

## **Constitution and Bylaws**

### **Preamble**

The National Military Fish and Wildlife Association connects, educates, supports, and advocates for natural resources professionals across the Department of Defense to protect and enhance the military mission through sustainable resource conservation.

### **ARTICLE I - Name**

**Section 1.** The name of this organization shall be the National Military Fish and Wildlife Association, hereinafter referred to as the Association.

**Section 2.** The Association shall be independent of all other organizations and agencies

### **ARTICLE II**

**Section 1.** The Association shall provide improved communication among DoD natural resources managers on a year-round basis.

**Section 2.** The Association shall provide professional training opportunities for DoD natural resources managers with emphasis on management of military installations.

**Section 3.** The Association shall coordinate with DoD Command levels for the resolution of common problems regarding natural resources management on military installations.

**Section 4.** The Association shall promote sound, professional natural resources management on lands controlled or administered by DoD.

**Section 5.** The Association shall promote professional communication between DoD natural resources professionals and their counterparts within other agencies and organizations.

### **ARTICLE III – Organization**

**Section 1.** The officers of the Association shall consist of the President, Immediate Past President, Vice President, Secretary, and Treasurer. Eligibility for officer positions is limited to members of the Association.

**Section 2.** The Board of Directors, hereinafter referred to as the Board, shall consist of the five officers, six Regional Directors, two At-Large Directors, the Program Chairperson and the Newsletter Chairperson. The Board shall establish policies for the Association in the interim between meetings, select the site of the business meetings/training workshops, govern all activities of the Association, and exercise general supervisory control over all the officers and committees. The Board shall establish the boundaries between the three regions with the goal of

having the membership reasonably divided between the three regions. Geographic features (rivers, state lines, etc.) will be considered. Command personnel with nationwide responsibility will not be considered in this process. Persons elected to the Board of Directors would be allowed to complete their term upon retirement; however, they would not be eligible for re-election.

**Section 3.** Membership in the Association shall be open to all persons dedicated to the objectives of the Association. Membership shall be by written application to the Membership Committee.

**Section 4.** Funds of the Association shall be derived from registration fees, dues, special assessments, work projects, contributions or any other means approved by the membership of the Board. They shall be placed in a Federally insured bank or similar financial institution.

## **ARTICLE IV - Committees**

### **Section 1. Nominations Committee**

The Nominations Committee shall consist of the President, Vice President, Secretary, Treasurer, and three Regional Directors who are not being considered for re-election (appointed by the Chair) and the Immediate Past President, who shall chair the committee. This committee shall prepare a slate of nominees for the positions of President, Vice President, Secretary, Treasurer, Regional Directors and At-Large Directors. President nominees must have at least one year's experience on the Board of Directors unless waived by a two-thirds vote of the Board. Regional Directors must be from each region (East, Central and West). A person may not be nominated for more than one position. This committee shall present the slate of nominees to the Board in time for Board approval and in time for the distribution to the membership at least 30 days prior to the scheduled business meetings. This committee shall ensure that ballots are available to the membership at least 30 days prior to the business meeting. This committee shall insure all nominees meet voting membership requirements and are available to serve.

### **Section 2. Program Committee**

The Program Committee Chairperson shall be the Vice President. The six Regional Directors and a Conference Coordination Committee Chairperson (so long as one is required in the event of a joint meeting) shall also sit on this Committee. The Program Committee Chairperson is responsible for obtaining additional Committee members as required to include local host(s). This Committee is responsible for planning, organizing, and conducting the training workshops. The Committee shall recommend a location for annual meeting/training workshops to the Board for approval within three (3) months after the previous training workshop. The Committee shall be responsible for all physical arrangements (meeting rooms, audio visual equipment, etc.) for the training workshop.

### **Section 3. Newsletter Committee**

The Newsletter Committee Chairperson shall be appointed by the President and shall be a

member of the Board. He/she may be an elected Board member. The Chairperson is responsible for obtaining additional committee members as required. This committee is responsible for planning, publication, and distribution of the Association newsletter. The committee shall be responsible for completion of the newsletter within whatever editorial stipulations are imposed by the Board.

#### **Section 4. Membership Committee**

The Membership Committee Chairperson shall be appointed by the President. The Chairperson and the Regional Directors shall comprise the Membership Committee. The committee is responsible for maintaining all membership rolls. This information shall be provided not less than quarterly to the Newsletter Committee Chairperson, annually to the Nominations Committee Chairperson, and upon request to the Program Committee Chairperson. This committee shall provide membership applications as requested and solicit new memberships as directed by the Board.

#### **Section 5. Awards Committee**

The Awards Committee Chairperson shall be appointed by the President. The Chairperson, At-Large Directors, and two non Board members shall comprise the Awards Committee. The Chairperson shall select the two non Board committee members. This committee will seek nominations, evaluate nominees, and recommend Association awards to be given to the selected individuals or groups. The Board has the authority to approve Awards Committee recommendations. This committee will complete its recommendations at least 60 days prior to the proposed date of award presentation. The committee will prepare press releases for each recipient and provide these to the nominators.

#### **Section 6. Resolutions Committee**

The Resolutions Committee Chairperson shall be appointed by the President. The Chairperson is responsible for obtaining additional members as required. This committee will request resolutions for consideration at the annual Business Meeting. The committee shall work with the authors of resolutions to resolve potential conflicts and standardize resolution format prior to distribution. The committee will submit resolutions to the Board. Individual resolutions shall be submitted to the general membership at least 30 days prior to the annual business meeting. The Committee Chairperson (or his/her representative) will present the resolutions for approval at the Business Meeting. Approved resolutions will be published in the next Association newsletter following the annual business meeting. Approved resolutions will be signed and distributed by the President. Emergency resolutions, those where timing precludes consideration by the entire membership, may be considered and approved by the Board.

#### **Section 7. Outreach Committee**

The Outreach Committee Chairperson shall be appointed by the President. The President and Immediate Past-President shall serve as ex officio members of the committee. The Chairperson is responsible for obtaining additional committee members as required. The committee is

responsible for preparing and presenting any Association printed material at the Annual Training Workshop. The committee shall work with other NMFWA members to arrange display of the materials at other conferences/venues. The committee is responsible for working with the individual/business contracted to be the NMFWA Webmaster to maintain the Association's website including but not limited to content, links, bulletin boards and advertising, in accordance with current Association guidelines. The Chairperson will coordinate with the President and Treasurer regarding any business details between the Association and an internal or external webmaster. The committee shall develop policy with Board approval that will: 1. govern distribution of Association membership lists; and, 2. determine what form of advertising may appear in the Association newsletter, on its website and at Association workshops. The committee shall distribute the Association's outreach materials to members and other individuals that may request a copy. The committee shall also periodically review these materials to determine whether its content needs to be updated.

### **Section 8. Archives Committee**

The Archives Committee Chairperson shall be appointed by the President. The Chairperson is responsible for obtaining additional committee members as required. This committee is responsible for ensuring that the Association's archives are kept up to date.

### **Section 9. Financial Review Committee**

The Financial Review Committee Chair shall be appointed by the President. The Chairperson solicits two members of the Association who are not officers or Board members to assist him/her. The Financial Review Committee reviews the financial records of the Association at least once a year. The committee shall furnish a written report of their findings to the Board immediately following the conclusion of their review.

### **Section 10. Government Affairs Committee**

The Government Affairs Committee Chair shall be appointed by the President. The Chairperson is responsible for obtaining additional members as needed. This committee is responsible for identifying points of contact within State and Federal Agencies and the United States Congress for the purpose of communicating with them. This committee shall establish and maintain contact with members of these agencies and the Congress as directed by the President and the Board.

### **Section 11. Special Committees**

The President may appoint Special Committee(s) as he/she deems necessary for operation of the Association. Special Committee(s) terms expire upon completion of an assigned task or when the President leaves office.

## **ARTICLE V - Meetings**

**Section 1.** Business meetings will normally be held on an annual basis but shall be held at least

every 18 months, generally in conjunction with a training workshop. This business meeting shall be held to accomplish election of Association officials, establish policy, and conduct any other Association business. Business meetings must be announced to the membership at least 60 days prior to the meeting.

**Section 2.** The Board may meet physically, through correspondence (hardcopy or electronic), or by telephone to conduct business of the Association, as deemed necessary by the President.

**Section 3.** Training workshops will normally be held on an annual basis but shall be held at least every 18 months, generally in conjunction with the business meeting. The President shall make every effort to obtain DoD recognition of these training workshops, and he/she shall request each Branch of DoD to encourage maximum attendance of personnel having responsibility for management of natural resources on military lands. The President shall announce the location of these workshops, following Board approval, at least six months prior to these workshops.

**Section 4.** Business meeting/training workshops shall normally be held in conjunction with the meetings of other professional fish or wildlife organizations and agencies in order to obtain the training benefits of attending the technical presentations of those meetings. Every effort shall be made to establish host-participant relationships with such professional organizations and to support the purposes of their meetings.

**Section 5.** DoD and each Branch shall be encouraged to send representatives to these training workshops to assist with training and/or inform members of pertinent events at Command levels. Command personnel shall be encouraged to participate in the Association as members and officers.

## **ARTICLE VI - Elections and Voting**

**Section 1.** The election of officers and Regional & At-Large Directors shall be by U.S. mail, , via the Association's Internet website or by e-mail. Members may submit ballots to the Immediate Past President (or his/her representative). Ballots must be received at least two weeks prior to the date of the Association's annual business meeting. Each member is entitled to one vote.

**Section 2.** Newly elected members of the Board shall be announced at the first Board meeting of the Annual Training Workshop and the election results posted on the Association's website.. All newly elected members shall take office immediately following the Business Meeting. No person shall serve on the Board for more than twelve (12) consecutive years. The terms of office for all officers shall be until the conclusion of two consecutive Business Meetings for the President, Vice President and Past President. The terms of office for the Secretary, Treasurer and the Board members (Directors) shall be through two consecutive Business Meetings. One half of the Board members (one eastern, one central and one western Regional Director and one At-Large Director) shall be elected annually or prior to each Business Meeting in the event that the interval between Business Meetings exceeds one year. The Secretary shall be elected in odd-numbered years and the Treasurer shall be elected in even-numbered years.

## **ARTICLE VII - Elected positions**

## **Section 1. President**

The President shall act as the principal officer of the Association. He/she shall be Chairperson of the Board. He/she shall be the chief spokesperson for the Association. He/she shall coordinate the activities of all officers and committees and shall conduct Association affairs in accordance with the provisions of the Constitution and Bylaws, Association position statements, and as directed by the Board in concert with the policies of the Association. He/she shall take appropriate action to implement Association resolutions. It shall be the duty of the President to ensure that officers are performing their duties. He/she shall be a member of the nominations committee. The President shall appoint Special Committee Chairpersons, prepare meeting agendas, call meetings to order on time, limit discussions to pertinent topics, follow the rules of parliamentary procedure, as provided by Robert's Rules of Order (as revised) where they do not conflict with Association policy, shall cooperate fully with Association members, and shall endeavor to make the Association an effective means to improve natural resources management on military installations. He/she shall maintain a duplicate set of Association records and transfer these records to his/her successor upon the completion of his/her term of office.

## **Section 2. Immediate Past President**

The Immediate Past President shall be a member of the Board and shall chair the nominations committee. He/she shall assist the President and shall assume other duties as the President may assign.

## **Section 3. Vice President**

The Vice President shall be a member of the Board. The Vice President shall assume the duties of the President in the event that the President is unavailable or loses status as a voting member or upon the completion of the President's term of office. The Vice President shall assist the President as required, particularly with regard to planning and conducting the business meeting/training workshops.

## **Section 5. Secretary**

The Secretary shall be a member of the Board and shall record or cause to be recorded, all proceedings of the Association and the Board and shall be custodian of all Association records. He/she shall ensure duplicate copies of such proceedings are provided to the President. The Secretary shall assist the President as required, particularly with regard to notifications of meetings. He/she shall be a member of the nominations committee. He/she shall assume the duties of the President in the event the President and Vice President are unavailable.

## **Section 6. Treasurer**

The Treasurer shall be responsible for the funds of the Association, shall submit complete financial records at each business meeting, or prior to leaving office, and shall receive and disburse funds. He/she shall assume the duties of the President in the event the President, Vice President, and Secretary are unavailable.

## **Section 7. Regional Directors**

Regional Directors shall serve on the Program Committee as stated in Article IV, Section 2. The two (2) Regional Directors who's Region is hosting the training workshop shall plan and schedule the post-plenary social events (e.g. social mixer, banquet, and show-and-tell) within a budget set by the Program Committee Chairperson and host or nominate host(s) for direction of these events (e.g. silent auction host, photography contest host, etc.). The other four (4) Regional Directors shall be responsible for proposing at least one technical session to the event and either chairing or providing a chair for that session, as well as providing speakers for that session. Final approval of the schedule and any sessions contained therein will be at the discretion of the Program Committee Chair.

## **Section 8. At-Large Directors**

At-Large Directors shall be members of the Board. They shall assist the President as required, particularly with regards to awards nominations, newsletter articles, outreach, and serve as members of the Awards Committee. The At-Large Director who is not being considered for re-election will also serve on the Nominations Committee.

## **Section 9. Vacancies**

Vacancies in any elected office may be filled by the Board.

## **Section 10. Authority**

No member or officer may assume unto himself/herself any authority not expressly granted by this document. Ultimate authority of the Association rests with the membership, which may void any action of the Board, any committee, or any officer.

## **Section 11. Removal**

Any three Board members may recommend to the Board the removal from office of any elected official. Removal must be based on actions contrary to this document. Removal requires a two-thirds majority vote of the full Board in writing.

## **ARTICLE IX - Amendments**

The Constitution and Bylaws may be amended at any business meeting of the Association by a two-thirds majority of the voting membership present provided a written notification of intended changes is presented to such members at least 30 days prior to the vote. The Constitution and Bylaws may also be amended by mail ballot following advertisement of the proposed changes in the Association's newsletter. Approval by a two-thirds majority of the responding voting membership is required.

The Constitution and Bylaws were adopted by the National Military Fish and Wildlife

Association (NMFWA) on 13 July 1983, amended on 21 November 1984, 27 March 1986, 22 March 1990, 31 July 1992, 31 December 1993, 25 March 1998, 1 April 1999, 4 April 2002 and 29 Dec 2006, 15 March 2016, 10 March 2020.

Secretary/Treasurer, NMFWA

President, NMFWA