

# Oklahoma Chapter Bylaws



## OFFICIAL BYLAWS (REVISED SEPTEMBER, 2011)

### ARTICLE I – NAME

**SECTION 1.** The name of this society shall be the “Oklahoma Chapter of the Soil and Water Conservation Society” hereinafter referred to as the Chapter. This Chapter is an affiliate of the Soil and Water Conservation Society.

### ARTICLE II – OBJECTIVES

**SECTION 1.** The objectives of the Chapter shall be to:

- Develop and advance the science and art of good land use and management,
- Promote conservation of natural resources, without limitation,
- Support professional development and opportunities for our members
- Educate the people for the purposes aforementioned to the end that mankind may have the use and enjoyment of these resources for future generations.

### ARTICLE III – MEMBERSHIP

**SECTION 1.** The Chapter will consist of all active dues-paying members of the Soil and Water Conservation Society who reside or work in the State of Oklahoma.

**SECTION 2.** The membership shall consist of members, student members, sustaining members and life members. All members shall have the right to vote upon any proposition or in any election, except in a meeting of the council, in which only council members may vote.

**SECTION 4.** Members shall be persons who are or have been engaged in practicing or teaching soil, water and related natural resource conservation; conducting research, technical assistance or education work therein; administering activities related thereto, or otherwise pursuing a personal interest in natural resource conservation.

**SECTION 5.** Student members shall include those students who are enrolled in an

accredited college or university and who are pursuing any of the several arts or sciences related to natural resource conservation or high school students interested in natural resource conservation and who are dues paying member of the Soil and Water Conservation Society.

**SECTION 6.** Sustaining members shall be organizations, agencies, institutions, corporations, firms or individual members who are Organization or Corporate members of the Soil and Water Conservation Society.

**SECTION 7.** Life members shall be those individuals who are life members of the international society.

## **ARTICLE IV – CHAPTER STRUCTURE & GOVERNING COUNCIL**

**SECTION 1.** The Chapter shall have a governing body known as the council, consisting of the president, president-elect, the immediate past-president, secretary-treasurer, nine at-large council members, and one student elected by the student members. In actions by the council, each member named in this section shall have an equal vote or voice.

**SECTION 2. (A)** The nine at-large council members shall be elected for three (3) year terms. The president-elect and student council member shall be elected for a one (1) year term. The individual elected president-elect serves 3 years on the council consecutively as president-elect, president, and past-president. The terms for elected council members shall begin immediately following the Chapter's annual meeting or June 15 if no meeting is held. The election of at-large positions shall be staggered over a three-year period with three positions elected each year. At-large council positions 1-3 the first year (June 1997), at-large council positions 4-6 the second year (June 1998), at-large council positions 7-9 the third year (June 1999), and repeating the sequence thereafter. At-large council members and the president-elect shall be elected by ballot before the annual meeting. All current members of the Chapter shall be allowed to vote for elected council positions. Ballots will be provided to each member electronically or by postal mail. Members may vote by returning the ballots by the voting deadline. In case of a vacancy of a position, the council shall appoint a replacement at the next council meeting to fill the unexpired term. **(B)** Any questions regarding the election or terms of any officer or council member not covered by these bylaws shall be determined by the council.

**SECTION 3.** The council shall (1) control and manage the affairs and funds of the Chapter; (2) fill, until specified, any vacancy occurring in the membership of the council; (3) recommend to the membership the adoption of amendments to or revisions of the bylaws; (4) perform other duties as may be prescribed by the bylaws. A majority of the council shall be required for a quorum for the transaction of business. A majority of the council members voting on any matter within the scope of the authority of the council shall be required for its determination.

**SECTION 4.** Council will meet quarterly and additional meetings may be called by the president or by a majority of the council members. At least 15 days-notice of the date and place of each meeting and the general nature of the business to be acted upon shall be given to all members of the council by using contact information provided by the members. In case of an emergency, which shall be stated in the notice, a meeting may be called upon not less than 3 days (72 hours) notice.

**SECTION 5.** There shall be an executive committee consisting of the president, president-elect, one at-large council member elected by council members, immediate past-president and secretary-treasurer, which shall handle routine and emergency business. In actions by the executive committee, each member named in this section shall have an equal vote or voice.

**SECTION 6.** Electronic Meetings: The Council and/or any committees are authorized to meet by telephone conference or through other communications media so long as each participant may correspond with each other and participate during the meeting.

## **ARTICLE V – OFFICERS**

**SECTION 1.** The officers of the Chapter shall be the president, president-elect, immediate past-president and secretary-treasurer, each of whom shall be a member of the international society. No individual may be an officer and an at-large council member at the same time. At-large council members are eligible to run for the Chapter officer positions. At-large council members who are elected to an officer position will relinquish their at-large position upon taking office. The council shall then appoint a Chapter member to serve the unexpired term of the at-large position.

**SECTION 2.** The secretary-treasurer shall be appointed by the council, and shall serve at the pleasure of the council.

**SECTION 3.** The president shall preside at meetings of the Chapter, the council and executive committee; shall appoint all committees, unless otherwise directed by the bylaws or the council; shall perform all other duties incident to the office; and present a status report to the members at the annual meeting.

**SECTION 4.** In the absence or disability of the president, the president-elect shall serve. In the absence of all elected officers, the council shall elect a president pro tempore who is a member of the council.

**SECTION 5.** The secretary-treasurer shall be responsible for all funds of the Chapter and shall perform all other duties incident to the office. Secretary-treasurer shall be bonded in such an amount as the council may determine, at the expense of the council. The treasurer's report shall be made at the annual meeting. The council will perform a review of financial records annually.

## **ARTICLE VI – NOMINATION AND ELECTION PROCEDURE**

**SECTION 1. (A)** A nominations committee and an elections committee, consisting of members, sustaining members or life members, shall be appointed by the president not later than 180 days before the annual meeting.

**(B)** The nominations committee shall nominate and submit to the council not later than 90 days before the annual meeting, a list of qualified candidates who have consented to have their names appear on the ballot for the president-elect and at-large council positions. At least two candidates must appear on the ballot for the president-elect position and at least four candidates must appear on the ballot for the three at-large council positions. For at-large council positions, the top three candidates receiving votes each year shall be elected to at-large council positions. In case of tie votes for any elected position, the council shall determine who shall be elected to that position.

**(C)** The nominations committee shall accept any candidate properly nominated and shall nominate one or more candidates in any case where an established minimum number has not been otherwise nominated. The nominations committee will seek candidates for all officers who are active participants in the society and Chapter affairs. In seeking at-large council position candidates, the committee will attempt to achieve a regional or geographical distribution of these candidates throughout the state and institutional diversity.

**(D)** Nominations by petition may be made and presented to the nominations committee if signed by five (5) or more voting members of the Chapter. All petitions for nominations, in order to be considered, must reach the nominations committee at least 120 days before the annual meeting.

**(E)** The annual election shall be by postal mail, e-mail, or online ballot as hereinafter provided. Ballots will be provided to each member using the contact information provided to the Soil and Water Conservation Society member data base.

**(F)** At least 30 days prior to the election date, the election committee shall provide a ballot thereof to each member of the Chapter in good standing together with instructions for voting and a list of all candidates certified by the nominations committee. The notice shall state the election date, which in case of the annual election shall be not later than 40 days prior to the annual meeting.

**(G)** Votes shall be cast to the chairman of the elections committee in any method approved by the council. Any votes not received by the chairman by the election date shall not be valid and shall not be counted. Within 10 days of the election date, the election committee shall meet and count the valid votes. Votes improperly cast according to voting instructions shall be voided and not counted.

**(H)** The elections committee shall certify the results of the election to the president and shall deliver the voting records and an attested copy of such certification to the council,

who shall hold the same available for inspection by any member for 6 months thereafter, whereupon they may destroy the voting records.

**(I)** Announcement of the results of the election shall be made by the president at the annual meeting and through any publications of the Chapter.

## **ARTICLE VII – CHAPTER MEETINGS**

**SECTION 1. (A)** The annual meeting of the Chapter shall be held in a place and time to be determined by the council.

**(B)** As soon as possible after each annual meeting, the president shall appoint an annual meeting program committee of such membership as deemed proper to prepare a program for the next annual meeting. The committee shall submit a proposed program to the council in time for review at a meeting of the council. Thereafter, the committee shall prepare a final program, conforming with any instructions given by the council.

## **ARTICLE VIII – COMMITTEES**

**SECTION 1.** Except as otherwise provided in these bylaws, standing or temporary committees may be established by the council for any purpose within the scope of the objectives of the Chapter. Special temporary committees may be established by the president for the like purposes not otherwise provided.

## **ARTICLE IX – DUES AND FINANCES**

**SECTION 1.** The annual dues of each grade of membership shall be determined by Soil and Water Conservation Society Board of Directors.

**SECTION 2.** Annual dues shall be payable in advance of the anniversary date of the Soil and Water Conservation Society's annual membership.

**SECTION 3. (A)** Except as otherwise provided by these bylaws, funds of the Chapter shall be used according to an approved annual budget by the council.

**(B)** No compensation shall be paid to any elected council member or secretary-treasurer.

**(C)** Council members, committee members and other representatives of the Chapter may, if expressly authorized by the council, be reimbursed for actual expenses incurred in attending meetings or transacting Chapter business.

**SECTION 4.** The Chapter may receive gifts, bequests, donations, grants or funds for any purpose within the scope of its objectives.

## **ARTICLE X – STUDENT CHAPTERS**

**SECTION 1.** The Chapter recognizes all student chapters at accredited colleges and universities in Oklahoma, which have met the charter requirements of the Soil and Water Conservation Society. The Chapter will support, encourage and assist student chapters in carrying out the objectives of the Chapter, however, will not be responsible for the debts or obligations of student chapters.

## **ARTICLE XI – AWARDS, SCHOLARSHIPS, GRANTS, ETC.**

**SECTION 1.** The Chapter may from time to time at the direction of the council, offer scholarships, awards or grants in recognition of outstanding work or ability in the field of natural resources.

## **ARTICLE XII – AMENDMENTS**

**SECTION 1.** The bylaws shall be amended when a proposal submitted by the council is approved by a two-thirds vote of the members voting on the proposal at a regular election or at a special election called by the council. A copy of the proposed amendment(s), with a ballot stating clearly its general objective and referring to the copy for the particulars, shall be provided to each member of the Chapter, in good standing, at least 30 days before the date set for the election. An amendment will be effective immediately upon its adoption.

## **ARTICLE XIII – DISSOLUTION**

**SECTION 1.** If the Oklahoma Chapter of the Soil and Water Conservation Society should ever cease to exist, any assets above and beyond the amount required to meet the obligations of the Chapter will be transferred by the last council to the Soil and Water Conservation Society. In no event will any officer, council member or member benefit from such assets except for authorized expenses incurred by such officer, council member or member conducting Chapter business.