

Bylaws of the Oregon State University American Fisheries Society and the Wildlife Society Student Subunit

ARTICLE I. Name, Affiliation, and Objectives

Section 1: Name – The name of this organization shall be the Oregon State University American Fisheries Society and The Wildlife Society Student Subunit, hereinafter referred to as the “Subunit.”

Section 2: Affiliation – The Subunit is a student subunit of the Oregon Chapter of the American Fisheries Society (ORAFS) and The Wildlife Society (TWS). Sponsors of the Subunit include Oregon State University (OSU) Department of Fisheries and Wildlife Science, ORAFS, TWS and Oregon Chapter of The Wildlife Society (ORTWS). The Subunit shall conform to the rules and regulations of the OSU Student Activities Committee and OSU; in addition to AFS’, ORAFS’, and TWS’ Constitution, Rules, and Procedures.

Section 3: Objectives – The Subunit’s objectives shall be those of AFS as set forth in ARTICLE I of the Constitution. In addition, the Subunit has the following objectives:

- 1) Promote the exchange of regional fisheries, wildlife, and other technical information among Subunit members.
- 2) Encourage student and faculty involvement within the Subunit and from all Oregon universities, colleges, and schools.
- 3) Foster interactions between fisheries and wildlife professionals and students.
- 4) Provide opportunities for students to gain skills essential to fisheries and wildlife management and conservation.

ARTICLE II. Membership

Section 1: Membership – The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by ORAFS and ORTWS.

Section 2: Active Members – All students of OSU are eligible for active membership, and upon payment of dues to AFS and/or TWS, are entitled to full privileges including voting, holding office, and chairing a committee.

Section 3: Affiliate Members – All others paying only dues to the Subunit are considered affiliate members. Affiliate members are non-voting members and are unable to hold office or chair a committee.

Section 4: Advisory Members – Faculty members of OSU’s Department of Fisheries and Wildlife Science shall be appointed, by the Subunit, as a Subunit advisor as stipulated by the OSU Student Activities Committee. Other faculty members, or recognized individuals, are eligible for honorary membership.

Section 5: Non-Discrimination Policy – The Subunit will not deny membership to anyone, otherwise eligible, on the basis of race, religion, creed, nationality, sexual orientation, gender, age, disabilities.

Section 6: Grade Point Average Student Organization Statement – Grade Point Average (GPA) rules and regulations of the Subunit are the same as those held by OSU.

Section 7: Resignation – Any member may withdraw at any time; dues paid for succeeding terms will not be refunded.

ARTICLE III. Officers and Executive Committee

Section 1: Officers – The Officers of the Subunit shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 2: Executive Committee – The Executive Committee shall consist of the Officers, an ORAFS liaison, an ORTWS liaison, and three Board members. ORAFS and ORTWS Liaison positions are suggested to be a two-year commitment and students running for these respective positions must have attended, at minimum, one ORAFS or ORTWS meeting, respectively. A quorum of six of the nine members is needed for transaction of official business at Executive Committee meetings. All Executive Committee members hold voting privileges, with each member holding one vote on Executive Committee decisions. In the event of a tie, the President’s vote shall be the deciding vote. The Executive Committee shall aim to meet weekly to discuss matters pertaining to the Subunit and will work throughout the year to provide professional skill building opportunities for Subunit members.

Section 3: Standing, Nomination, and Election – All officers must be members in good standing of AFS and/or TWS. Students can be nominated by current Officers/ Executive Committee members, faculty, and/or self-nominated. Officers and Executive Committee members shall be elected in April.

Section 4: Terms of Office – Terms are for one full year, starting and ending on the first week of OSU’s summer term. There are no limits on number of terms a member can serve.

Section 5: Special Powers – In the event the President and the Vice-President are not present, or unable to continue serving, the Treasurer will preside over the meeting and/or call for a new election as needed. Elected Executive Committee members have the right to represent the Subunit at the University and professional levels.

Section 6: Resignation – In the event of a vacated Officer and/or Executive Committee position, the Executive Committee shall appoint a qualified replacement for the remainder of the unexpired term. The Officer and/or Executive Committee member must submit a written resignation and turn over all properties belonging to the Subunit.

Section 7: Removal from Office – Any Officer and/or Executive Committee member derelict or remiss in their duties, as determined by the Subunit members, may be removed from office by a 2/3 majority vote of Subunit members choosing to vote; provided said Officer/Executive Committee member is given one full week’s notice and an opportunity to answer charges.

ARTICLE IV. Duties of Officers and Executive Committee

Section 1: President – The President of the Subunit shall provide leadership, structure, oversight and motivation for Executive Committee members in addition to leading the Executive Committee to develop annual goals and objectives. Other Presidential duties shall include:

- Serves as President of the OSU Student Subunit of both the American Fisheries Society and The Wildlife Society
- Preside at all Subunit meetings
- Conduct official correspondence for the Subunit
- Serve as chair of the Executive Committee
- Coordinates with Executive Committee to set time and dates for Executive Committee Meetings
- During summer term, writes welcome letter to all incoming Fisheries and Wildlife department students, in cooperation with Subunit Advisor and OSU Department of Fisheries and Wildlife Sciences’ Head Advisor
- Assists Secretary with updates to Subunit activity calendar each term, with the fall term calendar developed during summer term
- Chairs the Spring Break Trip Committee

- Assists the Leader in charge of Subunit meetings and/or leads Subunit and Leadership meetings, if no Executive Committee member is identified as being in charge, president assumes position
- Develops funding proposals
 - Agricultural Research Foundation Funding Proposal (fall)
 - E.R. Jackman Foundation Funding Proposal (spring)
- Submit Club of the Year nomination to Agricultural Executive Council (spring)
- Contracts a web designer to update Subunit web page
- Insures thank you letters be sent out to organizations and professionals which gave the Subunit support
- Provides oversight for all committees, including designating chairs, assignments, and timelines
- Provides guidance to the incoming President to provide a smooth transition

Section 2: Vice President – The Vice President assists the President in day-to-day operations and helps oversee Subunit activities. Other Vice President duties include:

- Serve on the Executive Committee
- Serve as Internal Liaison:
 - Attends faculty meetings and maintains relations between Subunit and OSU Department of Fisheries and Wildlife Science Faculty
 - Serves as Graduate student liaison and attends Research Advances in Fish and Wildlife and Ecology (RAFWE) meetings
- Provides oversight on Subunit trips
- Assists trip leaders in planning and ensures trip leaders have followed guidelines in the “Trip Leader How To” document
- Oversees and promotes member involvement
- Maintains Subunit cage in proper and organized condition
- Selects and reserves Subunit meeting room and handles logistics including but not limited to keys, equipment, vehicle acquisitions, etc
- Shall assume the duties of the President in the event of his/her absence or inability to act

Section 3: Secretary – The Secretary provides the Subunit with written documentation of meetings and assists in planning and organizing activities and meetings. Other Secretary duties include:

- Records minutes of Executive Committee and Subunit meetings, archives minutes on Department of Fish and Wildlife server, posts minutes for membership, and distributes minutes to ORAFS and ORTWS Executive Committees
- Maintain Subunit membership roster
- Chair committee to develop and distribute quarterly Subunit calendar of events; and in association with the President, ensures that all events, activities, and professionals are confirmed
- Updates, organizes, and maintains hard and electronic copies of all subunit documents and correspondence; including achievements and awards, driver forms, volunteer waiver forms, calendars, trip information, etc.
- Maintain record of activities and achievements and work with other leaders to ensure appropriate documents are saved
- Maintain Subunit mailbox in Nash Hall and distribute mail to proper recipients

Section 4: Treasurer – The Treasurer’s duties primarily consist of managing and reporting of the Subunit’s financial matters, but also include:

- Responsible for recording the Subunit’s budget for the academic year; including maintaining Cash Box, processing all Reimbursement Requests in a timely manner, providing detailed budget reports that describe the electronic balance file for weekly intake and outflow. This includes, but is not limited to, explanation of each deposit and withdrawal: reimbursements, receipts, purchases, fundraising etc.
- Provide budget status to Executive Committee at all meetings

Section 5: ORAFS Liaison – The ORAFS Liaison serves as liaison to the Oregon Chapter of American Fisheries Society and duties include:

- Participate in ORAFS Executive Committee meetings
- Invite ORAFS Executive Committee members to attend and present at Subunit Meetings
- Provide articles for ORAFS correspondence as requested
- Write grant proposals to ORAFS to fund student activities and trips
- Attend ORAFS annual meeting to provide summary of Subunit activities at Business Meeting, in addition to assisting with coordinating and operating merchandise booth
- Submit nomination for National and Western Division Student Subunit-of-the-Year Award, due winter term but form should be updated quarterly
- Attend ORAFS Executive Committee spring and fall retreats
- Work to facilitate and maintain relations between the Subunit and other AFS student chapters

Section 6: ORTWS Liaison – The ORTWS Liaison serves as liaison to the Oregon Chapter of The Wildlife Society and duties include:

- Participates in ORTWS Board Meetings
- Invite ORTWS Board members to attend and present at Subunit Meetings
- Submit “Officer Form” to National TWS
- Write quarterly articles for the ORTWS newsletter
- Write grant proposal to ORTWS Board to fund student activities and trips (submit Oct/Nov)
- Attend and participate (via volunteering) in the annual ORTWS meeting and provide a summary of Subunit activities at Business Meeting
- Submit nomination for Student Chapter of the Year Award, due spring term but form should be updated quarterly
- Attend ORTWS Board fall retreat
- Work to facilitate and maintain relations between the Subunit and other TWS student chapters

Section 7: Board Members – Board members assist the Executive Committee with miscellaneous tasks and duties including:

- Assist Executive Committee with trips, workshops, and Subunit Meetings as necessary
- Chair committees, such as Ag Day, Discovery Days, Agricultural Executive Council Meetings, etc. dependent upon need

ARTICLE V. Elections

Section 1: Nominations – One meeting before general elections, the President will ask Subunit members for nominations for each office. The goal being at least two candidates nominated for each position; Subunit members may decline nomination.

Section 2: Voting – Elections will be conducted by the Executive Committee. All voting will be conducted by secret ballot by members eligible to vote. No person shall be elected to more than one office. Elections will be decided by majority vote which will occur in April. Newly elected Officers/Executive Committee members will be installed the first week of OSU’s summer term.

Section 3: In the Event of a Tie – If two, or more, individuals are running for a position and there is a tie between two, or more, the tied individuals will be voted on by the Executive Committee and the individual with the most votes by the Executive Committee will be elected to that office. If there continues to be a tie with the Executive Committee vote, the president shall hold the deciding vote.

ARTICLE VI. Meetings

Section 1: Regular and Special Meetings – Subunit meetings shall be held at least annually at such times and places as determined by the Executive Committee. Regular meetings are intended for Subunit business, activities, and presentations directed at the membership. Special meetings are called by the President with approval of the Executive Committee and may occur at any time and on short notice to consider specific or emergency matters. Members are strongly encouraged to attend all meetings in order to maximize membership benefits.

Section 2: Quorum – A quorum is required for transaction of official business and shall be a majority of the Subunit membership.

Section 3: Voting – Decisions at meetings are by majority vote of Subunit members choosing to vote, except 2/3 majorities are required in special cases such as amending Bylaws and suspending a Rule. Voting will take place in person, on paper, or electronically as decided by the Executive Committee.

ARTICLE VII. Subunit Committees

Section 1: Committees and Chairs – Committees and Chairs of committees, except as listed in ARTICLE IV of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.

ARTICLE VIII. Dues and Fees

Section 1: Dues – The Executive Committee shall establish annual dues subject to approval of the voting members.

Section 2: Fees – The Executive Committee may assess registration fees for workshops, activities, and other Subunit sanctioned events.

ARTICLE IX. Bylaws, Resolutions, and Amendments

Section 1: Bylaws – The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit.

Section 2: Resolutions and Amendments – Any Subunit member(s) may submit proposals for resolutions or amendments to the bylaws to the Executive Committee. Approval of resolutions or amendments shall require a 2/3 majority vote of members choosing to vote at a regular meeting given the proposal was made at least 14 days prior via email notice and written submission on the Subunit's bulletin board. Following approval by the Subunit membership, Bylaws must be submitted to the ORAFS President, AFS Constitutional Consultant, TWS President, and OSU Student Activities Office within 45 days of Subunit approval

of the amendment. Amendments/ resolutions take effect when the Subunit receives notice of their approval by the Governing Board from the AFS Executive Director, TWS Executive Director, and OSU's Student Activities Office.

ARTICLE X. Administrative and Fiscal Management

Section 1: Financial Affairs – The Subunit operating year ends on the last day of OSU's spring term. All funds will be deposited into the OSU Student Activities Subunit account. Funds will be controlled by the Treasurer, at the discretion of the Executive Committee.

Section 2: Subunit Documents – The Subunit shall maintain a Blackboard page (or other electronic database accessible to all Executive Committee members) containing the Bylaws, meeting minutes, correspondence, committee reports, financial records, membership information, and all other pertinent material.

Section 3: Orientation – The Executive Committee shall be responsible for thoroughly briefing their successors before change of power occurs.

ARTICLE XI. Dissolution

Section 1: Upon dissolution of the Subunit, the Executive Committee shall turn all monies over to the OSU Student Activities Committee for disposal. Other property shall be donated to the OSU Department of Fisheries and Wildlife Sciences, ORAFS, and ORTWS, or similar organizations as necessary.