

**Amended 13 March 2012**

**ARTICLES OF ORGANIZATION**

**NATIONAL ASSOCIATION OF UNIVERSITY FISHERIES AND WILDLIFE PROGRAMS**

**ARTICLE I - Name**

Section 1. The name of the organization shall be the National Association of University Fisheries and Wildlife Programs (NAUFWP)

**ARTICLE II - Purpose**

Section 1 The purpose of NAUFWP, hereafter referred to as the Association, is to advance the science and practice, as well as increase public understanding, of fisheries/wildlife resource management and conservation by strengthening fisheries/wildlife education, research, extension and international programs at the university level.

Section 2 The Association shall consist of the fisheries and wildlife programs in United States universities and colleges and shall represent the administrators and faculty/staff constituents of these programs in their collective dealings with governmental entities; professional organizations and commodity/ industry groups; educational and scientific organizations, including the Association of Public and Land-Grant Universities (APLU); and the public. The Association may include but is not limited to the following functions in pursuit of its purpose:

- A. To provide a forum for exchange of information and for discussion or debate among members on matters of common concern.
- B. To express the views of members on subjects or issues of international, national and regional concern.
- C. To facilitate collaboration among its members with federal, state, and local agencies, fisheries/wildlife resource organizations, industry and commodity groups, and others involved in planning, programming, financing, implementing, and performing fisheries/wildlife resource education, research, and service programs, including extension.
- D. To make provisions for administration of the Association.
- E. To promote and foster fisheries/wildlife resource education, research, and extension.
- F. To provide an organizational focal point for representation of its members in appropriate educational and scientific organizations and activities which are not directly related to fisheries/wildlife resource issues but which might influence fisheries/wildlife resource education, research, or extension.

G. To facilitate collaboration among its members with foreign institutions, agencies, and nations or subdivisions thereof, for the development and conduct of international programs relating to fisheries/wildlife resources.

### **ARTICLE III - Organization**

#### Section 1 Eligibility

Membership in the Association shall be open to those academic institutions conducting baccalaureate or graduate program (either a degree-granting department or a department with a recognized option or specialty emphasis area) in wildlife or fisheries.

#### Section 2 Application

Application for membership shall be in the form of a letter from a responsible officer (determined by the institution) of the candidate institution indicating the intent of the institution to become a member of the Association. On payment of the requisite dues, membership in the Association shall be established.

#### Section 3 Voting

The voting membership of the Association shall consist of the chief administrative officer (determined by the institution) for wildlife and fisheries programs from each of the Member institutions of the Association, or an alternate delegated by this person. Institutions with multiple and/or different administrative officers for fisheries and wildlife programs shall have one voting representative to the Association, determination of whom will be at the discretion of the institution. Any voting member may hold elective office in the Association and may be appointed to national and regional committees and subcommittees.

Others, who have reason to attend the Association's annual meetings, are encouraged to be actively involved in the Association and its business activities. Reasons for attending include interest in wildlife and fisheries resource education, research, or extension and interest in a cooperative relationship with the Association

The **voting** members of the Association comprise the legislative body (Assembly) of the Association. Association meetings are normally held twice each year. Interim business is handled by the Executive Committee and regional committees where appropriate.

#### Section 4 Membership Year

The membership year for all members is the academic year (August 1<sup>st</sup> – July 30<sup>th</sup>), with dues payable on or before May 15. The Treasurer shall bill each institutional member in August of each year.

#### Section 5, Membership Dues

The annual dues for membership shall be set by the Assembly upon the recommendation of the Executive Committee.

An introductory dues rate equal to 1/3<sup>rd</sup> of the annual dues for membership shall be open to those academic institutions joining NAUFWP for the first time. This introductory rate is available to an institution only once. The introductory dues rate is effective for no more than 2 years, after which the rate automatically becomes the annual membership rate.

### Section 6 Standing Committees

The Association may be further organized into four regional committees to facilitate with boundaries as established by the U.S. Department of Agriculture. The Regional Committees shall be composed of the representative from each of the member institutions within the region. Voting rights on regional committees are reserved for Full Member representatives. The regional committees will arrange for and conduct their own affairs; however, regional officers will not represent the Association without specific authorization from the President.

Each regional committee shall elect from its Full Member representatives a chairperson for a two-year term who serves on the Executive Committee of the Association and who is the spokesperson for the Association at the regional level. Two of the chairpersons are to be elected each year. If a region does not choose to have a regional committee, member institutions from the region will elect a regional representative to serve on the Executive Committee of the Association and serve as the regional spokesperson.

The President shall appoint from Full Member institutions a national chairperson for each of four functional committees (research, academic programs, public service/outreach, and international programs) for two-year terms with the advice from the Executive Committee. Two of the chairpersons are to be appointed each year. The regional chairperson or representative will appoint individuals from within that region to serve on each of these four functional committees.

## **ARTICLE IV The Assembly**

### Section 1 Authority and Responsibilities

The governing body of the Association shall be the Assembly. The Assembly shall supervise, direct, and control the affairs of the Association, its committees, and publications; shall determine its policies and changes therein; shall actively pursue its objectives; and shall supervise the Association's budget. The Assembly may adopt such rules for the conduct of its business as may be deemed advisable and may delegate certain of its authority and responsibility to the Executive Committee.

### Section 2 Composition

The Assembly shall be composed of the voting representative from each Full Member institution.

### Section 3 Quorum and Voting

One-third of the members of the Assembly shall constitute a quorum for the conduct of business, and any Business thus transacted shall be valid upon concurrence by a majority of those present. Voting rights may be exercised by proxy. The presiding officer of the Assembly will be the President of the Association or, in his or her absence, the President-elect. In the event that the President and President-elect cannot attend the meeting, the President shall designate a person to preside in their place.

### Section 4 Meetings

A. The Assembly shall have two meetings annually. Timing and location of these meetings shall be at the discretion of the Executive Committee.

- B. Special meetings of the Assembly may be called by resolution of the Executive Committee.
- C. The Secretary-Treasurer of the Association shall provide each member with written notice of each meeting at least 20 days before the date of the meeting.

## **ARTICLE V - Officers**

### Section 1 Elected Officers

The elected officers of the Association shall be the President, President-elect, Secretary-Treasurer, and regional chairpersons or representatives for the four regions. The national officers shall be elected to two-year terms by ballot following nomination at the first meeting of the academic year. The regional chairpersons or representatives shall be elected for like terms by ballot of the members within the respective region and shall be eligible to succeed themselves. Officers will take office on 1 January following the fall election.

The President-elect shall automatically succeed to the office of President upon completion of his or her term as President-elect or upon the vacancy of the office of President. In the event the President is unavailable, the Executive Committee may authorize the President-elect to perform the duties of the President.

Should a representative of a member institution which is not a state university or land-grant college be elected president, the responsibility of representing the Association in dealing with the Association of Public and Land-grant Universities (APLU) will be delegated to an officer from an institution belonging to APLU.

### Section 2 Election of Officers

A nominating committee appointed by the President shall provide two nominees each for the office of President-elect and Secretary-Treasurer at the first meeting of the academic year. Additional nominations may be received from the floor of the Assembly. Following the selection of nominees, the Secretary-Treasurer shall conduct a ballot of the members to elect the officers. The results of the election shall be announced to the membership within 20 days after the final deadline for receipt of ballots. A vacancy in the offices of President-elect or Secretary-Treasurer shall be filled for the remainder of the term by appointment by the President with concurrence by the Executive Committee. However, an appointed President-elect shall not automatically succeed to President and a special election will be held to fill the office of President.

### Section 3 President

The President as chief executive officer shall:

- A. Preside at all meetings of the Assembly and the Executive Committee and be responsible for the agenda.
- B. Supervise Association affairs.
- C. Enforce these Articles of Organization.

- D. Implement directives and resolutions of the Assembly and Executive Committee.
- E. Appoint the members of all Association Committees and Association representatives to other organizations unless otherwise provided in these Articles or by resolution of the Assembly or Executive Committee.
- G. Perform such other duties as are set forth in the Articles or as may be assigned by the Assembly or the Executive Committee.

#### Section 4 President-elect

The President-elect shall:

- A. Preside at meetings in the absence of or when requested by the President.
- B. Perform other duties assigned by the President, Executive Committee, or Assembly.

#### Section 5, Secretary-Treasurer

The Secretary-Treasurer shall:

- A. Maintain a record of the proceedings of all meetings of the Assembly and the Executive Committee.
- B. Maintain an accurate record of all members of the Association and collect dues annually.
- C. Adhere to proper accounting procedures in handling Association funds.
- D. Maintain the funds of the Association in such financial institutions or investments as are approved by the Executive Committee.
- E. Disburse Association funds as required in the conduct of its affairs.
- F. Be bonded in an amount specified by the Executive Committee and at the expense of the Association.

### **ARTICLE VI - Executive Committee**

#### Section 1 Authority and Responsibility

The Executive Committee may act in place of the Assembly between meetings, except on those matters specifically reserved to the Assembly by these Articles. The Executive Committee shall serve as the administrative body of the Association with power to call on any member for assistance.

#### Section 2 Composition

The Executive Committee shall consist of: the President, the President-elect, the immediate past President, the Secretary-Treasurer, the immediate past Secretary-Treasurer and the chairpersons or representatives from each of the four regions and the chairpersons of the national research, academic programs, public service/outreach, and international program committees. The voting of a member of

the Executive Committee may be delegated to another or exercised by proxy if the President is notified of such in writing by the voting member.

### Section 3 Meetings

There shall be two meetings annually of the Executive Committee, prior to the first and second regular calendar year meetings of the Assembly. Other meetings may be called by the President, or upon request by any three Executive Committee members.

## **ARTICLE VII - Miscellaneous Provisions**

### Section 1 Financial Control

The Secretary-Treasurer shall disburse funds as authorized by the Assembly or the Executive Committee. No Association funds shall be commingled with the funds of any person or other organization.

### Section 2 Dissolution Procedures

All dues paid to the Association become the property of the Association. In the event of the dissolution of the Association, all assets of the Association shall be transferred to a charitable or educational organization qualified under Section 501 (C) (3) of the Internal Revenue Code of 1954 or under the provisions of any subsequent federal income tax laws.

### Section 3 Standing Committees

The standing committees of the Association are the Executive Committee, Academic Programs Committee, Research Committee, Public Service/Outreach Committee, International Program Committee, and regional committees if organized. Other committees may be established by the Assembly. No committee shall declare or change any policy of the Association without the prior approval of the Assembly or the Executive Committee. Each committee shall submit any recommendations for Association action to the Executive Committee at least two weeks before the Assembly meetings.

### Section 4 Parliamentary Authority

The rules contained in the latest edition of Roberts' Rules of order shall govern the organization and its activities in all cases to which they are applicable and not inconsistent with the provisions of these Articles.

### Section 5 Prohibited Activities

The Association will not carry on any other activities not permitted to be carried on by:

- A. A corporation exempt from Federal income tax under sections 501 (C) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, or
- B. A corporation, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States internal revenue law.

### Section 6 Purpose Clause

The Association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(C)(3) of the Internal Revenue Code.

## **ARTICLE VIII - Amendments**

### Section 1 Request for Amendment

Upon written endorsement by three voting members, proposed amendments to these Articles shall be submitted to the Secretary-Treasurer at least 40 days before the Assembly meeting at which the amendment is to be considered. The Secretary-Treasurer shall distribute copies of the proposed amendment to all Assembly members at least 20 days before the Assembly meeting.

### Section 2 Consideration of an Amendment

Any duly proposed amendment to the Articles shall be considered by the Assembly if a quorum is present. The amendment shall be adopted if approved by at least two-thirds of the Assembly members present and shall become effective upon approval unless otherwise provided by its terms. If a quorum is not present, the proposed amendment will be submitted to the membership by ballot. Ballots must be returned by one-third of the members to constitute a valid election. Two-thirds of the ballots returned must favor the amendment for approval.