

BYLAWS OF THE UNIVERSITY OF WISCONSIN STEVENS POINT STUDENT  
CHAPTER OF THE WILDLIFE SOCIETY

ORGANIZED ON: January 2, 1971

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BYLAWS OF THE UNIVERSITY OF WISCONSIN STEVENS POINT STUDENT  
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ARTICLE I NAME, AREA, AND AFFILIATION

Section 1

NAME – The name of this organization shall be the University of Wisconsin-Stevens Point Student Chapter of The Wildlife Society.

Section 2

AREA – This Student Chapter shall have as its area of organization the campus and the surrounding environment of the University of Wisconsin-Stevens Point (UWSP).

Section 3

CRITERIA FOR AFFILIATION – The UWSP Student Chapter shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc.<sup>1</sup> (Hereinafter, The Wildlife Society, Inc. may be referred to as the Society). The Student Chapter also shall maintain appropriate affiliation with the Student Government Association as required by UWSP regulations.

ARTICLE II OBJECTIVES

Section 1

MISSION STATEMENT - Our mission is to prepare students for a career in wildlife management and ecology by conducting research, attending conferences, forming partnerships, and hosting workshops for members to attend in order to learn valuable field-based and soft skills (i.e. communication, leadership, organizational, etc.) in a fun, welcoming, and inclusive environment.

Section 2

OBJECTIVES – Consistent with the objectives of The Wildlife Society, the UWSP Student Chapter objectives are the same as those listed for the Society (see

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<sup>1</sup> Incorporated in 1948 under the laws of the District of Columbia, U.S.A.

operations manual Article 2.0).

### Section 3

IMPLEMENTATION – To aid in the achievement of these objectives, this Student Chapter proposes to:

1. Provide opportunities for better contact among individual members, their Chapters, Sections, and The Society.
2. Evaluate and respond to the principles involved in proposed or enacted societal actions that could affect wildlife or its habitats.
3. Encourage professionalism and high standards of scholarship and help create a good understanding of employer's objectives and needs.
4. Focus the aims and objectives of The Society and the North Central Section upon professional wildlife needs.
5. Encourage communication between members, non-members (especially those on campus), and other student chapters to create climates where understanding of the resource management sciences will be improved.
6. Offer educational opportunities for the Student Chapter members and the general public relating to natural resources and wildlife management issues.

## ARTICLE III MEMBERSHIP

### Section 1

VOTING MEMBER – Voting status shall be available to any Voting Member of The Wildlife Society and shall be obtained by a student by paying the membership fee to the Student Chapter. Only Student Chapter Voting Members may hold leadership roles at the co-leader or officer level in the Student Chapter, vote in Student Chapter elections, and officially represent the Student Chapter on business of The Society by Executive Board appointment. Voting privileges on motions and other official matters are extended only to the Executive Board. The President may only vote for elected officials or motions from the Executive Board in the event of a tie.

### Section 2

GRADUATE STUDENT MEMBERS - Any graduate student enrolled at the University of Wisconsin-Stevens Point may pay dues to become a voting member, volunteer on projects, and attend events. To preserve opportunities for undergraduate members, they may not apply for conference sponsorships or hold leadership roles at the officer level.

### Section 3

GENERAL MEMBERS –General membership in the UWSP Student Chapter shall be available to any person who has an interest in the objectives and activities of the Student Chapter and is a registered student at UWSP, without regard to age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation, or political affiliation.

### Section 4.

CHARTER MEMBER – Voting and General Members in good standing on the membership rolls as of December 31, 1971 shall be considered Charter Members.

### Section 5.

HONORARY MEMBER – The Student Chapter may elect individuals to Honorary Membership in recognition of their professional achievements or contributions to the Student Chapter. Honorary Members must be non-students and are elected by a majority vote of the Student Chapter membership. An Honorary Member need not pay Student Chapter dues and may not vote or hold office.

### Section 6.

STUDENT CHAPTER ADVISOR – At least one faculty member from the University of Wisconsin Stevens Point who is a current Voting Member of The Wildlife Society shall serve as Student Chapter Advisor. The Advisor will be mutually agreed upon by the wildlife faculty, the Executive Board, and the general members of the Student Chapter by majority vote (50% plus one). The President may not act as a tiebreaker for this vote. If a tie occurs, the motion on the table for election of an Advisor fails and must be resubmitted.

PROJECT FACULTY ADVISORS - Each research project is required to have a College of Natural Resources or biology faculty member associated with the project to provide guidance and assistance with conducting research.

### Section 7.

DUES – Dues shall be \$6.00 per semester or \$10.00 per year payable to the Student Chapter. All money made from dues must be deposited into the designated Student Chapter SFO account before reallocation.

#### NO DUE PAYMENT

If a student is unable to pay the cost of membership due to financial constraints, a submission of free membership may be submitted to the

Executive Board. The student must state the reason behind the request and the cause must be just. The request must then be approved by a majority vote of the Executive Board (50% plus one). The membership approved by the Executive Board is good for one academic year or a \$10.00 membership to the Student Chapter.

#### Section 8.

RESIGNATION – Officers may resign at any time by giving notice to the Student Chapter’s president or advisor. Resignation will result in a loss of dues paid by the student. If they resign they cannot be reinstated unless they are voted back in by a majority vote (50% plus 1) of the officer board.

#### Section 9.

REINSTATEMENT – Persons who are dropped from the membership roster of the Student Chapter for non-payment of dues or resignation may have their membership reinstated upon payment of appropriate current dues.

#### Section 10.

PROJECT CREATION- Two or more members must prepare a written proposal with layed out methods, study area, budget acquisition plan, objectives, and a dedicated faculty advisor. The Executive Board will then vote on the proposal and if approved, ask the members to give a presentation to the Executive Board. Once the proposal is accepted and the presentation is approved by the Executive Board by a vote (50% plus 1), then the members will give the presentation to the general membership. Once approved by membership through a majority vote (50% plus 1), the project may begin conducting research as a part of the society. Budget allocation from the chapter will not apply until the following fiscal year.

PROJECT CONTINUATION- Previous co-leaders will be responsible for passing on the project and finding and training new co-leaders. Co-leaders are also responsible for applying for funding each year.

PROJECT REMOVAL- If all co-leaders from a singular project leave the society or university and do not find replacements, the project will be opened up to general membership to be commandeered by 2 or more members. If no members volunteer to take on the project and do not apply for funding the following year, the executive board will no longer view it as a part of the chapter.

### ARTICLE IV ELECTIONS AND OFFICERS

#### Section 1.

NOMINATIONS – Any Student Chapter member may submit a nomination for

each of the elective positions, namely: President, Vice President, Secretary, Treasurer, Liaison, and 5 additional Committee Chairpersons from the Student Chapter general membership.

All nominees must be paid members of the Student Chapter. If elected, individuals must become members of The Wildlife Society.

Prior approval shall be obtained from said candidates.

Nominations must be submitted at least one day prior to the day of Elections.

All officer and chairperson positions are restricted to full or part time students in good academic standing (cum. GPA of 2.0 or above).

A member may hold the same elected officer position for no more than two consecutive terms.

## Section 2.

**BALLOTING** – Written or electronic ballots shall be received from the members the same night as the election and must be turned into the president.

### **QUORUM**

For officer elections, the Executive Board of that year will set a number for quorum prior to the election that is based on average general member attendance for the year. If quorum can't be met on the night of elections, then the election must be postponed until quorum can be met. If meeting quorum is a persistent issue and an election cannot happen then, ballots can be collected via virtual platforms.

### **MEMBERSHIP**

Unpaid members shall forfeit their rights to vote during the period of their delinquency.

### **ABSENTEE BALLOTS**

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

### **WINNING**

The candidate receiving the largest number of votes on the written or electronic ballot shall be declared elected. No one may hold more than one elected position simultaneously. In the event of a tie, the president will be allowed to vote and decide a winner.

### **UNOPPOSED CANDIDATES**

Candidates running unopposed must still obtain a majority vote from the general membership.

### Section 3.

OFFICERS – The Executive Board shall act as the governing body for the Student Chapter and shall be made up of the following members: Ten Officers; President, Vice-President, Treasurer, Secretary, and Liaison; Conference Coordinator, Membership Coordinator, Social Coordinator, Education Coordinator, and Web Designer. Each officer is allowed, if they so choose to appoint with permission of the Executive Board two Student Chapter general members to their committee. The duties of the Executive Board positions are as follows:

#### PRESIDENT

The President shall have general supervision of the Student Chapter officers, shall preside as a chair at meetings of the Executive Board, and shall be a member of all committees. The President may represent the Student Chapter or appoint alternate representatives to other Chapter, Section, or Society Boards, committees, or meetings. The President is also responsible for organizing all general member meetings for their term and arranging guest speakers. The President shall be responsible for submitting an annual report on the Student Chapter's activity to The Wildlife Society, the North Central Section Representative, and the North Central Section President.

#### VICE PRESIDENT

The Vice President shall assume the duties of the President in the absence or upon the inability of the President to serve and perform any duties assigned by the President. In the event that the Vice President cannot serve in the President's absence, the Executive Board shall appoint a president, pro tempore. The Vice President is also responsible for organizing the annual apparel and creating/finding a design for it.

#### SECRETARY

The Secretary shall be responsible for the recording of the minutes of all meetings (board/officer, general, and speaker meetings). The secretary will have correspondence with paid members as approved by the President. The Secretary will handle the issuance of meeting minutes to paid members. The Secretary will also be responsible for sending "Thank You" cards to each guest speaker and personally thanking them.

#### TREASURER

The Treasurer is responsible for all financial records and funds for the chapter and shall submit complete financial reports as requested.

Duties include receipt and disbursement of funds, liaison with the Student Government Association, and the completion of taxes and financial reports to The Society as requested. This requires great record keeping abilities and investment of time to attend all beginning of the semester Treasurer training meetings. The Treasurer shall be responsible for submitting a calendar-year financial statement to The Wildlife Society in January of each year for federal tax reporting by The Wildlife Society office. The statement shall consist of starting and ending balances, income, and expenses.

#### LIAISON

The Liaison shall be responsible for representing the student chapter at any TWS function, any non-TWS meetings, and any local, state, or national conventions or meetings as appropriate. They must attend the Coalition of Organizational Leaders meetings as often as possible. The liaison should report back to the chapter regarding involvement in official non-student chapter activities. The liaison will be in charge of organizing donations for the annual game feed, and bringing fresh ideas about public involvement to the chapter.

#### CONFERENCE COORDINATOR

The Conference Coordinator is responsible for keeping members informed of upcoming conferences that involve other Wildlife Society chapters or wildlife issues that would be informative and in the members' best interests to attend. The Conference Coordinator is also in charge of encouraging students to attend such conferences, transportation arrangements to conferences, and determining the costs. In the event of a student conclave, this also falls under the Conference Coordinator responsibilities. The Coordinator may choose his or her own committee to help with tasks in the event of a student conclave.

#### MEMBERSHIP COORDINATOR

The Membership Coordinator is responsible for keeping precise records of all general members and the Student Chapter list. This Chairperson also will work with other Executive Board members to promote membership to incoming freshmen and transfer students.

#### SOCIAL COORDINATOR

The Social Coordinator is responsible for introducing new members of the society to the different programs and opportunities that are available to them. This person is responsible for answering any questions that new members might have about the wildlife field. This person is also responsible for coordinating social events for members to meet and network with wildlife society members and other clubs within the college of natural resources.



## EDUCATION COORDINATOR

The Education Coordinator is in charge of making all contacts with school groups interested in workshops/learning days. The Education Chairperson needs to think of innovative ways to educate the public about wildlife conservation issues.

## WEB DESIGNER

The Web Designer is responsible for designing, maintaining, and promoting the use of the official SPIN page, Facebook page, and any other social media tool such as Instagram, Twitter or Snapchat. All major changes (not updates) made to the website must be approved by the Executive Board a maximum of seven days after the change is made. Any change not approved must be removed within two days of the decision. The change must then be presented to the Student Chapter general members. Any general member can appeal the change from the Executive Board. The appeal must be approved by the Executive Board by a two-thirds vote. The Web Design Chairperson must coordinate with all other Committees to ensure all data is presented to the public on the website.

## Section 4.

TERM OF OFFICE. – All Executive Board terms shall run from May 1<sup>st</sup> to April 30<sup>th</sup> unless re-elected.

## SPECIAL CIRCUMSTANCES

A special circumstance may occur if an Executive Board member leaves office for any reason at the end of a semester (i.e. graduation or study abroad). In this circumstance there must be an election two weeks prior to the end of the semester. A minimum of one person must be nominated one week prior to the election and all election rules must be followed (see Article IV Section one and two).

## Section 5.

VACANCIES – If the office of President is vacated for any reason, the Vice President shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective board shall be filled through appointment by the Committee Chairpersons. All appointees must be voting members of the Student Chapter and The Wildlife Society. The appointee will only fill the position until an official election can be held and a new President chosen.

## ARTICLE V. PUBLIC EDUCATION

### Section 1.

CLASSROOM EDUCATION – The Student Chapter is required to assist teachers, professors, wildlife educators, or any education professional when the opportunity arises assuming availability and plausibility.

#### REQUIREMENTS

Public education must be run through the Education Coordinator and all opportunities that arise must be presented to the general members.

#### PLAUSIBILITY

Plausibility will be determined by the following factors: cost to the Student Chapter, travel distance to the educational event, and the number of volunteers within the society.

### Section 2.

STUDENT CHAPTER EDUCATION – The Student Chapter is entitled to bring professionals from other educational facilities, natural resource professionals, or any person(s) whose title complies with the goals of the Student Chapter Bylaws (See Article II, Section 2).

#### PROFESSIONAL

A professional can be any person or persons who have been trained and/or educated for the promotion, protection, or enhancement of the natural world. These can include but are not limited to: biologists, wildlife managers, wildlife technicians, authors, artists, professors, conservation wardens, state officials, and federal officials.

## ARTICLE VI FUNDRAISERS

### Section 1.

All fundraisers approved by the Liaison and Treasurer must then be presented to the Executive Board and approved a minimum of two weeks in advance to assure the success of the event.

#### FUNDRAISER

Any event approved and put on by the Student Chapter that is subject to income by the selling of goods or services to the general membership or University Student Body.

## MONEY

All money made during the fundraising event must be placed by the Treasurer in the SFO account. No money is to be kept by any student in the Fundraising Committee to reimburse for personal losses. All losses to any student must be reimbursed through the Treasurer and must come from the SFO account unless otherwise designated in the SGA account or other account accessible to the Student Chapter.

## LEGALITY

All fundraisers must comply with local, state, and federal laws along with all University of Wisconsin System policies and regulations. For legality questions please refer to the Student Government Association Budget Director or the Advisor of the Student Chapter.

## ARTICLE VII MEETINGS

### Section 1.

REGULAR MEETINGS – General membership meetings shall be held at such times and places as determined and published by the Executive Board. Weekly general meetings will be held during the school year or as deemed necessary by the Executive Board.

### MEETING NOTICE

Members must be notified at least 7 days prior to general or special meetings.

### QUORUM

Quorum shall be taken at each Executive Board meeting once at the start of the meeting, once at the end of the meeting and at any time an Officer or Committee Chairperson leaves the meeting room. Quorum for all Executive Board meetings of the Student Chapter shall be six of the ten members of the Executive Board. Three Officers must be present during the meeting; one of which must be the President or Vice-President as the facilitator of the meeting.

### MEETING RULES

Order of business and parliamentary procedures at Student Chapter meetings shall follow Robert's Rules of Order, latest revision (see appendix A).

### BYLAWS

Student Chapter Bylaws shall be available online. If these Bylaws are revised, the new revision must be approved by the Student Chapter's membership. Changes do not become effective until approved by The

Wildlife Society.

Section 2.

SPECIAL MEETINGS – Special meetings may be called by the President or Vice-President at any time, provided due notice (Article VI, Section 1B) and the purpose of the calls are given.

REQUESTEE

Any member of the Student Chapter may request to the President or Vice-President that a special meeting be held as long as justification is submitted and approved.

DISCUSSION

Only items listed in the calls for a special meeting shall be acted upon at the special meeting.

RULES

All clauses under Section 1 of this Article also apply.

ARTICLE VIII. MANAGEMENT AND FINANCES

Section 1 The Student Chapter will conduct all business in a professional manner that promotes a true sense of societal attitude and poise to the University, general public, and other professional organizations.

CONDUCT

The Executive Board shall conduct its affairs in compliance with the provisions of these Bylaws and those of The Society. The Board is authorized to act for the Student Chapter between meetings and shall report its interim action to the members at each scheduled general meeting. Any Board action may be overridden by a two-thirds vote from the General Members attending a General Meeting. This meeting must be facilitated by the President; all Executive Board Members may not vote during the override vote.

ATTENDANCE

General members may attend Board Meetings with majority approval from the officer board in advance, but may not vote at such meetings.

Section 2.

FINANCE – Funds of the UWSP Student Chapter shall be under the supervision of the Executive Board and shall be handled by the Treasurer.

## BOND OF TREASURER

The Treasurer need not be bonded.

## FUNDS

Funds shall be derived from dues, special assessments, work projects, publications, special activity sales, fundraising events, and contributions. Funds earned under the annual budget shall be placed in the state account administered by Student Government. All other funds shall be placed in the Student Faculty Organizational (SFO) account. Use of funds must be approved by the treasurer, and majority of the executive board.

## FISCAL YEAR

The Student Chapter's operating and fiscal year shall be in compliance with that of the University's fiscal year.

## RE-ALLOCATING FUNDS

If the organization is dissolved all SGA allocated funds will be returned to SGA and the SFO funds will be given to the College of Natural Resources: Wildlife Ecology and Management Department

### Section 3.

REPORTS – Within twenty days of an election or other official action, the Secretary shall report such action to the Executive Director of The Wildlife Society, the North Central Section Representative, and the North Central Section President. An annual report on the activities of the Student Chapter shall be forwarded to these same parties as described in Article IV, Section 3, CLAUSE A. The Student Chapter also shall submit a calendar-year financial statement to The Wildlife Society as described in Article IV, Section 3, CLAUSE D. If the Student Chapter obtains its Employer ID Number through The Wildlife Society, the Student Chapter shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Student Chapter may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

### Section 4.

FILES– The Student Chapter shall store the minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Student Chapter affairs; all committee reports, financial statements and records; and all material designated as pertinent by the Executive Board online. Hard copies only need to be maintained for seven years. A “procedure for filing” shall be kept in the Student Chapter file for the guidance of each succeeding Secretary. A Student Chapter “operations Manual” provided by The

Society will be maintained by the Student Chapter President and a written record of transfer of this manual to the incoming President shall be maintained, and The Society shall be notified of each such transfer.

#### Section 5.

RESOLUTION AND PUBLIC STATEMENTS – Two or more members may submit a resolution or statement to the Executive Board. These shall be accepted or rejected by the Executive Board based on a majority vote (50% plus 1) and, in involving new policy, prepared for submission to the Student Chapter membership. Such new items must be approved by two-thirds of the Student Chapter voting membership and must be transmitted to The Wildlife Society, the North Central Section Representative, and the North Central Section President, if approved. Actions falling within previously established Student Chapter policies may be carried out by the Student Chapter office upon unanimous approval by the Executive Board. On issues where there are no previously established Student 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 Student Chapter provided that: 1. The concepts of the statement are brought to the Executive Board's attention and accepted by them prior to the 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 Student Chapter may issue statements pertaining to subjects in its locale:

- a) When the content of the statement falls within the established policy of The Society and;
- b) In the absence of existing positions statements by The Society.

The Student Chapter will not issue statements that may be in conflict with the policy of The Society without prior approval of The Society's Council. All statements will follow The Wildlife Society's "Policy Guidelines" (<http://wildlife.org/network/tws-local/annual-reporting/>). The Student Chapter membership, The Society, North Central Section Representatives, and the North Central Section President must receive copies of any approved Resolution or Public Statement within 15 days of such action.

### ARTICLE IX DISSOLUTION

#### Section 1.

STANDARDS TO CONTINUE – The Student Chapter must continue to demonstrate its viability to the Council of The Society by meeting the following standards: a) complying with the criteria for affiliation (Article I, Sec. 3), b) submitting the required reports to The Wildlife Society (Article VI, Section 3), and c) fulfilling the purposes and intent of these bylaws.

#### Section 2.

DISSOLUTION- The Council of the Society may dissolve the Student Chapter, following a 1 year grace period during which time the Student Chapter can come back into compliance, if (1) it finds the Student Chapter is not meeting the standards established in Article VIII, Section 1 and/or (2) the Student Chapter fails to file required IRS reports, as set out in Article IV, Section 3, for 3 consecutive years. Upon dissolution of The Student Chapter, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of The Society with the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Student Chapter, for possible redistribution to another student chapter that may be established in approximately the same geographical area within a said 5-year period. If another student chapter is not established within the said area and period of time, The Society Council may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with Society Bylaws. Any budget initiated by SGA will be returned to SGA upon dissolution.

## ARTICLE X AMENDMENT TO BYLAWS

### Section 1.

PROCEDURE – These Bylaws may be altered or amended by a simple majority vote of the members of the Student Chapter voting at any annual or special meeting if due notice of the proposed changes is followed. A member who will be absent from the meeting may file an absentee ballot (Article IV, Section 2). Amendments to these bylaws that are approved by the membership of the Student Chapter must be submitted to The Wildlife Society and do not become effective until approved by The Wildlife Society.

### Section 2.

CONFORMANCE – No amendment to these Bylaws shall be enacted that results in a conflict with The Society Bylaws. If these Bylaws are revised, the new revision must be approved by the Executive Board and The Wildlife Society before becoming effective.

### Section 3.

RATIFICATION – This constitution was ratified by a majority vote at the general meeting on April 28, 2020.