the Executive Director the names of two Voting Members in good standing as nominees for Section Representative for those Sections where representatives' terms shall terminate the following year. Nominations shall be provided by the respective Section Executive Board/Committee, or, in absence thereof, by the Society Nominating Committee. No nominee for Vice President shall be nominated for Section Representative in the same election. Nominations shall be published promptly in the Society's official publication of record. Within 30 days of the date of mailing of said issue, additional nominee(s) may be submitted by any Voting Member in good standing if supported in writing by 5 percent of the Voting Membership within the Section represented.

### **Section 3. VOTING**

CLAUSE A – Elections for Officers of the Society (Vice-President) and Section Representatives to the Council may be conducted by an electronic election process. Other issues requiring a membership vote also may be resolved by electronic voting with approval of the Council

1. The electronic voting system implemented to conduct elections will ensure that only one vote may be registered per Voting Member.
2. All Voting Members will be notified by email 30 days prior to beginning electronic voting, and be provided a summary of the issues or candidates that are on the ballot; this information also will be posted on the website of The Society 30 days prior to when the electronic vote will commence.
3. Electronic voting will be open to all Voting Members for 45 days, regardless of the topic (Officer of the Society, Section Representative, Other relevant issues).
4. Members with limited access to electronic voting may request to vote by paper ballot. These members will be sent a paper ballot at least 20 days before electronic balloting closes, and
5. Subunits of the Society (Chapters, Sections, Working Groups) may use electronic voting conditional on the subunit abiding by stipulations 1 through 4 above.

CLAUSE B – ELECTION VALIDATION COMMITTEE – The President shall appoint an Election Validation Committee of at least three (3) Voting Members.

CLAUSE C -- OFFICERS -- Each year, Voting Members will elect a Vice-President. The Election Validation Committee shall validate the election by July 15 and promptly publish results in the next available issue of the Society's official publication of record. In the event of a tie, the selection shall be made by a majority vote of the Council.

CLAUSE D -- SECTION REPRESENTATIVES – In Sections where the current representative's term shall terminate the following year, Voting Members resident in the Section shall elect a Section Representative. The Election Validation Committee shall validate the voting results by July 15 and promptly publish results in the next available issue of the Society's official publication of record. In the event of a tie, the selection shall be made by a majority vote of the Council.

CLAUSE E -- OTHER ELECTION VALIDATION -- The Election Validation Committee shall validate voting results on other Society issues within 45 days of the published electronic voting deadline.

### **Section 4. TENURE OF OFFICE**

CLAUSE A -- INSTALLATION -- All elected officers and representatives shall be installed at the annual meeting and shall serve until replaced.



CLAUSE B -- PRESIDENT, PRESIDENT-ELECT, VICE-PRESIDENT, AND IMMEDIATE PAST PRESIDENT -- Each shall serve a one-year term of office.

CLAUSE C -- SECTION REPRESENTATIVES -- Shall serve for three-year terms, overlapping so that one third, more or less, of the representatives shall be nominated and elected each year. Representatives shall be ineligible to succeed themselves after two consecutive full terms.

#### **Section 5. VACANCIES**

CLAUSE A -- PRESIDENT -- A vacancy in the office of the President shall be filled by the President-Elect for the unexpired term of office, and continue for his or her scheduled term.

CLAUSE B -- PRESIDENT-ELECT -- A vacancy in the office of the President-Elect shall be filled by the Vice-President for the unexpired term of office and continue for his or her scheduled term.

CLAUSE C -- VICE-PRESIDENT -- A vacancy in the office of the Vice President shall remain unfilled on the Council until the next scheduled election, when both a Vice-President and a President-Elect shall be elected. From the time of the vacancy to the next election, the Council shall appoint a Section Representative to serve in the stead of the Vice-President on the Executive Committee.

CLAUSE D -- IMMEDIATE PAST PRESIDENT -- A vacancy in the office of the Immediate Past President shall remain unfilled on the Council for the duration of the term. From the time of the vacancy to the next election, the Council shall appoint a Section Representative to serve in the stead of the Immediate Past President on the Executive Committee.

CLAUSE E -- SECTION REPRESENTATIVES -- Vacancy(ies) in the office(s) of Section Representatives shall be filled for the remainder of the term from the eligible membership by a majority vote of the Council or by special election.

#### **Section 6. REMOVAL FROM OFFICE**

CLAUSE A -- GROUNDS FOR REMOVAL -- An officer or representative may be removed for failing to adhere to TWS Code of Ethics, failing or neglecting the performance of duties devolved upon an officer or Section Representative, engaging in improper conduct or conduct contrary to the best interests of TWS, violating these Bylaws, or other causes, including failing to attend two consecutive regularly scheduled meetings of the Council without sufficient cause.

CLAUSE B -- REMOVAL PROCESS -- The Council may consider removing an officer or Section Representative upon written petition of the membership signed by 15% of the Society's Voting Members for an officer or by 15% of the Section's Voting Members for a Section Representative. Prior to voting on removal, the Council, by Corporate Secretary or designated TWS representative, shall provide the challenged officer or Section Representative with written notice of the petition and the stated grounds for removal and an opportunity to appear before the Council to hear the allegations and present a response. The challenged officer or Section Representative may waive such hearing in writing and in lieu thereof submit his or her written response for consideration by the Council. Upon receipt of a signed written waiver of a hearing, the Council will consider the submitted written response, if any, and vote on the petitioned removal. The Council's vote on the matter shall be final and will be communicated in writing to the subject officer or Section Representative within ten days of the Council vote.

CLAUSE C -- EXECUTIVE COMMITTEE -- Members of the Executive Committee may be removed by a two-thirds (2/3rds) vote of the Council.

CLAUSE D -- SECTION REPRESENTATIVES -- Section Representatives may be removed by a two-thirds (2/3rds) vote of the Council.

## **ARTICLE VII. MEETINGS**

### **Section 1. MEMBER MEETINGS**

#### CLAUSE A -- MEETING OF MEMBERS OF THE SOCIETY

1. Council shall direct when and where the Annual Meeting of the Society will be held each year. Other meetings may be held at such time and place as designated by the Council.
2. Due notice of the Society member meetings shall be given to all members at least 30 days in advance through the Society's official publication of record, or by letter, card, or electronic communication.
3. A quorum for business meetings of the Society shall be 10% of Voting Members.
4. Parliamentary procedures at meetings of the Society shall follow The Standard Code of Parliamentary Procedure.

CLAUSE B -- SECTION, CHAPTER, AND WORKING GROUP MEETINGS AND ACTIVITIES -- shall be held in accordance with Bylaws or Charter adopted by the respective unit. The Society encourages its members, through its Sections, Chapters, and Working Groups, to hold, sponsor, or join other natural resource groups in sponsoring seminars, symposia, student conclaves, conferences, and other meetings for the purposes of exchanging scientific and professional experience and knowledge, and otherwise promoting objectives and goals of the Society. Such meetings may involve any geographic area regardless of Section and Chapter boundaries and may be financed through such sources as dues, registration fees, and sales income.

### **Section 2. COUNCIL MEETINGS**

CLAUSE A -- FREQUENCY AND NOTICE -- The regular annual meeting of the Council shall be held shortly preceding the Society's annual meeting or at such time and place as the Council may select. Special meetings of the Council may be called by the President or upon written request of three Council members when, in their opinion, business of the Council so requires. Council members shall be notified at least 10 days prior to said special meetings.

CLAUSE B -- PROXIES -- In the event a member of the Council is unable to attend a meeting, that member may appoint a qualified Voting Member of the Society as an alternate, provided that the President has been notified in writing.

CLAUSE C -- QUORUM -- Five members of the Council shall constitute a meeting quorum.

Clause D -- CONDUCT OF COUNCIL MEETINGS -- Council shall, at all meetings in which business of The Society is conducted, follow The Standard Code of Parliamentary Procedure.

## **ARTICLE VIII. ADMINISTRATIVE AND FISCAL MANAGEMENT**

**Section 1. GENERAL** -- Administrative and fiscal affairs of the Society shall be conducted by the Executive Director under the general supervision and direction of the Council.

**Section 2. FISCAL YEAR** -- The fiscal year shall be the calendar year.

### **Section 3. ADMINISTRATION OF ASSETS**

CLAUSE A -- Funds received from dues payments of all membership classes, periodical subscriptions, program fees, sales items, general fund earnings, and from undesignated gifts shall be placed in the general fund. On occasion, the annual interest, not to exceed 5% of the investment funds, can be placed into the General Fund for use as specified in the investment policies. General fund assets shall be used for the general operations of the Society or as otherwise determined by the Council.

CLAUSE B -- The Council may accept bequests, grants, trusts, or other assets.

CLAUSE C -- The Council or donors may direct funds to be placed in the endowment

fund or permanent reserve fund. When endowment fund or permanent reserve fund assets are required for Society business, and when so instructed by a majority vote of the Council, the Executive Director shall effect any necessary liquidation of assets and/or transfer the stipulated amount to the general fund.

## **ARTICLE IX. RESOLUTIONS AND PUBLIC STATEMENTS**

**Section 1. COUNCIL** -- The Council, as need arises, may formulate and issue statements expressing the position of the Society on matters of concern to the public and Society members.

**Section 2. SECTIONS, CHAPTERS, AND WORKING GROUPS** -- Sections, Chapters, and Working Groups are authorized to issue statements pertaining to subjects in their locale or subject area (1) when the content of the statement falls within the established policy of the Society, and (2) in the absence of existing Society position statements. They shall not issue statements in conflict with policy of the Society without first obtaining Council approval. Statements submitted by Sections, Chapters, or Working Groups to the Council for adoption must be acted upon by the Council within 90 days of receipt at the Society office. Once submitted to the Council, the Council has the authority to modify a draft position statement before it is published for member review.

## **ARTICLE X. PUBLICATIONS, COMMUNICATIONS, AND INFORMATION RESOURCES**

**Section 1. SERIAL PUBLICATIONS** -- The Society shall issue serial or periodical publications to further the Society's mission. One periodical shall be designated by the Council as the official publication of record for the Society.

**Section 2. OTHER PUBLICATIONS** -- The Society may publish non-periodical literature such as books, manuals, and pamphlets.

**Section 3. COMMUNICATIONS AND INFORMATION RESOURCES** -- The Society may use other communications and information resources, such as websites and email discussion lists, to advance its mission. The Society shall maintain a website that is effective, current, and comprehensive to meet TWS members' needs in research, management, education, policy and outreach.

**Section 4. OVERSIGHT** -- Council has oversight over all Society publications, communications, and information resources. Editors shall serve at the pleasure of the Council.

## **ARTICLE XI. DISSOLUTION**

**Section 1.** In the case of dissolution of the Society, the Council shall authorize the payment of all indebtedness of the Society, and arrange for the transfer of the remaining net assets of the corporation to such organization or organizations as the Council may select, which are organized and operated exclusively for purposes which would qualify for an exemption under Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding sections of any future federal tax code; provided however, that in no way shall such distribution inure to the financial benefit of any elected officer, official or contributor.

## **ARTICLE XII. AMENDMENTS TO BYLAWS**

**Section 1. ORIGIN** -- Proposed amendments to these Bylaws may be ordered to be submitted to the Voting Membership for action through a majority vote of the Voting Members present at any annual meeting, by written petition of 5 percent of the Voting Members, or by a majority vote of the Council.

**Section 2. ADOPTION** -- These Bylaws may be altered or amended by a majority vote of Voting Members. Notice of proposed amendments must be given to all Voting Members at least 45 days prior to the voting deadline.

## **ARTICLE XIII. INDEMNIFICATION AND INSURANCE**

**Section 1.** The Society shall indemnify any current or former director, officer or committee member of the Society for costs and expenses, including judgments, incurred in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of having been a director, officer or committee member of the Society, except in relation to matters which he or she shall be adjudged in such action, suit or proceeding to be liable for criminal activities, willful misconduct or gross negligence in the performance of his or her duties, subject to any limitations of the law of the District of Columbia. Expenses incurred in defending any action, suit or proceeding may be paid by the Society in advance of the final disposition of such action, suit or proceeding upon receipt of agreement by the director, officer or committee member to repay such amount if it shall be ultimately determined that he or she is not entitled to be indemnified under this article. In addition, the Society is authorized to purchase all reasonable and necessary insurance, including directors and officers liability insurance coverage.