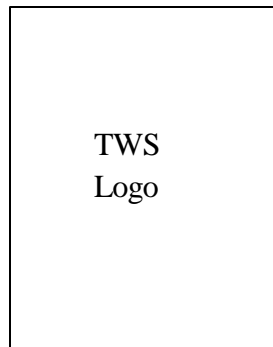


ARIZONA CHAPTER OF THE WILDLIFE SOCIETY



OPERATIONS MANUAL

February 2002

PREFACE

This Chapter Operations Manual has been assembled to assist officers and members of the Arizona Chapter of The Wildlife Society in carrying out their duties and responsibilities. The manual is organized into major sections that are further subdivided by descriptive titles. This is a "working document" that is subject to review and modifications that are governed the umbrella of the Chapter and TWS bylaws and approved by the Executive Board. As you use this Operations Manual, you will find ways to improve it. Please submit your suggestions to the President - Elect of the Arizona Chapter.

Ray Kohls prepared the first version of the Arizona Chapter's Operation Manual. Reed Sanderson prepared the second version with the assistance of the 1999, 2000, 2001 Arizona Chapter Executive Board Members

SECTION I. EXECUTIVE BOARD DUTIES

PRESIDENT

The President's term of office is for one year. The President-Elect fills the office of the President whenever the position is vacant.

The President is responsible for administering all Chapter business. He or she will organize and preside at Executive Board meetings and the Annual meeting; appoint and direct committee chairpersons; and represent the Chapter in public and professional meetings, and through correspondence. The President shall have general supervision of the Chapter officers and committee chairpersons. The President may represent the Chapter, or appoint representatives to represent the chapter at other Section, Society, or committee meetings.

Duties of the President include but are not limited to:

1. Know how to conduct a meeting and become familiar with Robert's Rules of Order.
2. Appoint committee chairpersons and oversee all committee activities. In conjunction with each chairperson develop specific goals and objectives for each committee.
3. Provide each officer and chairperson a copy of their "Duties and Responsibilities".
4. Schedule and preside over Executive Board meetings, which should be held at least quarterly to as frequently as monthly. All Board meetings should be announced in the newsletter to encourage membership attendance.
5. Prepare meeting agendas and oversee the arrangements for all Chapter meetings, including Executive Board meetings.
6. Instruct the Recording Secretary to send minutes of the Executive Board meetings to all Board Members and others as requested.
7. Keep all Executive Board Members informed on Chapter activities and furnish them with copies of pertinent material.
8. Prepare a President's message for each Chapter Newsletter and submit information to the editor for inclusion in the Newsletter that addresses current issues or topics of interest to the membership.
9. Organize and preside over the Annual Membership Meeting, which is generally held the first weekend in February, and other meetings organized and sponsored by the Chapter.
10. Review all correspondence that goes out from the Chapter.
11. Send letters to various agencies, departments, and organizations encouraging their participation at the Joint Annual Meeting.
12. Acknowledge the work of out-going officers (except the President) and committee chairpersons with a certificate of appreciation at the Annual Membership Meeting.
13. Prepare the Annual Report for the Annual Membership Meeting.

PRESIDENT-ELECT

The President-Elect is elected each year by the membership and the term of office is one year.

The President-Elect is elected by the Arizona Chapter members for what will be a two year term as a Chapter officer, first as President-Elect and then as President. During the term as President-Elect he or she will share the major responsibilities of conducting Chapter business and is expected to attend all Chapter Executive Board and Chapter Membership meetings.

The responsibilities of the President-Elect are to assist and fill-in for the President on a variety of assigned tasks, and serve as the Chairperson of the Awards and Nominations Committee. If in any event the President leaves office, the President-Elect will assume the position of President for the remainder of the term and will continue into the following year as President.

Duties of the President-Elect include but are not limited to:

1. Become familiar with the Chapter Bylaws and the Chapter Operations Manual.
2. Attend and participate in all Chapter meetings, including Board meetings.
3. Notify the President of any items to be considered for meeting agendas.
4. Serve as Chairperson of the Awards Committee and appoint additional committee members as needed. (See Awards Committee Position Description for details.)
5. Serve as Chairperson of the Nominations Committee and appoint additional committee members as needed. (See Nominations Committee Position Description for details.)
6. Serve as a liaison with the New Mexico TWS Chapter or the Arizona-New Mexico Chapter of the American Fisheries Society, Program Committee on years they host the Joint Annual Meeting.
7. Is responsible for the Chapter Operations Manual, maintains a file on any changes and additions to the Manual, and forwards approved changes to the Corresponding Secretary to revise the electronic Operations Manual file.
8. Recruit chairpersons for standing committees prior to the Annual Membership Meeting.
9. Assume position of President following the Annual Membership Meeting.
10. Upon assuming office of President, present the outgoing President with a Past President's pin and appropriate plaque ".

TREASURER

The Treasurer is elected in odd number years by the membership with a term of office of two years. This term of office was established so that the Treasurer could "close the books" when the Arizona Chapter hosts the Joint Annual Meeting.

The Treasurer shall be responsible for the funds of the Chapter and for maintaining financial records and files for the Chapter. Duties include receipt and disbursement of the funds, maintenance of a complete financial record, and preparing financial reports for the Executive Board and the Chapter Annual Meeting.

Duties of the Treasurer include but are not limited to:

1. Attend and participate in all Chapter meetings including Board meetings.
2. Notify the President of financial items that need to be considered for Board and Annual Membership Meeting agendas.
3. Maintain financial records and be responsible for Chapter funds.
4. Regularly review the Chapter's current finances, present the Board with interim financial reports, and advise the Board thereon.
5. Sign checks and pay all bills for the Chapter.
6. Assist with fund raising activities including training and workshops sponsored by the Chapter.
7. Prepare financial statements following any Chapter sponsored symposium, workshop, or meeting. Distribute funds according to co-sponsor's agreement following the event.
8. Prepare a financial report for the Annual Chapter Membership Meeting.
9. Furnish records to the Audit Committee prior to the Annual Membership Meeting. Attend the Audit Committee meeting for the Annual Chapter audit.
10. Serves as a member of the Continuing Education Committee.
11. Submit a financial statement to the parent Society at the end of each calendar tax year using the form provided by the Society.
12. Prepare any required State and Federal tax forms or tax-exempt forms and submit to the respective agency.
13. Notify bank and savings associations of name changes following installation of new officers. Obtain new officers' signatures for bank signature card on Chapter accounts.
14. Prepare an annual chapter budget for board approval.
15. Maintains chapter finances within the approved chapter and annual meeting budgets.

CORRESPONDING SECRETARY

The Corresponding Secretary is elected each year by the membership with a term of office for one year.

The Corresponding Secretary shall be responsible for the Chapter files, filing all necessary documents and correspondence, and maintaining Chapter electronic and hard copy files of important correspondence, manuals, bylaws and documents.

Duties of the Corresponding Secretary include but are not limited to:

1. Provide copies of the Chapter Bylaws and Chapter Operations Manual to new Executive Board members.
2. Maintain Chapter files on all activities, including sent and received correspondence, important documents, and committee activities.
3. Maintain electronic and hard copy files of the Chapter Bylaws, Chapter Operation Manual, Annual Meeting Manual, Board meeting minutes, newsletter, annual report, position statements and resolutions, official correspondence, and other important documents using Microsoft Word.
4. Within ten days after election of Chapter officers, send names and addresses of the elected Chapter officers to the parent Society on a form provided by the President.
5. Provide copies of year-end committee reports from previous years, upon request, to committee chairpersons.
6. Submit any material that is needed to update the Chapter Operations Manual, such as resolutions, policy statements, award recipients, etc. to the President-Elect
7. Provide copies of Chapter Bylaws to Chapter members upon request.
8. Serves as a liaison with the Chapter Historian and provides copies of important files for archiving. Files for archiving include yearly newsletters, important correspondence, minutes, and the annual business report. Submit electronic and hard copies of these documents to the historian after they are three years old. Maintain electronic records in the chapter files.
9. Provide an electronic copy of important correspondence, minutes, and the annual report to the President-Elect (incoming President) at the end of the year.
10. Serves as the "Gate Keeper" for the posting on the Chapter Wildlife Alert email distribution and coordinates all postings with an alternate "Gate Keeper". The Alternate Gate Keeper will be one of the Board Members and will be appointed by the Chapter President. (See Chapter Operation Policies, Wildlife Alert.)
11. Prepare a press release announcing the recipients of the Chapter Awards that will be sent to appropriate newspapers, agencies, and the parent Society. **(Need to develop a suggested list of newspapers and agencies.)**
12. Send Chapter news to TWS editor of "The Wildlifer", including notification of meetings and workshops.

RECORDING SECRETARY

The Recording Secretary's is elected each year by the membership for a term of office of one year.

The Recording Secretary shall be responsible for recording and distributing minutes of the Executive Board and Chapter Membership meetings.

Duties of the Recording Secretary include but are not limited to:

1. Attend and participate in Board Meetings.
2. Record the minutes of all Board and Membership meetings.
3. At the appropriate time during each Board meeting, read the minutes of the previous Board meeting.
4. Submit summaries of the Board meetings to the Chapter Newsletter Editor.
5. At the appropriate time during Chapter Membership meetings, read the minutes from the previous Membership Meeting.
6. Distribute copies of Board and Membership meeting minutes to all Board members. Minutes should be distributed as soon as possible after each meeting.

BOARD MEMBER

A Board Member's term of office is for two years. The terms of office for Board Members are staggered such that one Board Member is elected each year by the membership. This procedure was established to provide more continuity in the membership of the Executive Board.

Two Board Members are elected to serve on the Executive Board. Board Members are responsible for attending each Executive Board meeting and have full voting rights within the Board. Board Members will share all responsibilities of conducting Chapter business and will assist other Board Members with assigned tasks.

The duties of the Board Members include but are not limited to:

1. Attend and participate in Executive Board meetings.
2. Notify the President of any items to be considered for meeting agendas.
3. Perform tasks and assume duties as directed by the President, including chairperson of committees.
4. The senior Board Member serves on the Continuing Education Committee in the absence of the third committee appointment from the membership.

SECTION II. DUTIES OF CHAPTER COMMITTEES

AUDIT COMMITTEE

The Audit Committee is a standing Committee of the Chapter whose Chairperson is selected by the President with the advisement of the Executive Board. Any current member may serve on or chair this Committee. The Committee shall perform the audit prior to the Annual Membership Meeting allowing sufficient time to complete the audit and prepare a report. Special audits may be undertaken at the request of the President or Executive Board. The Committee shall also review the records and documents prior to any change in the office of the Treasurer.

The duties of the Audit Committee include but are not limited to:

1. Audit the financial records of the Chapter just prior to the Annual Membership Meeting. Format a financial statement of audit to be forwarded to the parent Society at the end of the calendar year.
2. The Committee Chairperson shall submit a written report of a successful audit to the President for the Annual Membership Meeting.

AWARDS COMMITTEE

The Awards Committee Chairperson is the President-Elect and is responsible for soliciting nominees, preparing awards, and arranging presentations. There are six awards that may be presented by the Chapter each year: Doug Morrison Award, Professional Award, Conservation Award, Roger Hungerford Student Award, Wildlife Habitat Relationships Award, and the Scrapping Bear Award. During the years the Arizona Chapter hosts the Joint Annual Meeting, the Best Student Paper Award is also the responsibility of the Joint Annual Meeting Awards Committee. Although, the Awards Chairperson is responsible for the Scrapping Bear Award, he or she is not the Chairperson for that award, but coordinates with the committee (See the description of the Scrapping Bear Award for details.)

The following are guidelines for the Awards Committee:

1. Nomination procedures:
 - a) Chapter members are encouraged to nomination deserving candidates at any time throughout of the year. **Initial nominations** are to be sent to the Awards Chairman. The **initial nomination** consists of the name of the nominator including his or her contact information (phone number, e-mail, or postal address); the award to be considered; and the name of the person or organization being nominated and affiliation.
 - b) **Final nominations** consist of a supporting letter from nominator that is endorsed by at least two (2) additional individuals. The nominator will be contacted at least 60 days prior to November 30th and requested to supply the final nomination documents. Endorsers may simply sign the nominating letter or send a separate supporting letter. **Final nominating documents must be received by November 30th to be considered for the current year's awards.**
 - c) All nominations must be individuals and/or single organizations. Award nominees do not have to be members of either the Chapter or The Wildlife Society.
2. Solicit nominations for awards in each issue of the Chapter Newsletter
3. The Executive Board will review all nominations, including the Scrapping Bear Award, based on submitted information (not personal knowledge of the individuals) and make the selections for award recipients.
4. If the Executive Board does not approve any nominee for an award, that award will not be presented that year.
5. New slate of nominations must be considered each year. Unsuccessful nominations will not be carried over for consideration the following, however they may be re-nominated.
6. Each award recipient will be presented with a plaque. In addition, a traveling print goes with the Doug Morrison Award, and a statue goes with the Scrapping Bear Award. The names on the back of the print and the plaque on the statue need to be updated with the new award recipient's name.
7. The person who nominated each successful award candidate will be notified and will be asked if they would be responsible for assuring that their candidate will be in

attendance at the Annual Meeting Banquet to receive the award. It will be left up to that person as to how much they desire to tell the recipient to assure their attendance at the banquet. However, they will be asked not to reveal the specific award they are to receive to maintain some element of surprise.

At the discretion of the Board, a letter of recognition may be sent to nominee(s) that were not recognized with an award.

8. Make arrangements for the appropriate Chapter Award Plaques to be made and to be presented at the Joint Annual Meeting. **Note:** Award templates are on file at All Awards, 1000 N Humphreys, Flagstaff, 86001, (Flagstaff Area Code: 928) 774-1997. It is prudent to use the same company to provide the awards each year because additional charges are made for new templates.
9. Arrange to have the respective traveling print and statue for the Doug Morrison Award and the Scrapping Bear Award to be at the Joint Annual Meeting for presentation to the new award recipient. The current recipient may be selected to pass the print or statue to the new recipient.
10. A file will be maintained for each award category that will include the following:
 - a) Names of recipients and the year received.
 - b) Names of nominees for each award and the nominating letters for the previous 5 years.
 - c) A description of the history of the award and the criteria for nomination for each award.
11. The Corresponding Secretary will prepare a press release that will be sent to appropriate newspapers, agencies, and the parent Society announcing the Award recipients.
12. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Annual Membership Meeting. This report includes only the names of the previous year's award recipients. The current year's recipients are confidential until they are announced at the Awards Banquet.

Description of the Arizona Chapter Awards

Doug Morrison Award: Given in memory of Doug Morrison to an Arizona Biologist in a non-supervisory position who made significant contributions to the management and conservation of wildlife in Arizona. This Award exemplifies the dedicated work ethic of the Chapter's former President and U.S. Forest Service Biologist, Doug Morrison. Contributions can be in areas of wildlife research, education and training, management, conservation (including legislation), or law enforcement. Contributions can be over a relatively short period of time (e.g. months) or over several years. Weight is given to the significance of contributions and not necessarily the number of years in service. This Award differs from the Professional Award primarily in that it is given to a non-supervisory biologist in memory of Doug Morrison.

Professional Award: Given to an Arizona Biologist for outstanding contributions to management and conservation of wildlife. The individual is also recognized for their professional work standards and conduct. Contributions can be in the areas of wildlife research, education and training, management, conservation (including legislative), or law enforcement. These contributions can be over several years or limited to a few years of outstanding service. Weight is given to the significance of contributions and professional work ethic, not necessarily the number of years in service. Both supervisory and non-supervisory biologists may be considered for this Award.

Conservation Award: Given to a person, or persons, not employed directly as a wildlife biologist, or an organization not directly involved in wildlife management (including researchers at universities), who contribute significantly to the conservation of wildlife and/or their habitat in Arizona. Conservation can include, but is not limited to research, education, legislation, and protection or enhancement of wildlife and their habitat. Weight is given to the significance of the contribution to conservation.

Roger Hungerford Student Award: Given to a student who while attending an Arizona college or university made significant contributions to the management and conservation of Arizona's wildlife and/or habitat. Management and conservation categories are similar to those listed for the Professional Award. Weight is given to the significance of the contribution. The Award is given in memory of one of Arizona's finest research biologists, Roger Hungerford.

Best Student Paper Certificate: A Best Student Paper Certificate is awarded at the Joint Annual Meeting following evaluation by a three-member panel of referees. Both undergraduate and graduate students are eligible from both states and will have their presentations judged under six major categories; organization, audience involvement, delivery, knowledge of subject, use of visuals, and content. The Arizona Chapter is only responsible for this award when they are the host Chapter for the Joint Annual Meeting.

Wildlife Habitat Relationship Award: Given to a professional wildlife biologist in Arizona for their contribution to understanding or applying habitat principles to management of an animal species or group of species. The recipient receives a check based on the interest generated for the year in the Habitat Relationships account.

Scrapping Bear Award:

Criteria:

The recipient has gone beyond the normal call of duty in support of wildlife issues and has made exceptional contributions toward the management and protection of wildlife and habitat resources.

AND the recipient has stood up for what they thought was right, even if it was controversial or perceived as contrary to their agency's official position, supervisor's positions, or had the potential to put the recipients job on the line.

The recipient does not have to be a member of the Arizona Chapter.

Selection Committee:

The selection committee will be composed of three past recipients of the award with the current holder of the award serving as the chairperson. If any of the past three recipients are not available for the committee, the Awards Committee Chairperson will select a committee from previous recipients. The Executive Board will review the selection and vote to approve.

Nominations:

Nominations for the award will be accepted from the membership of the Arizona Chapter of The Wildlife Society and from previous recipients of the award.

Award Presentation:

Depending on the recipient's preference, the award will be presented at the Annual Meeting Banquet, at the Annual Business Meeting, or in a private setting. The current holder of the award is the preferred presenter. The release of details for the award will be according to the recipient's request. However, a minimum announcement will be made in the Chapter Newsletter, such as "Joe Gluts received the Scrapping Bear Award for his contributions above and beyond the 'Call of Duty'".

CONSERVATION AFFAIRS COMMITTEE

The Conservation Affairs Committee shall review administrative regulations, planning documents, environmental assessments, impact statements, and other issues affecting wildlife or wildlife habitat primarily within the state of Arizona. The Chairperson is selected and appointed by the President. The Chairperson, with the approval of the President, may ask or appoint other members to serve on the Committee and to assist in reviews.

The duties of the Conservation Affairs Committee include but are not limited to:

1. Review all material submitted either by the Board or by the Chapter membership and prepare appropriate response by the Chapter.
2. Solicit the assistance both members and non-members who may have expertise or special knowledge of the issue or subject being addressed.
3. Make recommendations to the Board with sufficient lead-time to allow for necessary action by the Board.
4. Prepare a draft document for Executive Board approval.
5. Prepare the final document on letterhead stationery for signature by the Chapter President. If it is not appropriate for the Chapter President to sign the document, a member of the Executive Board will be selected to do so.
6. Make copies of all appropriate documents for the Corresponding Secretary's file, the Conservation Affairs Committee file, and any additional copies as needed.
7. Submit original correspondence and appropriate documents to the Corresponding Secretary. The Corresponding Secretary will file and mail all material as directed by the Board. Copies of significant issues will be provided to the Southwestern Section Representative and President and to the parent Society as deemed appropriate by the Board.
8. Submit a summary report of Committee activities for the Chapter Newsletter.
9. The Chairperson will maintain a file of all correspondence and complete documentation of all issues reviewed by the Committee. This file will remain with the Chairperson and be turned over to the succeeding Committee Chairperson to maintain continuity and a history of Conservation Affairs Committee activity. The Chairperson is responsible for reviewing this file and providing consistent action of the Committee based on past history.
10. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Annual Report.

CONTINUING EDUCATION COMMITTEE

The Continuing Education Committee is responsible for receiving and reviewing applications for the Continuing Education Fund and for granting awards. The purpose of the fund is to provide career enhancement opportunities for Chapter members. The source for this fund is from the interest from the fund deposits and income from workshops. Twenty-five percent (25%) of the proceeds (after all expenses have been paid) from chapter sponsored workshops is deposited into the Continuing Education Fund. Three Chapter members make up the Continuing Education Committee: The President appoints the Chairperson; the Chapter Treasurer is the second member; and the Senior Board Member if there is not a third member from the membership.

The duties of the Continuing Education Committee include but are not limited to:

1. Accept and review grant applications based on the following criteria:
 - Applications can be submitted at any time and will be reviewed quarterly by the Committee in January, April, July, and October.
 - The Committee evaluates applications based on applicant's explanation of how the activity will enhance his or her career development, their financial need, their efforts to obtain supplemental funding, and their involvement in Chapter activities.
 - Applicants will be notified of the Committee's decision within 30 days of the Committee's review.
 - Total grant amounts are limited to \$1000 per year with the maximum individual grant also capped at \$1000
2. Information on the availability of funds and who to contact should be included in each Chapter newsletter and on the Chapter WebPages.
3. Grant application forms are available on the Chapter WebPages at www.aztws.org, or may be obtained from the Chairman of the Continuing Education Committee or any Chapter Board Member.
4. The following application form will be used:

**THE WILDLIFE SOCIETY
ARIZONA CHAPTER**

CONTINUING EDUCATION GRANT APPLICATION

Applications can be submitted at any time and will be reviewed quarterly by the Committee in January, April, July, and October. Applicants will be notified of the Committee’s decision within 30 days of the Committee’s review. The Continuing Education Committee evaluates applications based on your explanation of how the activity will enhance your career development, your financial need, your efforts to obtain supplemental funding, and your involvement in Chapter activities. Grants may not exceed \$1,000 and are limited to Chapter members.

Applicant Information

Name: _____

Address: _____

Employer: _____

Address: _____

Work Phone: _____, Home Phone: _____

Continuing Education Activity Information

Title: _____

Type of Activity (circle one): course workshop symposium
other: _____

Sponsor(s): _____

Location: _____

Dates: _____

Explain how this activity will enhance your career development (use additional pages if necessary):

(Form continued)

Financial Information

List costs of activity, your financial needs, and other known or potential sources of financial support.

<u>Expenses</u>	<u>Total Funds Required</u>		<u>Grant Funds Requested</u>		<u>Other Sources</u>
Tuition:	\$ _____	=	\$ _____	+	\$ _____
Registration:	\$ _____	=	\$ _____	+	\$ _____
Travel:	\$ _____	=	\$ _____	+	\$ _____
Per Diem:	\$ _____	=	\$ _____	+	\$ _____
Books:	\$ _____	=	\$ _____	+	\$ _____
Other (*):	\$ _____	=	\$ _____	+	\$ _____
<hr/>					
Totals:	\$ _____	=	\$ _____	+	\$ _____

(*) List other expenses: _____

Minimum award that would allow participation in activity: \$ _____

Date by which funding must be received: _____

Describe other sources of funding identified above, potential for obtaining other funding for this activity, or reasons why no other funding sources are available to you: _____

Describe any previous involvement in Chapter activities: _____

Signature _____ Date: _____

Please return this form to:
Chairman, Continuing Education Committee
The Wildlife Society, Arizona Chapter
PO Box 41337
Phoenix, AZ 85080-1337

HISTORIAN

A Historian will be appointed by the President. The term is for an indefinite period of time at the pleasure of the Board.

The Historian's duties are to archive Chapter documents and to periodically summarize the history of the Chapter. Often a Chapter can improve the way it does business and conducts activities by reviewing past programs and accomplishments. The Corresponding Secretary will prepare the material to be archived by the Historian from the Chapter files.

A summary of the Chapter History should contain but is not limited to the following material:

1. Chapter Charter and petition to TWS for Charter
2. Bylaws
3. Chapter Officers: (beginning of Chapter to present), include all elected, appointed Executive Board members and Chapter Section Representatives.
4. Chapter year chartered and years in operation.
5. Membership numbers by year.
6. Operations: Executive Board, Newsletters, Finance
7. Chapter Activities: Annual Meetings, Special Meetings such as Symposia and Workshops.
8. Awards: recipients of each award for each year.
9. Written actions such as resolutions, position statements, or public statements.

MEMBERSHIP COMMITTEE

The President shall appoint the Membership Committee Chairperson. The Chairperson may ask additional members to serve on the Committee to assist in the duties of the Committee. The Committee will actively work for positive attitudes towards membership and involvement in the Society and Chapter.

The duties of the Membership Committee include but are not limited to:

1. Encourage the membership to maintain dues on a paid up basis.
2. Encourage the maximum number of persons with an interest in wildlife and residing within the state of Arizona to become members of The Wildlife Society and the Arizona Chapter. Provide each potential member application forms and information regarding the Chapter and the parent Society, followed by a personal contact if possible. These materials shall be available through the Chairperson.
3. Wildlife professionals should be recruited and/or encouraged to participate in Chapter activities such as: regular functions, special meetings, special projects, and any other way the Committee may, with the concurrence of the Executive Board, involve them in the Chapter and encourage them to become Society or Chapter members.
4. Update and maintain the Chapter membership list, including names, addresses, phone numbers, email address, position titles, affiliation, and area of expertise for all wildlife professionals in the Arizona Chapter and, if possible, professionals that are not current members of the Chapter. The membership list will indicate those that are only Chapter members and those that are also members of the parent Society.
5. Provide a membership list to the Chapter Board upon request.
6. Maintain an electronic distribution list of the membership that has requested to receive Chapter announcements via email (Wildlife Alert) and provide for such a distribution system.
7. Provide the Newsletter Editor with mailing labels of persons to receive the Chapter Newsletter – excluding those that have agreed to view the Newsletter electronically.
8. Provide a list of "New members", "Members leaving", and "Members transferring" into the Chapter to the Newsletter Editor and Executive Board.
9. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Annual Membership Meeting.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for preparing, editing, printing, mailing, and electronically posting at least four newsletters each year in addition to special mailings requested by the Board.

The Newsletter Editor has considerable leeway as to the content of the Newsletter and is encouraged to use his or her imagination and initiative to create stimulating and interesting material for the Newsletter.

The following are general guidelines and duties of the Newsletter Editor:

1. The content of each Newsletter should include the following:
 - Chapter President's message;
 - Summary of all Chapter Board and Membership Meetings;
 - Directory for Chapter Officers and Committee Chairpersons with contact email addresses and phone numbers;
 - Changes in membership status (new members and transfers in and out of Chapter);
 - Continuing Education Award application information (Application Form is to be included in the first issue for each year);
 - Date, time, and location of Executive Board meetings; and
 - Deadlines for submission of material to Newsletter Editor.
2. The Newsletter Editor should solicit and encourage articles and opinion statements from the membership. All submitted articles must bear the name of the author.
3. Additional material that should be included is information concerning conferences, workshops, symposia; and the availability and source of new publications that might be of interest to the membership.
4. The Newsletter should recognize recipients of Chapter Awards and professional awards Chapter members receive from other sources.
5. The Newsletter should include the call-for-papers, announcement, and other information pertaining to the Joint Annual Meeting.
6. The Newsletter should announce the request for nomination of Chapter Officers and Chapter Awards.
7. Mail courtesy copies of each newsletter to the following:
 - a) The Wildlife Society parent office,
 - b) Southwest Section Representative and President,
 - c) Presidents and Newsletter Editors of the Arizona-New Mexico Chapter of the American Fisheries Society; and New Mexico, Texas, and Mexico Chapters of The Wildlife Society.
8. Send any bills for printing and mailing directly to the Treasurer for payment.
9. The Newsletter Editor shall submit a written report documenting the year's activities to the President for the Annual Report including copies of Newsletters for the past year.
10. The newsletter editor will provide an electronic version of the newsletter to the webmaster, for inclusion on the chapter web site.

NOMINATIONS COMMITTEE

The President-elect shall serve as the Nominations Committee Chairperson and shall select two additional members to serve on this Committee. The Nominations Chairperson shall prepare a slate of at least two candidates for each elected position:

- President-elect,
- Treasurer – odd numbered years only
- Corresponding Secretary,
- Recording Secretary, and
- Board Member.

The duties of the Nominations Committee include but are not limited to:

1. Solicit nominees from the general membership through the Newsletter or by personal contact. **All nominees must be current members of the parent Society.**
2. Obtain suggestions from outgoing Executive Board members and committee members for names of nominees.
3. Additional nominees may be added to the Nominating Committee's slate upon signed support of six or more members.
4. The Nominating Committee shall obtain approval from all nominated candidates.
5. A member may be elected for no more than two consecutive terms in the same office. No one may hold more than one elective position simultaneously.
6. Candidates will provide the following biographical information for inclusion in the Chapter Newsletter to present them to the membership:
 - Education.
 - Employment history.
 - Activities in The Wildlife Society including Chapter responsibilities.
 - Other professional affiliations and activities.
 - Personal statement (optional).
7. The following balloting procedures shall be followed:
 - The slate of officers and biographies of nominees shall be submitted to the membership at least 30-days prior the date that ballots are due.
 - Printed ballots shall be provided to all voting Chapter members through the Chapter Newsletter or by direct mail.
 - Ballots must be returned to the Committee Chairperson for tabulation. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominating Committee who was nominated for an office.
 - Members in arrears shall forfeit their right to vote during the period of their delinquency.
 - The candidate receiving the largest number of votes shall be declared elected.
 - In the event of a tie vote, an uneven number of members of the Executive Board shall cast a secret deciding ballot.
 - The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Annual Membership Meeting.
 - All ballots will be retained for 30 days and then destroyed.

RESOLUTIONS AND PUBLIC STATEMENTS COMMITTEE

The President will appoint the Chairperson of this Committee. The Chairperson shall then appoint additional Committee members as needed. It is strongly recommended that Committee members be selected from different agencies and organizations to provide as much diversity as possible.

The Resolutions and Public Statement Committee is a standing committee of the Chapter. This Committee is responsible for preparing and reviewing resolutions and public statements that are defined as follows:

- Resolutions are a formal determination or expression of opinion voted on and approved by the Chapter membership.
- Public statements are brief, formal expressions of opinion presented at a public meeting or hearing on the behalf of the Chapter by the Chapter President or a designated representative. Public Statements may concern issues where there are no previously established Society or Chapter resolutions. Public Statements must be approved by the Board prior to presentation.

The duties of the Resolutions and Public Statements Committee are as follows:

1. The Committee will prepare and review proposed resolutions and position statements from members at any time and submit them to the Executive Board for further action.
2. The Committee will follow the procedures set forth in Article VII, Section 5 of the Chapter Bylaws.
3. The Committee shall refer to the Parent Society's Position Statements and to previous action taken by the Chapter for guidance prior to preparing material for the Board's action.
4. The Committee Chairperson will retain all pertinent correspondence and information concerning resolutions and public statements. All resolutions and public statements will be numbered consecutively. This information will be given to the Corresponding Secretary for the Chapter files.
5. The Chapter will not issue statements that conflict with the policy of The Wildlife Society without prior approval of the Society. Copies of Arizona Chapter resolutions and statements will be provided to the Southwestern Section Representative and President and to the parent Society.
6. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Annual Membership Meeting.
7. The following procedures will be following to develop Resolutions and Public Statements:

Resolutions: Any Chapter member in good standing may submit a proposed resolution to the Committee for their consideration. The Committee will review the resolution and submit their recommendation to the Board. The Board must accept or reject resolutions submitted by the Committee. If accepted, the resolution will be submitted for a vote by the membership. Resolutions concerning issues that have not been previously voted on and approved by the

membership must be approved by two-thirds vote of the voting Chapter membership. Chapter members will have at least 30 days to review resolutions prior to voting on them.

Resolutions will be consecutively numbered and formatted to include the following information:

- a) The statement "A Resolution by the Arizona Chapter of The Wildlife Society" proceeded by the resolution title and a successive number.
- b) Several statements of facts proceeded by the introductory phrase "whereas".
- c) One or more conclusion statements proceeded by the introductory phrase "therefore be it resolved".
- d) Follow the above with a statement such as "approved by the Arizona Chapter of The Wildlife Society. The date and location of approval and disposition of the resolutions will be noted below the resolution statement.

Public Statements: Any Chapter member in good standing may submit a proposed Public Statement to the Committee for their consideration. The Committee will review the proposal and submit their recommendation to the Board for action. Approved Public Statements will be consecutively numbered and formatted as follows:

- a) The title followed by "A Public Statement by the Arizona Chapter of The Wildlife Society" and proceeded by a successive number.
- b) An introduction explaining the role and function of the Chapter and Society.
- c) A section explaining the specific topic and supportive biological information or evidence.
- d) A summary of recommendations supporting the statement.
- e) The date of Board approval and disposition of the Public Statements will be noted below the statement.

(NOTE to reviewers: This section needs some clarification as to procedures for handling public statements. Position statements are not included in the bylaws, and I am not sure what to do with such verbiage. Therefore, I have deleted all references to position statements until the board defines and develops procedures for this item. Further, I find the procedures described in the bylaws to be very confusing and imprecise. I urge the Board to review Bylaws Section 5 and prepare clarified wording for membership approval. Reed)

REVIEW COMMITTEES

Review committees may be appointed by the President to review major documents such as, land management plans or environmental impact statements with the approval of the Board. Review Committees may be created as subcommittees under existing standing committees such as, Conservation Affairs or Resolutions depending on the expected outcome of the review, they may stand alone. Review Committees will be dismissed when their duties are completed.

AD HOC COMMITTEES

The President may appoint Ad Hoc committees as needed for a special purpose with the approval of the Board. The President shall appoint a Chairperson, who will select additional members as needed with the assistance of the President.

The President will assign specific duties for each Ad Hoc Committee and the committee will be dismissed when those duties are completed.