



*Society for Northwestern Vertebrate
Biology* *www.thesnvb.org*

*BYLAWS OF THE
SOCIETY FOR NORTHWESTERN VERTEBRATE BIOLOGY*

ARTICLE I - MEMBERSHIP

A. Types of Membership

Section 1. The membership of this society shall be of one class called Active. Active members shall be further divided into: Student, Regular, Contributing, Sustaining, Institutional, Life, and Honorary Members.

Section 2. Persons or institutions interested in the study of birds, mammals, reptiles, amphibians, and fishes shall be eligible for membership.

Section 3. Application for membership shall be in writing addressed to the Society for Northwestern Vertebrate Biology, stating the full name and address of the applicant and shall be delivered to the Treasurer of the Society, accompanied by the annual dues for the calendar year for which such application is intended. The applicant shall be deemed elected to membership after the application and annual dues have been received by the Treasurer. The new member shall be entitled to all regular publications of the Society for such calendar year, and all the privileges of membership in the Society. Such privileges include attending all meetings of the Society, power to vote in Society meetings and elections, and the privilege of holding office in the Society.

Section 4. Any Active Member who wishes to contribute a definite yearly sum greater than the annual dues prescribed for a Regular Member, may become a Contributing or Sustaining Member of the Society by the payment of a sum prescribed in the most current fee schedule and by informing the Treasurer that the member wishes to be enrolled as a Contributing or Sustaining Member.

Section 5. Any Active Member may become a Life Member by paying into the treasury of the Society a sum prescribed in the most current fee schedule, and by informing the Treasurer that the member wishes to be enrolled as a Life Member. All dues will then be considered paid in full by such a member for the member's natural life, and the Life Member will be entitled to all the regular publications of the Society and all other privileges of an Active Member for the member's natural life.



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Section 6. Honorary membership in this Society may be conferred upon any person who, in the opinion of the Society, has rendered outstanding service in the field of northwestern vertebrate biology, or to the Society. All propositions for conferring such membership must be in writing and signed by at least three Active Members of the Society and filed with the Secretary, and approved by the Executive Board, who will notify the members of such proposal at least one month before the annual meeting of the Society, at which meeting such proposition shall be presented and acted upon. A unanimous vote of the members present shall be necessary for election to Honorary Membership. Honorary Members shall be exempt from all dues, and shall be entitled to all rights and privileges of Active Members.

B. Meetings

Section 1. Meetings may be held anywhere in the Northwest of the United States and adjoining Canada.

Section 2. An annual meeting shall be held each year. The date of this meeting shall be at the election of the President. Nominations for officers shall be made as described in ARTICLE IV by the Nominating Committee, or at a regular meeting prior to the annual meeting. New officers will assume their duties at the end of the annual meeting.

Section 3. Regular meetings in addition to the annual meeting may be held at any time. The location and dates of regular meetings shall be at the election of the President. Regional meetings may be convened at any time as described in ARTICLE I, Part B, Section 7.

Section 4. Special meetings may be called by the President, or any three Active Members on due notice.

Section 5. Due notice of meetings shall be deemed given for all annual, regular, or special meetings, if all Active Members are informed in writing seven days in advance of the time, place, and purpose.

Section 6. Twelve Active Members shall constitute a quorum for the transaction of business at any annual, regular, or special meeting.

Section 7. Program and social meetings may be called in any region at the discretion of the region's Vice-President, or any three Active Members. Such meetings shall not conduct business of the Society.



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ARTICLE II - REGIONS

Section 1. The Society shall be divided into geographic regions encompassing the northwestern United States and western Canada, west of the Great Plains and north of the Mojave Desert. Each region will be represented by one Vice-President living in the same region. The regional divisions are as follows:

Northern Region, comprising British Columbia, Alaska, and adjoining provinces and territories.

Washington Region, comprising the state of Washington.

Oregon Region, comprising the state of Oregon.

Inland Region, comprising Idaho, Montana, and the Rocky Mountain states.

Southern Region, comprising California and Nevada.

Other regions may be organized as deemed appropriate.

Section 2. Vice-presidents for each such region shall be elected as prescribed in ARTICLE IV of the Bylaws. All members can vote for any Vice-President candidate(s) in any region.

ARTICLE III - OFFICERS AND EXECUTIVE BOARD

Section 1. Officers of this Society shall all be Active Members in good standing.

Section 2. The officers of this Society shall consist of a President, a Vice-President from each region, a Secretary, and a Treasurer.

Section 3. The Executive Board shall be composed of the officers of the Society and three members elected at large as Trustees to serve for staggered terms of three years each.

Section 4. Vacancies occurring in any elective office shall be filled until the next annual election by a majority vote of the Executive Board.

Section 5. The President shall preside over the Society and Executive Board meetings, and shall have the power to call special meetings, designate dates of all meetings, appoint special



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committees, and serve as Chair *ex officio* as specified under ARTICLE VIII. The President shall be responsible for maintaining the purposes of the Society and otherwise maintaining the welfare of the Society.

Section 6. The Vice-Presidents shall preside over regular meetings in their respective regions when so designated by the President; may call and arrange program and social meetings in their regions; are responsible for the welfare of this Society in their respective regions; and shall report their activities to the Secretary of the Society.

Section 7. The Secretary shall keep accurate minutes of all meetings of the Executive Board. The Secretary shall be custodian of all property of the Society. The Secretary shall conduct the correspondence of the Society.

Section 8. The Treasurer shall receive all dues, gifts, and other monies, keep the same in a bank or banks, to the credit of the Society, and disburse the funds of the Society as authorized by the Executive Board. The Treasurer shall keep an accurate record of all members of the Society. The Treasurer shall keep an accurate record of all Society monies which shall have come into the Treasurer's possession, or been disbursed by the Treasurer, and shall render annually a complete financial statement to the Executive Board. The Executive Board will appoint an Audit Committee as it deems necessary, which will audit the books of the Treasurer and submit a report to the Executive Board at the annual meeting.

Section 9. The Executive Board shall decide upon the general policy of the Society; shall authorize the expenditure of funds in payment of legitimate debts contracted by the Society; shall supervise the raising of special funds, by private subscriptions and otherwise; shall recommend for action by the Society such scientific publications as it deems desirable for the Society to publish; shall appoint yearly the Editor and Associate Editors of NORTHWESTERN NATURALIST. Associate Editors shall be recognized authorities in Northwestern vertebrate biology. The Executive Board, through the Secretary, shall prepare the annual report showing the activities of the Society. This report shall be printed in the NORTHWESTERN NATURALIST.

Section 10. In the absence of the President, meetings of the Society or Executive Board shall be presided over by the Vice-President of the region in which said meetings occur. On the death or incapacity or resignation of the President, the Vice-President from the Washington Region shall act as President until a regular election can be held. The Executive Board shall hold at least one regular meeting a year. Members of the Executive Board must be notified in writing of all regular or special meetings at least one week in advance. Five members of the Executive Board shall constitute a quorum. Special meetings may be called by the President or any two members of the Executive Board.



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ARTICLE IV - ELECTIONS AND NOMINATIONS

Section 1. The nominations for Officers and Trustees of the Society shall be presented to the Secretary by the Nominating Committee. Nominations may be made by the Nominating Committee or from the floor at any regular meeting prior to the annual meeting. Also, nominations may be made by petition bearing the names of three Active Members.

Section 2. The election of all Officers and Trustees shall occur at the annual meeting of members each year, and the term of office shall begin at the end of this annual meeting and extend until their successors are elected.

Section 3. The election of all Officers and Trustees shall be by written ballot, mailed out sufficiently in advance of the annual election to all members in good standing. A majority vote of the members in good standing and voting is necessary for election.

Section 4. Tellers for the annual election shall be appointed by the President.

Section 5. All members not in arrear of dues and who are in good standing shall have the right to vote at all Society elections and at all regular business meetings.

ARTICLE V - DUES AND FINANCES

Section 1. Dues for all categories of membership shall be as determined from time to time by majority resolution of the Executive Board. All members shall be sent notification of changes made in the dues structure in the year preceding the year in which such changes take effect.

Section 2. Any members of this Society who shall fail to pay any dues or amounts charged against them within one month after being notified of delinquency may be dropped from membership.

Section 3. All expenditures of the Society shall be paid by the Treasurer of the Society out of the general funds. The Treasurer is charged with the responsibility of notifying the Executive Board of any impending expenses out of the ordinary as to amount or substance, and shall obtain written permission from the Executive Board to incur and pay such unusual expenses. The fiscal year shall end December 31 each year.



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Section 4. Excess receipts over expenses may be accumulated and deposited, either in a bank account or savings account at the discretion of the Executive Board. If sufficient funds accumulate, the Executive Board may direct the Treasurer to invest such funds and will designate the exact manner and where such investments will be made. The Executive Board will determine the use made of such funds as to principal and income, and so direct the Treasurer in writing, as necessary.

Section 5. The Treasurer shall annually prepare a report, which shall be presented to the Executive Board at the annual meeting and acted upon by said Board at that meeting, which includes:

1. A proposed annual budget.
2. A summary of estimated and realized income.
3. A summary of expenses.

Section 6. An endowment fund may be established, with said fund to be managed by the Executive Board such that the principal is never touched. The interest may be used at the discretion of the Executive Board.

ARTICLE VI - RESIGNATIONS AND EXPULSIONS

Section 1. All resignations shall be in writing, addressed to the Secretary of the Society.

Section 2. Any member may be expelled from the Society on satisfactory evidence that such member is an improper person to be connected with the Society. The charges against such member must be a written recommendation to the Secretary and signed by at least three Active Members in good standing. The Secretary shall refer said written recommendation to the Executive Board for its investigation, and notify the member of such resolution and transmit a copy thereof to the member within 30 days. Evidence may be produced at the next meeting of the Executive Board in support of the resolution, and the member sought to be expelled shall be allowed to present and offer evidence in rebuttal. After such evidence has been presented, the Executive Board shall pass upon the same and its findings shall be final and conclusive as to the retention or expulsion of the member involved.



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ARTICLE VII - SCIENTIFIC PUBLICATIONS AND DUTIES OF OFFICERS

Section 1. The official bulletin of the Society shall be NORTHWESTERN NATURALIST, a tri-annual periodical published by the Society.

Section 2. All publications of the Society shall be mailed to all members in good standing, except such publications for which the Executive Board has approved a special fee.

Section 3. The Society shall have the power to publish any reports, proceedings, memoirs or other works on vertebrate biology as recommended by the Executive Board.

Section 4. All publications of the Society shall be the direct responsibility of the Publications Committee.

Section 5. The three annual numbers of NORTHWESTERN NATURALIST shall be the direct responsibility of the Editor.

Section 6. All articles published in the NORTHWESTERN NATURALIST shall pertain to the biology (e.g., natural history and ecology) of vertebrate species characteristic of the region. Manuscripts pertaining to husbandry, commercial harvest, and related issues are usually inappropriate. Where the distinction is unclear, the Editorial staff and Executive Board will decide if the manuscript meets the society's criteria for publication.

Section 7. The Editor shall review all manuscripts submitted for publication in the NORTHWESTERN NATURALIST.

ARTICLE VIII - COMMITTEES

Section 1. There shall be a Membership Committee appointed by the Executive Board. It shall be composed of the President of the Society as Chair *ex officio*, an Acting Chair who shall be one of the three Trustees, and one Active Member from each region. This committee shall pass on all questions of membership and shall actively engage in procuring desirable members for the Society.

Section 2. There shall be a Publications Committee appointed by the Executive Board. It shall be composed of the President serving as Chair *ex officio*, an Acting Chair who shall be one of the three Trustees, and any four other Active Members. This committee shall supervise and assist the Editor of NORTHWESTERN NATURALIST and shall supervise and assist in all other publications of the Society.



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Section 3. There shall be an Audit Committee appointed by the Executive Board. It shall consist of the President serving as Chair *ex officio*, an Acting Chair who shall be one of the three Trustees, and any two other members of the Executive Board. This committee will audit the records of the Treasurer, prepare a signed statement of such audit to accompany the report of the Treasurer that is submitted by the Treasurer to the Executive Board and read at the annual meeting.

Section 4. There shall be a Nominating Committee appointed by the President prior to the first regular meeting following the annual meeting. It shall consist of the President serving as Chair and one Active Member from each region. This Nominating Committee will prepare a list of nominations for all elective offices to be filled for the next year, and will submit this list to the Secretary at least six weeks before the annual meeting.

These Bylaws will supersede all previous Bylaws

as legally adopted 03 April 2000

Rebecca Thompson, Secretary

These Bylaws are current and complete

as of 22 March 2012.

Tiffany Hicks, Secretary