

Tarleton State University

Student Wildlife Society

Constitution of the Student Wildlife Society

Organized: March 1999

Revised: March 2004

December 2007

ARTICLE I. NAME, AREA, AND AFFILIATION

Section 1. NAME - The name of this organization shall be the Student Wildlife Society.

Section 2. AREA - The Student Wildlife Society shall have as its area of organization the campus and environs of Tarleton State University.

Section 3. CRITERIA FOR AFFILIATION - The Student Wildlife Society shall maintain appropriate affiliation with the campus or student government organizations required by Tarleton State University regulations.

ARTICLE II. GOALS AND OBJECTIVES

Section 1. GOALS:

CLAUSE A - Provide opportunities for improved communication among individual members locally and with other student chapters.

CLAUSE B - Augment the educational opportunities for students in natural resources at Tarleton State University.

CLAUSE C - Prepare members for careers in wildlife biology, conservation, and management.

CLAUSE D - Encourage professionalism and high standards of scholarship.

CLAUSE E - Foster campus and community awareness of wildlife issues.

Section 2. OBJECTIVES - To aid in the achievement of these goals, the Student Wildlife Society proposes to:

CLAUSE A - Hold chapter meetings and activities on a regular basis that expand members' knowledge of wildlife science and natural resources management.

CLAUSE B - Participate in activities and conferences sponsored by other student chapters, as feasible.

CLAUSE C - Provide opportunities for Student Wildlife Society members to gain field experience and to develop an understanding of employers' objectives and needs.

CLAUSE D - Conduct educational programs on wildlife issues for the campus and surrounding community.

CLAUSE E - Ensure the continuation of the Student Wildlife Society through the ongoing recruitment of new members.

ARTICLE III. MEMBERSHIP

Section 1. FULL MEMBER - Full Membership in the Student Wildlife Society shall be available to any Voting Member of the Student Wildlife Society who is a full time student at Tarleton State University with a minimum 2.0 GPA, pays membership dues in accordance with Article III, Section 5, fulfills community service requirements in accordance with Article III, Section 6, serves on one committee per year in accordance with Article III, Section 7. Only Student Wildlife Society Full Members may hold elective offices in the Student Wildlife Society and officially represent the Student Wildlife Society on behalf of the Student Wildlife Society by Executive Board or officer appointment.

Section 2. CHARTER MEMBER - Full Members in good standing on the membership rolls as of April 30, 1999 shall be considered Charter Members.

Section 3. HONORARY MEMBER - The Student Wildlife Society may elect individuals to Honorary Membership in recognition of their professional achievements or contributions to the Student Wildlife Society. Honorary Members may be non-students, alumni or community citizens; and are elected by a majority vote of the Student Wildlife Society membership. Honorary Members are elected based on their interest in promoting the goals and objectives of the Student Chapter. No more than 10% of the full membership shall be of the "Honorary Class". An Honorary Member need not pay Student Wildlife Society dues and may not vote or hold office.

Section 4. STUDENT WILDLIFE SOCIETY ADVISOR - At least one full time faculty member of Tarleton State University shall serve as Student Wildlife Society Advisor.

Section 5. DUES - Dues shall be set at ten dollars per year or six dollars per semester; however, if need be they may be changed at the annual meeting by majority vote of the Student Wildlife Society membership. Dues shall be payable by each member to the Treasurer. Members who have not paid Student Wildlife Society dues lose all privileges of Student Wildlife Society membership.

Section 6. COMMUNITY SERVICE - Full membership in the Student Wildlife Society requires members to participate in three hours of community service activity per semester. The community service activity may be an official Student Wildlife Society sponsored event or any activity previously approved by the Executive Board. Members who have not completed mandatory community service by the end of the designated school year lose all privileges of Student Wildlife Society membership.

Section 7. COMMITTEE SERVICE – Full membership in the Student Wildlife Society requires members to serve on one committee per year. Members who have not served on a committee by the end of the school year shall lose all privileges of Student Wildlife Society membership.

Section 8. RESIGNATION - Members may resign at any time by giving notice to the Secretary, or will be considered to have resigned if semester Student Wildlife Society dues are not paid in accordance with Article III, Section 5, and/or community service is not completed in accordance with Article III, Section 6.

Section 9. REINSTATEMENT - Persons who are dropped from the membership roster of the Student Wildlife Society for non-payment of dues, incompleteness of community service or resignation may have their membership reinstated upon payment of appropriate dues and/or completion of outstanding community service.

Section 10. LOSS OF MEMBERSHIP – Members that do not uphold their responsibilities as stated in Article III, Section 1, may have their membership revoked by a majority vote of the Executive Board. If a member is to be removed the President is to provide a written signed explanation to the member in question. Loss of membership is not permanent; one may be reinstated according to Article III, Section 9.

ARTICLE IV. ELECTIONS, OFFICERS, AND EXECUTIVE BOARD

Section 1. NOMINATIONS - The Executive Board (Article VII, Section 5) shall nominate a slate of two candidates from the Student Wildlife Society Full Membership for each of the elected positions, namely: President, President-Elect, Secretary, Historian, Web Manager, SGA Representative (2), and COAHS Representative (2).

CLAUSE A - Nominees must be Full Members (Article III, Section 1).

CLAUSE B - Nominees must consent to becoming candidates.

CLAUSE C - Nomination slate shall be submitted by the Secretary to the membership at least 14 days prior to balloting (Article IV, Section 2).

CLAUSE D - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of six or more members, provided that Clauses A, B, E, and F of this Article are followed.

CLAUSE E - A member shall not be a nominee for more than one elected position at a time and may serve in only one elective position at a time.

CLAUSE F - A member may serve in the same elected position for no more than two consecutive terms of office (See Section 7).

CLAUSE G - To hold office a member must attend all meetings unless previously excused by the Executive Board.

CLAUSE H – Nominees for President and President elect will have a classification of no less than a junior.

Section 2. BALLOTING - Balloting shall occur at the annual meeting or another regular meeting when designated by the Executive Board. If balloting is to be

held during a regular meeting, the conditions of due notice apply. Written ballots shall be received from the members and counted by the Executive Board. For ballot counting purposes, the President shall appoint a replacement for any member of the Executive Board who has been nominated for an elected position.

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

CLAUSE B - Members may submit an absentee ballot to the Nominating and Elections Committee in a sealed, signed envelope prior to the scheduled time for counting ballots.

CLAUSE C - The candidate receiving the largest number of votes on the written ballot shall be declared elected.

CLAUSE D - In the event of a tie, a runoff election shall decide the winner. This shall be done by allowing the two candidates to give a short speech and leave the room; then the winning candidate shall be decided by a show of hands.

Section 3. OFFICERS - Officers of the Student Wildlife Society shall consist of a President, President-Elect, Secretary, Historian, Web Manager, SGA Representative (2), and COAHS Representative (2). Their duties are:

CLAUSE A - PRESIDENT - The President shall preside as chair at all meetings of the membership and Executive Board and shall be responsible for supervising the Executive Board. In consultation with the Executive Board, the President shall develop agendas for the business portion of all meetings of the membership and Executive Board and shall appoint chairs for all standing and special committees. The President shall be an *ex officio* member of all committees, except the Nominating and Elections Committee. The President may represent the Student Wildlife Society or appoint alternate representatives to boards, committees, or meetings of other student chapters.

CLAUSE B – PRESIDENT-ELECT - The President-Elect shall assume the duties of the President in his/her absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, *pro tempore*. The President-Elect shall also take over the duties of the outgoing President the following year. In the event that the President-Elect is deemed unable to take over the position, normal nominations for both offices will follow under the restrictions put forth in Article IV, Section 1. A member may challenge the replacement of the President by the President-elect in writing, which shall be submitted to the Secretary citing the reasons for the challenge at least two weeks prior to the inducting of the President-elect into the office of the President. In the event that the President-elect is challenged, and found to be unsuitable by a majority of the full members, a new nomination will be held in accordance with Article IV, Section 1. The President-elect will be allowed to defend their position in a special meeting held one week prior to the normal nominations.

CLAUSE C - SECRETARY - The Secretary shall be responsible for maintaining the files and membership roster of the Student Wildlife Society, recording and issuing minutes of all meetings of the membership and Executive Board, and producing and issuing newsletters and

announcements to the membership [*alternatively, a Newsletter Committee may be formed to produce and issue newsletters and announcements, or newsletters and announcements may be posted on the Student Wildlife Society website in lieu of a traditional distribution*].

CLAUSE D – HISTORIAN– The historian/web manager is responsible for documenting Student Wildlife Society functions through photographs and construction of annual record books for the Student Chapter of the Year Award, and TWA Professional Development Award. [*alternatively, the historian may designate an agent to photograph events in which the Historian cannot attend*]

CLAUSE E - WEB MANAGER – The Web Manager is responsible for maintaining the Student Wildlife Society web site.

CLAUSE F- SGA REPRESENTATIVE – There shall be two SGA Representatives, whose duties shall be; to attend all SGA meetings while representing the Student Wildlife Society in a professional manner, and give reports at every meeting about what has occurred at the SGA meetings.

CLAUSE G – COAHS REPRESENTATIVE - There shall be two COAHS Representatives, whose duties shall be; to attend all COAHS meetings and represent the Student Wildlife Society, network with other organizations within the COAHS, and give reports of what has occurred at the COAHS meetings at every meeting of the Student Wildlife Society.

CLAUSE H - ADVISOR – The advisor shall serve as a permanent Treasurer for the Student Wildlife Society to maintain continuity with the funds of the Student Wildlife Society. In the event that the advisor is unable to perform the duties of the Treasurer, another individual that is a member of the Student Wildlife Society in a permanent manner shall be take over the responsibilities of the Treasurer. The Treasurer shall be responsible for maintaining the financial records and managing the funds of the Student Wildlife Society, preparing an annual budget for the Student Wildlife Society for approval by the Executive Board, and reporting on the financial status of the Student Wildlife Society at each meeting of the membership and Executive Board. Duties shall include the receipt and disbursement of funds under the direction of the Executive Board.

Section 4. BOARD MEMBERS - Board Members shall perform any duties assigned by the President. This shall include, but not be limited to, serving on special committees, representing the Student Wildlife Society in Tarleton State University Student Government Association meetings or in any other capacity the President deems necessary. Board members are expected to maintain all ideals held by the Student Wildlife Society and Tarleton State University.

Section 5. EXECUTIVE BOARD - The Executive Board shall be made up of the officers (Article IV, Section 3), Board Members (Article IV, Section 4) and the advisor.

Section 6. TERM OF OFFICE - Officers and Board Members serve for approximately one year, are inducted at the Annual Meeting, assume office immediately thereafter, and, unless reelected, terminate their duties at the conclusion

of the following Annual Meeting, or at such time as their successors are elected and installed.

Section 7. VACANCIES - If the office of President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board. Appointees shall conform to the criteria for nominees found in Article IV, Section 1, Clauses A through H.

Section 8. INABILITY TO UPHOLD DUTIES OF OFFICE – If at any time an officer is believed to not be performing their duties adequately the following procedure shall be followed: Any officer may bring this inadequate officer to the Executive Board's attention at an officer meeting. Upon the first occurrence the Executive Board shall vote as to whether or not to warn the inadequate officer, if there is a majority vote that decides to do so the President shall give the inadequate officer a signed written warning about their inability to perform their duties. Upon a second occurrence the Executive Board shall vote on the removal of the inadequate officer from office, if this passes by a majority vote the officer shall receive a written letter signed by the President explaining their removal from office. Removal from office does not mean removal from general membership.

ARTICLE V. MEETINGS

Section 1. MEMBERSHIP MEETINGS - Meetings of the membership shall be for the purposes of conducting business of the Student Wildlife Society, providing educational opportunities and career training for Student Wildlife Society members, and promoting information exchange and networking among Student Wildlife Society members. Meetings shall be held as follows:

CLAUSE A - REGULAR MEETINGS - Regular meetings of the Student Wildlife Society membership shall be held at such times and places as determined and published by the Executive Board. There shall be no less than ten regular meetings each school year.

CLAUSE B - ANNUAL MEETING - The last regular meeting of the Student Wildlife Society membership during the spring semester shall be known as the Annual Meeting, and shall be for the purposes of electing and/or inducting a new Executive Board, receiving reports of officers and committees, and for any other business that may arise.

CLAUSE C - SPECIAL MEETINGS - Special meetings of the Student Wildlife Society membership may be called by the Executive Board at any time, provided the purpose of the call is given. Only items listed in the call for a special meeting shall be acted upon at the special meeting.

Section 2. EXECUTIVE BOARD MEETINGS - Meetings of the Executive Board shall be for the purpose of conducting business of the Student Wildlife Society and shall be held at such times and places as determined and published by the Executive Board. There shall be no less than five Executive Board meetings each school year.

CLAUSE A - ATTENDANCE - Members may attend Executive Board meetings, but may participate therein only when asked to do so and they may not vote at such meetings.

Section 3. PROCEDURES - The following procedures shall govern all meetings.

CLAUSE A - DUE NOTICE - Members must be notified at least ten days prior to regular, annual, and special meetings of the Student Wildlife Society membership. Members of the Executive Board must be notified at least ten days prior to meetings of the Executive Board.

CLAUSE B - QUORUM - Quorum for regular, annual, and special meetings of the Student Wildlife Society membership shall be over fifty percent of the membership or ten members in good standing, whichever is less. Quorum for meetings of the Executive Board shall be three members of the Executive Board.

CLAUSE C - MEETING RULES - Order of business and parliamentary procedures at meetings of the Student Wildlife Society membership and Executive Board shall follow *Robert's Rules of Order*, latest revision.

CLAUSE D - BYLAWS - The bylaws of the Student Wildlife Society shall be available for inspection during every meeting of the membership and Executive Board.

ARTICLE VI. MANAGEMENT AND FINANCES

Section 1. EXECUTIVE BOARD - The Student Wildlife Society shall be governed by the Executive Board (Article IV, Section 6).

CLAUSE A - CONDUCT - The Executive Board shall conduct its affairs in conformance with the provisions of these bylaws. The Executive Board is authorized to act for the Student Wildlife Society membership between meetings of the Student Wildlife Society membership and shall report its interim actions to the members at the next membership meeting. Any Executive Board action may be overridden by a two-thirds vote of members attending a membership meeting.

Section 2. FINANCES - Funds of the Student Wildlife Society shall be under the direction of the Executive Board and shall be managed by the Advisor. The financial records of the Student Wildlife Society shall be examined periodically by the Executive Board.

CLAUSE A - LIABILITY - The Advisor need not be bonded.

CLAUSE B - SOURCE OF FUNDS - Funds shall be derived from dues, meeting fees, sale of chapter-sponsored merchandise or publications, special activities, contributions, and other sources approved by the Executive Board.

CLAUSE C - MANAGEMENT OF FUNDS - Funds shall be placed in a federally insured bank, savings and loan association, or other financial institution or instrument approved by the Executive Board.

Section 3. FILES - The Student Wildlife Society shall maintain files containing: bylaws of the Student Wildlife Society; minutes of all meetings of the membership and Executive Board; financial statements and records; Student Wildlife

Society newsletters; correspondence pertinent to Student Wildlife Society affairs; all committee reports; list of Charter Members, and all other material designated as pertinent by the Executive Board. A "procedure for filing" shall be kept in the Student Wildlife Society files for the guidance of each succeeding Secretary.

Section 4. RESOLUTIONS AND POSITION STATEMENTS

CLAUSE A - PROCEDURES - Proposed resolutions and position statements may be drafted by a special committee or individual member for consideration by the Executive Board. If approved by the Executive Board, the resolution or position statement is then submitted to the membership for a vote. Approval by a majority of the membership voting is required before it can be issued as a Student Wildlife Society resolution or position statement.

ARTICLE VII. COMMITTEES

Section 1. APPOINTMENTS - The President shall appoint chairs for all standing and special committees (except the Nominating and Elections Committee). Members of the Executive Board are encouraged to suggest the names of persons to serve as chair and members of all committees. Committee chairs shall complete their committees with the President's assistance.

Section 2. STANDING COMMITTEES AND THEIR DUTIES:

CLAUSE A - NOMINATING AND ELECTIONS - This three-person committee is appointed by the Executive Board and performs duties as identified in Article IV, Sections 1 and 2.

CLAUSE B - MEMBERSHIP - This committee shall work to promote membership in the Student Wildlife Society to all interested students at Tarleton State University.

CLAUSE C - PROGRAM AND ACTIVITIES - This committee shall arrange programs for all regular meetings, including the Annual Meeting, and organize field trips, work projects, service activities, and social functions, as approved by the Executive Board.

CLAUSE D - EDUCATION AND INFORMATION - This committee shall conduct educational programs on wildlife issues for the campus and surrounding community and seek opportunities to inform the public of the activities and positions of the Student Wildlife Society.

CLAUSE E – TARLETON OUTDOORS - This committee shall encompass donations, advertising, booths, and any other area that is necessary in the completion of Tarleton Outdoors.

Section 3. SPECIAL COMMITTEES - The President shall appoint any special committees that the Executive Board deems necessary to accomplish the goals and objectives of the Student Wildlife Society.

Section 4. ACCOUNTABILITY - All committees shall be accountable to the Executive Board and under the general supervision of the President.

Section 5. TENURE - All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

Section 6. REPORTS - All committee chairs shall provide updates on committee activities to the President and Executive Board on a regular basis.

ARTICLE VIII. AMENDMENT TO BYLAWS

Section 1. PROCEDURE - These bylaws may be altered or amended by a majority vote of the members of the Student Wildlife Society voting at any regular or special meeting provided due notice (Article V, Section 3, CLAUSE A) of the proposed changes has been given. A member who will be absent from the meeting may file an absentee ballot (Article IV, Section 2, CLAUSE B). Any and all changes adopted by the membership become effective 14 days following the votes. Any member with due cause may file a statement of protest with justifications with the Secretary. The Secretary shall update and post any and all alterations to the constitution and by-laws by 60 days following approval and submit a copy of the revised constitution to Student Activities.

Donna Strohmeier
Director of Student Activities

Signatures of Executive Board Members

Signature
Organizational Advisor

Date