

# Colorado Plateau Chapter of the Society for Conservation Biology Bylaws

(amended June 16, 2006)

## Article I

### Membership

*Section 1. Voting Member.* Any member of the Society for Conservation Biology who has an interest in the objectives and the activities of the Chapter may join the Chapter as a voting member. Only voting members may be elected to Chapter officer positions and vote on official matters affecting the Chapter. If the Chapter assesses dues, all voting members shall be responsible for payment.

*Section 2. Expulsion - Grounds for termination of membership in the Chapter.* Membership shall terminate upon the occurrence of any of the following events: (1) Upon member's notice of such termination delivered to the President or Secretary of the Chapter, personally or by mail, (2) Upon a determination by the Executive Board of the Chapter that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Chapter.

## Article II

### Officers

There will be four elected officers: President, Vice-President, Secretary, and Chief Financial Officer. The officers, the Chairpersons of all standing committees (see Articles VI and VII) shall constitute the Executive Board. Elections for the four officers will be held at the annual Business Meeting *or by special election* (see Article X). Term of office will be three years, with officers elected to staggered terms in order to assure some continuity in the Executive Board. All officers must be voting members of the Chapter for their entire term office.

## Article III

### Nominations and Elections

*Section 1 Nominations.* Nominations should be solicited by the Communications Committee or the Executive Board. All nominees must be voting members. Prior approval shall be obtained from said candidates. The nomination slate shall be submitted by the Secretary to the membership, at least 10 days prior to the Business Meeting.

*Section 2. Balloting.* Written ballots shall be received from the members by the Secretary and shall be counted by the Executive Board. The President shall appoint a replacement to count ballots for any member of the Executive Board who has been nominated. The candidate receiving the largest number of votes on the written ballots shall be declared elected at the Business Meeting.

*Section 3. **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 President's term. All other vacancies occurring during an officer's term shall be filled by appointment by the Executive Board.

*Section 4 **Special Elections.*** A special election may be held at any time during a period of dormancy (Article XII) to reactivate the Chapter.

## **Article IV**

### **Duties of Officers**

*Section 1. **President.*** The President is responsible for organizing and presiding over meetings. Only the President may officially represent the Chapter on business of the Society.

*Section 2. **Vice-President.*** The Vice-President shall receive reports from committees, arrange meetings and other activities, and perform the duties of the President when the latter is absent.

*Section 3. **Secretary.*** The Secretary records minutes, administers correspondence between the Chapter and the Society, and maintains historical records and a roster of members.

*Section 4 **Chief Financial Officer (CFO).*** The CFO shall collect dues (if any), maintain accounts, and collect and distribute funds for Chapter activities. The CFO shall coordinate fund raising activities.

## **Article V**

### **Committees**

The Executive Board and the membership may at any time decide to form a committee to address a particular issue. Committees shall be chaired by a voting member. The chairperson shall be responsible for appointing the other members of the committee. Committees shall be made up of interested individuals of the Executive Board and the membership. Committees should address findings and queries to the Vice-President of the Executive Board. Committees for annual events should be formed at the Business Meeting. All committees shall, at any time, be accountable to the Executive Board.

## **Article VI**

### **Standing Conservation Committee**

This Committee shall keep Chapter members informed about current conservation issues on a local, regional, or global scale. Should the membership decide to deliver Resolutions and Public Advocacy explaining the chapter's view on a particular issue or controversy, such statements shall be prepared by this committee for review and action. In addition, the Conservation Committee may form sub-committees on an as-needed basis to address key conservation issues

in detail. The Committee will report at Chapter meetings. The Chapter Officers shall appoint a Conservation Committee Chairperson at the Organization Meeting (see Article X) who shall serve on the Executive Board (see Article II).

## **Article VII**

### **Suggested Standing Committees**

*Section 1. Agency Relations.* This committee shall work to develop productive working relationships and rapid communication with local, county, state, and federal land and resource management agencies. Because the majority of the land base of the Colorado Plateau is publicly owned and administered, this committee will endeavor to link public servants, often working in relatively isolated areas, with the larger community of conservation biologists in the region.

*Section 2. Tribal Relations.* This committee shall work to develop productive working relationships and rapid communication with tribal governments across the Colorado Plateau. Tribal governments manage large areas of land and great biological diversity, and they represent human communities that have lived in close association with the native flora and fauna for many centuries. This committee will strengthen collaboration among tribal and non-tribal scientists and management agencies, so that common interests can be identified and expertise shared.

*Section 3. Communications.* This committee shall act as necessary to inform the public of local and global conservation issues and shall promote the study of conservation biology. It shall act as an extension of the Chapter within educational communities across the Plateau. In addition, the committee shall be responsible for encouraging membership in both the Chapter and the Society. The communications committee shall assist the Secretary in maintaining the list of the Chapter's membership and shall be responsible for any mailings to the membership. It will also organize all nominations and present to the Executive Board a complete slate of nominees.

*Section 4. Student Relations.* This committee shall work to develop productive relationships with post-secondary students across the Colorado Plateau. Undergraduate and graduate students are the future of the Plateau. The committee will propose ways to engage and support students in Chapter activities.

*Section 5. Additional Committees.* If the responsibilities of any of the standing communities becomes too great, other committees may be formed to accept some of these responsibilities.

## **Article VIII**

### **Finances**

The Chapter will be supported by annual dues, grants, contributions and fund-raising activities. Assessment and amount of Chapter dues (if any) is left to the discretion of the Chapter. Funds of the Chapter shall be under the supervision of the officers, and shall be handled by the Chief Financial Officer. The financial records shall be audited semi-annually by the Executive Board or a committee established for this purpose, and reported to the membership.

## **Article IX**

### **Resolutions and Public Advocacy**

The Chapter may make Resolutions and engage in Public Advocacy subject to the conditions described below.

#### *Section 1. Definitions.*

A “Resolution” is any public statement that reflects the position or view of the Chapter.

“Public Advocacy” is any public activity by the Chapter in support of a Chapter Resolution.

#### *Section 2. Conditions for Declaration of Resolutions and Public Advocacy.*

Proposed Resolutions must be presented to the membership of the Chapter and approved by a majority of the voting members that are either present and voting at a meeting or responding to email fax, and/or telephone communications that canvas the entire membership. A voting member who is absent or unavailable at the time of voting may file an absentee ballot. Proposed Resolutions must include the following: (i) a statement of relationship of the Resolution to the objectives of the Society, (ii) a statement of the need for the Resolution, (iii) scientific documentation concerning the circumstances of the Resolution, and (iv) a list of the proposed recipients of the Resolution.

Any Public Advocacy must be based on an approved Resolution. Proposed acts of advocacy must be presented to the membership of the Chapter and approved by a majority of voting members that are either present and voting at a meeting or responding to email fax, and/or telephone communications that canvas the entire membership. A voting member who is absent or unavailable at the time of voting may file an absentee ballot.

#### *Section 3. Disclaimer of Responsibility by Society for Chapter Activities.*

The Colorado Plateau Chapter of the Society for Conservation Biology shall claim responsibility for all Resolutions and Public Advocacy enacted by its membership. All public documents or actions shall include the statement: Resolutions (or Advocacy) of the Colorado Plateau Chapter of the Society for Conservation Biology do not necessarily reflect the views of the Society for Conservation Biology.

#### *Section 4. Reporting.*

All Resolutions and supporting materials and descriptions of acts of Public Advocacy by the Chapter shall be forwarded to the President of the Society with the Annual Report.

## **Article X**

### **Meetings**

*Section 1.* A Business Meeting shall be held each year. The elections for the four officers of the Executive Board shall be held at this meeting or at a special election if requested by 2/3 of the Executive Board. A quorum of 50% of membership or 10 members is required for the Business Meeting. Meetings may be conducted or augmented by on-line exchanges and/or via conference call, in order to accommodate distant members who are not able to travel to the meeting location.

*Section 2.* An Organizational Meeting shall be held within the first month of the year or in conjunction with the Business Meeting. The frequency and time of general meetings will be decided by the membership at this time.

*Section 3.* Notice of meetings shall be posted at least one week in advance. At the beginning of each meeting any Chapter or Society business will be discussed prior to the scheduled program. A quorum of 50% of the membership or ten members is required for any meeting at which a vote is called. The business portion of any meeting will be run by the President. The Chapter's bylaws will be available at each meeting.

## **Article XI**

### **Annual Report**

*Section 1.* The Secretary shall file an annual report on the Chapter's activities with the President of the Society. The report will be filed on the Annual Report Form.

## **Article XII**

### **Continuation/Dissolution**

*Section 1.* If the membership fails to elect an Executive Board, the Chapter shall be considered dormant. At that time the outgoing Executive Board shall forward the Chapter's charter, bylaws and remaining funds to the President of the Society. The Chapter may be reactivated at any time within a period of two years by holding a Special Election. The purpose of the Special Election is to vote for an Executive Board.

*Section 2.* If, at the end of two years, there is no interest in reconvening the Chapter, the Chapter's funds shall be permanently transferred to the Society.

## **Article XIII**

### **Amendment to Bylaws**

*Section 1. Procedure.* Proposals to modify the Chapter bylaws must be approved by a majority of the voting members present and voting at any scheduled meeting of the Chapter. A voting member who is absent may file an absentee ballot.

*Section 2. Conformance.* No amendment to these bylaws shall be enacted that results in a conflict with the bylaws of the Society. Proposed amendments to the Chapter bylaws must be approved by the Society's Board of Governors before becoming effective.