

MINNESOTA CHAPTER OF THE WILDLIFE SOCIETY

OPERATIONS MANUAL

AND

BYLAWS

Organized: March 11, 1962

Amended: June 7, 2010

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1. Description and Purposes of the Minnesota Chapter of The Wildlife Society

The Minnesota Chapter (hereafter, the Chapter) is a recognized state unit of its parent, international organization, The Wildlife Society (TWS). Although an independent unit, the Chapter adheres to the purposes and guidelines of activities of TWS. The Chapter's programs, activities, and positions dealing with the broad range of wildlife species, their habitats, and especially their various interactions with people, are developed and approved by the Chapter's membership and/or its Governing Board. The welfare of wildlife resources, in keeping with adopted principles and acceptable actions of those charged with their responsibilities, is the main purpose of the Chapter's membership. Membership is open to anyone of adult age who complies with the above and is in good standing with regard to payment of annual dues or other Governing Board/Member approved obligations.

2. Position Descriptions:

President

- A) Schedule and officiate quarterly Governing Board meetings and annual membership meeting.
- B) Maintain communications with officers, regional representatives, and committee chairs.
- C) Act as the lead Chapter representative with governmental and other conservation organizations.
- D) Write a column for the quarterly Chapter newsletter and the Annual Summary of Chapter Activities for the Parent Chapter (due March 1) and submit columns and other newsletter materials in a timely fashion.
- E) Work with the parent organization on administrative and policy issues affecting the Chapter.
- F) Select or receive wildlife-related issues from members that may benefit from Chapter action. Submit issues to appropriate committee(s) for review and recommendations. Take appropriate action.

President-elect

- A) Serve as Vice-President, with duties given by the President.
- B) Assume the duties of the President in the absence of the President or the inability of the President to serve.
- C) Plan and organize the annual membership meeting by establishing committees and selecting topics.
- D) Attend quarterly Governing Board meetings.
- E) Write a summary of quarterly Chapter activities for the semi-annual North Central Section newsletter. Submit summaries and other Chapter newsletter materials to the editor in a timely fashion.
- F) Assist President with conservation issues review.

Past-President

- A) Report for the Membership Committee to the Governing Board.
- B) Act as Nominations and Election Committee Chair.
- C) Attend quarterly Governing Board meetings.
- D) Assist President and Governing Board as needed.
- E) Submit newsletter materials to the editor in a timely manner.
- F) Assist President with conservation issues review.
- G) Serve on the Student Relations Committee or Chapter liaison to student chapters.

Secretary

- A) Attend quarterly Governing Board Meetings.
- B) Record minutes at the Governing Board and Annual Meetings.
- C) Compile and send minutes to board members as soon as possible after the meeting.
- D) Prepare a summary of Governing Board Meeting minutes for the Newsletter.
- E) Maintain correspondence and archive files that will be subsequently passed to the Chapter historian.
- F) Prepare reports for the Parent Society and North Central Section as required.

Treasurer

- A) Attend quarterly Governing Board Meetings.
- B) Collect payments of annual dues and forward membership information to membership database coordinator.
- C) Collect registration monies from membership meetings.
- D) Maintain chapter financial records and be responsible for chapter funds.
- E) Prepare financial reports for quarterly Governing Board and Annual Meetings, newsletter, and at years end for to Audit Committee.
- F) Prepare reports for the Parent Society and North Central Section as required.

Newsletter Editor

- A) Chair Programs and Publicity Committee
- B) Attend quarterly Governing Board Meetings.
- C) Receive Regional Reports, Committee Reports, and any other items for the newsletter at the Board Meeting or later in electronic or physical form prior to newsletter quarterly deadlines (1 March, 1 June, 1 September, 1 December).
- D) Compose newsletter, arrange printing of newsletter, receive and affix labels, and mail newsletters using bulk-mailing instructions, which include sorting and bundling by zip code and completing a bulk mailing form. Currently the bulk mail permit is in Maggie Anderson's name at the Thief River Falls Post Office. The newsletter editor sends the newsletter to Doug and Ruth Ann Franke via e-mail. They hand carry the final copy to the printer in Thief River Falls. Brian Haroldson (Membership Database Coordinator) sends the mailing labels to Franke's every three months automatically. Doug and Ruth Ann pick up the newsletter from the printer, attach all labels and mail the newsletters. Maggie receives all change of address returns and sends them to Brian Haroldson so Brian can update the database with the new mailing addresses.
- E) Maintain bulk mailing permit at local post office and arrange for treasurer to pay renewal fee when due.
- F) Maintain files including past newsletters, illustrations, bulk mailing permit and instructions, and other newsletter-related items.

Regional Representatives

- A) Act as the member representative for the designated region to the Governing Board.
- B) As a member of the Fundraising Committee, coordinate Regional fundraising effort for Annual Meeting.
- C) Attend quarterly Governing Board meetings.
- D) Prepare quarterly report of Regional news and activities for Board meetings. Submit to the newsletter editor prior to the newsletter deadline.
- E) Actively recruit members for Chapter.
- F) Serve as liaisons between members and Chapter Governing Board, encourage member participation in Regional issues.
- G) Plan the summer workshop in groups of three representatives every other year. Regions 1, 3, and 5 in odd years; 2, 4, and 6 in even years.

3. Committee Descriptions

Archivist

- A) Maintain archives for the President, Secretary, and Treasurer at a secure location.
- B) Keep a current listing of archive contents.
- C) Update Chapter history as needed.

Audit

- A) Review the financial records of the Treasurer annually.
- B) Prepare a report for the Annual Meeting.

Awards

- A) Solicit nominations for Chapter's standing awards:

Minnesota Award, Conservation Award, Student Conservationist Award, Law Enforcement Award, Dr. Janet S. Boe Memorial Award, Service to Chapter Awards

- B) Select and notify award recipients prior to for the Annual Meeting and encourage their attendance.
- C) Set budget and purchase appropriate awards, plaques, and certificates.

COWCH Project Coordinator

- A) Coordinates Chapter COWCH (Celebrating our Wildlife Conservation Heritage) project
- B) Assists potential interviewers with accomplishing an interview and getting appropriate materials for their interviews.
- C) Ensures that the state and national archives of these interviews are up to date.

Forest Issues

- A) Review legislative proposals, administrative regulations, impact statements, or other issues affecting the wildlife or wildlife habitats in the forested regions of Minnesota.
- B) Develop positions on pertinent issues and inform the President and Governing Board of findings.
- C) Assist the President in writing position papers and drafting resolutions on appropriate issues.

Fundraising

- A) Organize the fundraising event at the Annual Meeting.
- B) Assist in other fundraising events as needed.

MCF / FWLA Representatives

- A) Represents the Chapter on the MCF and FWLA Boards.
- B) Makes recommendations to the Governing Board when actions are needed.
- C) Develop positions on pertinent issues and inform the President and Governing Board of findings.
- D) Assist the President in writing position papers and drafting resolutions on appropriate issues.

Membership

- A) This committee consists of the Past-President and the Membership Database Coordinator.
- B) Solicit new memberships through mailings and advertising to appropriate organizations.
- C) Work with the Membership Database Coordinator to maintain current listing of members.
- D) The Membership Database Coordinator:
 - a. Acts as the membership contact for the Chapter and chair the membership committee. This creates a single, consistent contact for chapter membership. MDC will send membership money to the Treasurer at least every two months.
 - b. Maintain current membership information as supplied by the Secretary or Treasurer.
 - c. Provide membership information to Governing Board members as needed or requested.

Nominations and Elections

- A) Present a slate of two eligible nominees for each elected office by the fall Governing Board Meeting prior to the Annual Meeting.
- B) Offices include President-elect, Secretary, Treasurer, Regional Representatives from appropriate regions (1, 3, 5- even years; 2, 4, 6- odd years).
- C) Submit the list of nominees and their biographies for the December Newsletter or earlier (at least 45 days before the Annual Meeting).
- D) Prepare ballots and oversee the voting at the Annual Meeting.

Prairie and Farmland Issues

- A) Review legislative proposals, administrative regulations, impact statements, or other issues affecting the wildlife or wildlife habitats in the farmland and prairie regions of Minnesota.
- B) Develop positions on pertinent issues and inform the President and Governing Board of findings.
- C) Assist the President in writing position papers and drafting resolutions on appropriate issues.

Statewide Issues

- A) Coordinate with the Conservation Issues Review Committee to review and bring pertinent issues to the Board's attention.

Student Relations

- A) Maintain the mentoring program.
- B) Act as the liaison between the Chapter and the student chapters and students not associated with student chapters.
- C) Work with student chapter advisors as needed.

USDA NRCS Technical Council Representative

- A) Represents the Chapter on the state Technical Council.
- B) Makes recommendations to the Governing Board when actions are needed.
- C) Develop positions on pertinent issues and inform the President and Governing Board of findings.
- D) Assist the President in writing position papers and drafting resolutions on appropriate issues.

Wetland Issues

- A) Review legislative proposals, administrative regulations, impact statements, or other issues affecting the wetland wildlife or wetland wildlife habitats in Minnesota.
- B) Develop positions on pertinent issues and inform the President and Governing Board of findings.
- C) Assist the President in writing position papers and drafting resolutions on appropriate issues.

Webmaster

- A) Maintains and updates the chapter website and its contents so that the site remains current
- B) Communicates with TWS so that the Chapter remains current on Parent Chapter website policy and opportunities.

4. Administration Guidelines

A. Financial Contributions

Donations are regularly made to individuals and non-profit organizations for projects and activities that support Chapter objectives. Donations may be awarded in the areas of wildlife education, habitat improvement (including acquisition), sponsorship of special natural resource events (e.g., conferences, workshops), and environmental advocacy. Education grants are generally limited to registration and travel expenses for college students attending wildlife-related conferences and events. Habitat acquisition projects receive special consideration based on a motion passed at the 1995 Annual Business Meeting: subject to the Governing Board approval, 50% of the profits from each Annual Meeting (total credits-total debits) will be contributed to a habitat acquisition project that has matching funds. The Chapter sponsors resource management events, including workshop and conferences, with preference to those that advance the scientific management of wildlife. Contributions for environmental advocacy also are targeted toward programs that advance science-based wildlife management, and they generally are not available for membership dues in environmental organizations.

The President can approve contributions of less than \$100. Contributions of \$100-\$250 can be approved by the Executive Committee. Contributions of more than \$250 require approval from the full Governing Board.

B. Board Member Reimbursement

Board Members may submit receipts for mileage and lodging incurred while attending official MNTWS Board Meetings. Mileage and lodging will be reimbursed at the federal per diem rate (<http://www.gsa.gov/mileage> and <http://www.gsa.gov/perdiem>). Reimbursement requests should be sent to the Treasurer within seven days after the meeting.

Board Members are not to request reimbursement if their agency or company is covering their expenses.

C. Meeting schedules and locations

There are regular quarterly Board Meetings. The summer Board Meeting (August) is held in conjunction with the summer meeting. The winter Board Meeting (February) is held in conjunction with the Annual Meeting. The spring (May) and fall (October) meetings are held at a convenient location for the board. Past spring and fall meetings have been held at the DNR office or Central Lakes College in Brainerd and Heritage Park Nature Center in St. Cloud.

D. Volunteer hours

Volunteer hours must be reported to the Parent Chapter Office of the TWS when requested. These include time spent in report writing, meetings, lobbying, etc. Volunteer hours are reported using the standard forms.

E. Misc. record keeping

All records and correspondence should be copied to the President and Secretary with a copy to the archives.

5. Resolutions and position papers

A. Definitions

Resolutions are short declarative papers that highlight the Chapter's position on a specific topic. Resolutions are normally sent to an official(s) in government. This is the strongest statement the Chapter can make on an issue.

Position paper is a longer research document on a particular topic, but not always a specific issue. A position paper details the Chapter's position on a topic with background material. This document may or may not be distributed outside the Chapter.

B. Procedures

A member in good standing or from a standing committee may submit a resolution to the Governing Board. Draft resolutions must be submitted to the Board for review and approval. Draft resolutions approved by the Board at or before the fall Board Meeting will be presented to the members in the December Newsletter and voted on at the Annual Meeting.

A standing or special committee assigned by the President normally develops position papers. A member in good standing can also submit them to the Board. The Board must approve a position paper.

Past resolutions and position papers are available in Appendix C.

6. Chapter Awards

The Minnesota Chapter of The Wildlife Society has seven annual awards that are presented at the Annual Meeting. The awards are:

- *Minnesota Award*: This award is presented to an individual who has made outstanding contributions to Minnesota's wildlife and natural resources.
- *Conservation Award*: This award is presented to an organization that has shown an outstanding commitment to Minnesota's resources.
- *Student Conservationist Award*: This award is given to a wildlife major at a Minnesota college who has shown a commitment to wildlife and promise as a future wildlife professional.

- *Law Enforcement Award:* This award is given to a Minnesota Conservation Officer who has shown an outstanding commitment to the protection of Minnesota's resources.
- *Bob Fedeler Award:* This award is presented to one undergraduate and one graduate student who have a 3.0 or better GPA, a strong interest in a career in wildlife biology, be active in extracurricular activities, have a strong sense of public service and have demonstrated good communication skills.
- *Janet Boe Memorial Award:* This award is presented to a professional woman or outstanding female graduate or undergraduate student who exemplifies the consummate natural resource scientist.
- *Service to Chapter Awards:* This award is given for exceptional service and commitment to the Minnesota chapter during the past year.

Past award winners are listed in Appendix D.

A BRIEF HISTORY OF THE MNTWS AWARDS

When I took on the Awards Chair job, I inherited a big box of file folders. Many contain some of the unique inner workings of the MNTWS, and all contain some historical aspects that need preservation. The files are fairly complete, with only a few years missing. If any former ex-MNTWS officers have some of these files, please get them to the Awards Committee.

The Minnesota Award was first conceived in 1958, and was essentially the only award presented by MNTWS until 1985, when the Conservation Award began. In 1992, both the Law Enforcement and Student Conservationist Awards began. Unknown to me (until now), there have actually been other more temporary awards. There was a family and MNTWS sponsored J. Donald Smith Memorial Award at the University of Minnesota. Robert Petrosky received it in 1968, and Ken Neudahl in 1969. No other records exist for that award. In 1971, MNTWS was the primary sponsor in the memorial dedication of two FWS Wetland Production Areas near Ashby in honor of the late Daniel Janzen. The photo and written record is very complete.

There were proposals for other awards that probably led to some existing awards. In 1983, proposed categories for new awards were Organization Award, Manager Award, Research Award, and Non-Professional Award. In 1992 and 1993, a Humorous Award almost got off the ground, and would have been presented in 1993- if the "lucky" recipient had attended the annual meeting.

The list of Awards Committee chairs is interesting, and many folks served for extended periods. Nearly all also served on the Awards Committee at other times. Unfortunately, in some years, there are either no records, or questionable records, and if there are corrections or additions, please let the Awards Committee know. Following is the list as it now stands. Jim Kimball 1958; Dan Frenzel 1959; Milt Stenlund 1960; Dwain Warner 1961; Dave Vesall 1962-63; Bob Jessen 1964; Oliver Jarvenpa 1965; Bob Jessen? 1966; Les Dundas 1967; Art Hawkins 1968; Les Dundas 1969-1971; Frank Irving 1972; Grady Mann 1973-1974?; Ross Hanson 1975-76; unknown 1977-79; Jack Mooty 1980-81; unknown 1982; Jim Cooper 1983-84; Dan Svedardky 1985-86; Larry Nelson 1987; Lynn Rogers 1988; Carl Madsen 1989; Tom Isley 1990-91; Herb Conley 1992; Steve Erickson 1993-94; Brad Ehlers 1995-99; and Bill Berg 2000-2001.

Thanks to all Awards Committee folks who have served.

-----Bill Berg, 2001-----

7. Student Chapters

The first Student Chapter was located at the **University of Minnesota's Twin Cities Campus**. It is part of the Fisheries and Wildlife Club. Membership averages around 30 students with 20% being members of the parent Society.

University of Minnesota, Crookston: Received its original charter in 2000. Membership averages around 25 students with 10% being members of the Parent Society.

St. Cloud State University: Received its original charter in 2001. Membership averages around ___students with ___ % being members of the Parent Society.

Minnesota State University, Moorhead: Received its original charter in 2008.

Past and Current officers are listed in Appendix E.

8. Chapter History

[Needs to be written, John Moriarty, chapter Archivist, is writing this history]

9. Annual Calendar

January	Continue with Annual Meeting planning (begin in September)
February	Governing Board Meeting Annual Meeting -elections -resolutions -awards -selection of summer meeting theme, location, and planning committee -selection of the next Annual Meeting theme and location -officers pass on Operations Manuals to new officers
March	Spring Newsletter Send Resolutions to the Parent Chapter Send list of new officers to the Parent Chapter (due 1 March) Send Summary of Activities (previous year) to The Parent Chapter & Section (due 1 March)
April	Send updated membership information to Regional Representatives sorted by region. Use list to target new members.
May	Governing Board -update Operations Manuals (new officer, awards lists, student chapters, etc.)
June	Summer Newsletter
July	Summer Workshop (or in August)
August	Summer Governing Board and Members Meeting Summer Workshop (usually held in conjunction with Governing Meeting) Start Nominations Process
September	Fall Newsletter -announce Fedeler Scholarship application deadline -award nominations -Annual Meeting announcement (Planning underway for Annual Meeting)
October	
November	Governing Board Meeting
December	Winter Newsletter (45 days before Annual Meeting) -print list of proposed resolutions -print slate of candidates -announce Annual Meeting Registration deadline -announce Student Travel Grant application deadline -announce Habitat Project Proposal application deadline Send letter to DNR Division Directors requesting support to attend Annual Meeting.

[additional items should be filled in as needed]

10. Bylaws

Bylaws of the Minnesota Chapter of The Wildlife Society, Inc. (Incorporated in 1948 under the laws of the District of Columbia).

Organized: March 11, 1962

Amended: June 7, 2010

Article I. NAME, AREA, AFFILIATION, AND ORGANIZATION

Section 1. NAME- This organization is known as the Minnesota Chapter of The Wildlife Society (hereinafter, Chapter), which previously (1948) had the name “Minnesota Section.”

Section 2. AREA- This Chapter’s organizational area is the State of Minnesota.

Section 3. ORGANIZATION- The Chapter shall have Members and Dues (Art. IV.); Meetings (Art. VI.); an Interim Governing Board (hereinafter, Board) of 4 or 5* elected Officers and six elected Regional Representatives (Art. V.), the Chapter Committee Chairpersons (Art. VIII.) and one Delegate from any Student Chapter of TWS in Minnesota. This Board acts as an interim Chapter governing body between Annual Meetings, and within which is an Executive Committee (Art. VIII, Sect. 2.); and an adopted set of Bylaws (approved by TWS) as a document of operation (Art. X.). NOTE:* Refers to option of one Secretary-Treasurer or a Secretary and Treasurer as indicated in other Articles (as in Art’s. IV & V.)

Article II. OBJECTIVES

Section 1. OBJECTIVES- Consistent with affiliation criteria (Art. 1, Sect. 3) objectives of the Chapter are:

- To advance the science of wildlife management.
- To promote and maintain high professional standards in wildlife management.
- To improve public understanding and support of professional wildlife management, research, conservation and other matters related to wildlife resources.
- To recognize and commend outstanding work in the wildlife management profession.
- To focus Chapter aims and objectives and those of TWS and the North Central Section (hereinafter, NCS) upon the needs of wildlife professionals and upon wildlife issues, problems and events as they occur in Minnesota and as needed elsewhere.
- To take appropriate actions when wildlife or related problems arise in Minnesota, and to notify, if necessary, TWS and NCS for recommendations for actions.
- To provide a common meeting ground for a forum for State individuals who are employed in or are interested in wildlife and related natural resource matters.

Section 2. IMPLEMENTATION- To aid in the achievement of these objectives, the Chapter also proposes to:

- Provide opportunities for better liaison among its individual Members and Members of the NCS and TWS.
- Evaluate and respond to the principles involved in proposed or enacted societal actions that could affect wildlife or wildlife habitats.
- Develop and implement ways to recognize and commend outstanding achievements of Chapter Members and other individuals and organizations that benefit the maintaining, restoring, and enhancing of wildlife populations and their habitats.
- Emphasize in Chapter activities the aims and concepts of TWS and NCS as these relate to the broad spectrum of matters affecting wildlife professionals.
- Encourage communications between Chapter Members and non-members to facilitate understanding the needs of wildlife resources and to improve the effectiveness of wildlife management and research regarding the welfare of these resources.

Article III. CHAPTER YEAR

The Chapter operational and fiscal year shall be January 1 through December 31.

Article IV. MEMBERSHIP AND MEMBERSHIP DUES

Section 1. MEMBERSHIP- A Chapter membership status shall be available, or designated by the Membership Committee (Art. VIII), to wildlife professionals and others who comply with the Chapter's organizational and ethical principles (Art.'s I.-III.), and the dues (Art. IV., Sect. 2.). Member status, indicated in the DIRECTORY, shall be one of the following:

- Clause A- CHARTER MEMBER- Members in good standing on the membership rolls as of January 1, 1948, (TWS' records) shall be considered Charter Members.
- Clause B- MEMBER(S)- A Chapter Member who is currently a voting Member of TWS and will be designated as such by the (S) indication only in membership listings, the DIRECTORY and on mailing labels. Only these Members may be nominees for or be an appointed Chapter officer, or vote on official Chapter matters affecting TWS, or represent the Chapter on official business of TWS. This (S) distinction applies to all appropriate membership categories.
- Clause C- MEMBER- A Chapter Member who, although not a voting Member of TWS, shall be entitled to all rights, responsibilities and privileges as those with Chapter Member(s) status, including voting in Chapter elections, but with those exceptions reserved for those with Member(s) status as a Clause B.
- Clause D- STUDENT MEMBER(S)- A person having current enrollment in a college or university academic 2- or 4- year program, and who also is a member of TWS.
- Clause E- STUDENT MEMBER- As in Clause D., but is not a member of TWS.
- Clause F- CHAPTER LIFE MEMBER- An optional status with a designated dues payment.
- Clause G- RETIRED MEMBER- A Member who has attained retirement and who has been a Chapter member for a minimum of 20 years, or is recommended for this status by the Membership Committee (Art. VIII., Clause D.) with designated dues.
- Clause H- HONORARY MEMBER- A person recommended by the Awards Committee and approved by the Board to this membership status (without dues payment) for outstanding and meritorious achievement(s) related to wildlife resources. A list of Honorary Members shall be published annually in the *Newsletter*.

Section 2. MEMBERSHIP DUES- Annual membership dues (Clause A.-G. above) for the next Chapter year (Art. III.) shall be set at each Annual Business Meeting with notice given all Members, and are due and payable to the Treasurer by Jan. 1 of that next year. However, if at an Annual Business Meeting a needed dues increase for the current year is approved by a majority membership vote at that meeting, such an increase for that year is due within 30 days after notice has been given the total membership. Matters regarding dues also may be determined by call of a Special Meeting (Art. VI., Sect. 1.). Annual Chapter dues may be paid via TWS Chapter and Section dues collection and remittance method.

Section 3. RESIGNATIONS- A Member may resign by giving written notice to the Chapter President, who will take needed action and place this resignation as an agenda item for the next Board meeting. A Member also will be considered to have resigned if annual dues are not paid as in Sect. 2., above, after second billing, and the Treasurer* is responsible for reporting delinquent Members for the Board's instructions.

Section 4. MEMBER REINSTATEMENT- Members who are dropped from the rolls of the Chapter by reason of resignation may be reinstated into appropriate membership by written request to the Membership Committee Chairperson for committee action and Board approval. Members dropped from Chapter rolls because of failure to pay dues, can be reinstated by submitting payment of the current delinquent dues.

Article V. ELECTION OF OFFICERS AND REGIONAL REPRESENTATIVES

Section 1. NOMINATIONS AND ELECTIONS COMMITTEE- Soon after installation, the new Board shall select this 3- member committee, which by a set time before the next Annual Meeting, shall present a slate of two nominees (also see Clause C) for each of the elected Board positions whose terms will expire (Art. 1., Sect. 4. & Art. V., Sect.'s 3., 4. & 5.). These are from among the President-Elect, a Secretary, a

Treasurer (or Secretary – Treasurer) and the three Regional Representatives whose terms expire at the next Annual Meeting (Art. V., Sect.'s 4. & 5). This Committee shall adhere to the following:

- Clause A- All elected Officer nominees must have Member(s) status (Art., IV., Sect. 1., Clause B).
- Clause B- Prior approval shall be obtained from all listed nominees (Sect.'s 3. & 4.).
- Clause C- Qualified nominees (Clause A. and B.) may be added to the slate of candidates by a given date upon the signed support of any six or more Members.
- Clause D- Nominated Officers and Regional Representatives must exclude any person that would be elected to the same position for more than two consecutive terms.
- Clause E- The completed slate of nominees shall be given to the Secretary who shall submit the slate in ballot form to Chapter Members at least 45 days before the next Annual Business Meeting date.

Section 2. BALLOTING AND ELECTIONS- Election ballots are provided to all Members in good standing and sent via the Secretary (or Secretary.-Treasurer.*) for count by the Nominations and Elections Committee. These procedures shall be followed in counting election ballots:

- Clause A- The President shall appoint a replacement for any Nominations and Elections Committee Member who has been nominated for an elected Board position.
- Clause B- Members in arrears of dues shall forfeit their right to vote during the period of their delinquency (Sect. 2., above).
- Clause C- A signed absentee ballot may be submitted to the Secretary (or Secretary.-Treasurer.*) by a Member prior to the scheduled time for counting ballots if special circumstances prevent normal balloting procedures by a Member.
- Clause D- Candidates receiving the largest number of votes on counts of the ballots are declared elected to their respective office. Tie votes shall be decided by a conducted coin flip. No one shall hold more than one elected position at one time.

Section 3. OFFICERS AND DUTIES- Elected Officers are: The President, President-Elect, Past-President, Secretary, and Treasurer (or a Secretary.-Treasurer.*). Chapter Officers' duties are:

- Clause A- PRESIDENT- The President provides Chapter administrative leadership and is the Presiding Officer at Chapter Board, Executive Committee, Annual and Special meetings. The President, with advice of Board members, shall appoint chairpersons of all Standing and Special Committees (Art. VIII.) and be an *ex officio* member on all Standing and Special Committees (Art. VIII.) and be an *ex officio* member on all except the Nominations and Elections, Awards and those on which the President is a member. The President may represent the Chapter at meetings of other TWS' Chapters or Sections and at TWS' Council, Boards, Committees or Annual Meetings. If necessary the President may appoint persons MEMBER(S) status as alternates to represent the Chapter at such meetings.
- Clause B- PRESIDENT-ELECT- The President-Elect's role is to provide leadership and have continuity and familiarity with Chapter activities at the time of transition to President. He or she serves as Vice-President with duties given by the President and also assumes the President's duties in the absence of or upon inability of the President to serve. If the President- Elect is not able to serve in these capacities, the Board then shall follow stipulations of Art. V., Sect. 6.
- Clause C- PAST-PRESIDENT- This Officer provides benefits to the Chapter's programs and Board from experiences as President and President-Elect. The Past-President shall be assigned duties by the President in Chapter activity areas where most needed or where carry-over functions are required. Should the former President not be able to fulfill these duties, the Board, or Executive Committee (Art. VIII, Sect. 2., Clause C.), shall provide an eligible appointee.
- Clause D- SECRETARY*- The Secretary is responsible for Chapter files, records, and the recording and distribution of Board, Executive Committee, Annual and Special meetings' minutes and of specified reports. In the capacity of Secretary, this Officer handles incoming and outgoing Chapter correspondence and will work closely with the board and committees in documenting their activities.

- Clause E- TREASURER*- The Treasurer shall be responsible for receiving, recording and distributing Chapter dues and funds as well as recording and maintaining the Chapter's financial accounts (Art. VII). The latter shall be summarized as "The Treasurer's Report" at all duly called meetings of the Chapter and the Board, and shall be the means by which the membership, Board and Chapter Committee persons have an awareness of the financial integrity for the Chapter's activities.
- Clause F- OTHER OFFICER DUTIES- The above Officer's, Regional Representatives and Chairs of Standing and Special Committees (Art. VIII.) serve on the Chapter Board (Art. I.), which is the Chapter's interim governing body between Annual Meetings and must abide by TWS's policies (Art. I., Sect. 4; Art. VII. Sect. 1., Cl. A).

Section 4. REGIONAL REPRESENTATIVES- A Chapter Member from each of the former Minn. Dept. of Natural Resources Regions that existed prior to 2002 is elected for a two-year term on the Board (Art. 1, V. & VII.) to represent regional Members for interchange and updates of Region/Board/Chapter activities. Duties also include regional membership development, involvement in Chapter fundraising and Annual or Special Meeting planning. Representatives are elected by Region biennially—for regions 1,3 and 5, following the full year of service in odd years, and for regions 2, 4, and 6, likewise, in even years. Representatives' interim vacancies are filled with eligible appointees via the President.

Section 5. TERMS OF OFFICE- All Officers elected to the Board, or replacing same, must hold Member(s) status. These Offices, Regional Representatives and the *NEWSLETTER* Editor shall be installed at the proper Annual Business Meeting (Art. VI, Clause A.); each serves for approximately one (or 2) year(s); and unless re-elected terminates his/her term of office and duties at the close of the proper Annual Business Meeting (Also see Art. V, Sect. 1., Clause D). The *NEWSLETTER* Editor's appointment by the President is for an indefinite period with a two-year minimum recommended.

Section 6. ELECTED BOARD VACANCIES AND REMOVAL OF ELECTED BOARD MEMBERS

- Clause A VACANCIES- If the office of President is vacated, the President-Elect shall assume the office of President. If this vacancy is permanent and occurs in the first calendar half of the President's office term, the Board shall declare the President-Elect as President, and request the other candidate on the past Election Ballot for President-Elect to assume that office. Should the latter decline that appointment, the Board, - or the Executive Committee if expedience is needed-shall appoint a President-Elect *pro tempore*. All other vacancies in an unexpired term of any elected Board member shall be filled by order of the President, or if necessary, the Executive Committee, both with Board approval. Elected Officer replacements must be current Members of TWS (Art. IV., Section 1).
- Clause B. REMOVAL OF INACTIVE ELECTED BOARD MEMBERS- If any Board member fails to attend three consecutive Board meetings without cause and or adequate communication, Board action can be taken to remove that board member from that board position after proper notification. Board action then can be taken to appoint another qualified person to fill the remainder of the term of that Board position.

Article VI. MEETINGS

Section 1. MEMBERSHIP MEETINGS- Various Chapter membership meetings, or sub-divisions thereof (Special Membership, Regional [See Clause A., & Sect. 2.], Board, etc.) shall be held at such times and places as determined and published by the Board or Chapter unit.

- Clause A- ANNUAL MEETING- An Annual meeting shall be held, usually in January or February, for finalizing election matters, the installation of Officers and other Board members, and to conduct business, programs or any approved Chapter activities. Other meetings (Membership,

- Special or Regional) may be set by the Board or by petition to the Board by 10 or more Chapter Members.
- Clause B- MEETING NOTICE- Members must be notified at least 45 days prior to the Annual Meeting and 15 days prior to Special/ Region Meetings (Sect. 2., below).
 - Clause C- BOARD MEETINGS- The Board (Art., I., Sect. IV.) shall meet 45 to 60 days before the Chapter Annual Meeting; or at the Annual Meeting, but prior to the annual Business Meeting; and if necessary following the annual business Meeting. Other Board Meetings shall be quarterly on a previously agreed-upon schedule.
 - Clause D-QUORUM- quorum for Membership meetings shall be the presiding and two other Officers and eight other Board Members (including 3 Regional Representatives), plus 10 other chapter Members. Quorum for Board meetings shall be the presiding and two other Officers and six other Board members, including three Regional Representatives. Quorum for Executive Committee (Art. VIII.) meetings or actions require meeting or communication with all Executive Committee members to act on or finalize business authorized by the Board.
 - Clause E-AGENDA AND MEETING RULES- The authorized convening Officer must prepare a Meeting Agenda with prior opportunity for receipt of items of business from any Chapter Member for inclusion in the Agenda. Order of business and parliamentary procedures shall follow *Robert's Rules of Order*, latest revision.
 - Clause F-BYLAWS- Approved Chapter Bylaws (Art.'s I. -X.) shall be the operational document for any Chapter, Board or Committee meeting.

Section 2. SPECIAL MEETINGS- Special meetings of the Membership, Board or Region (see Sect. 1., above) may be called by the Board or Chapter unit. Only agenda items listed as the reason for call of such meetings can be acted upon at such Special Meetings.

Article VII. MANAGEMENT AND FINANCES

Section 1. BOARD- The Chapter shall be governed between Annual Member or Special Member Meetings by a Board, but in accordance with this operational document (Art.'s I- X.).

- Clause A- CONDUCT- The Chapter board shall conduct Chapter, business and activities in conformance with the chapter's and TWS' Bylaws. The Board is authorized to act in its business meetings and other activities for the Chapter between the annual and other Member Meetings and report its interim actions to Members via distributed meeting minutes or reports. A Board action may be over-ridden by majority vote of Chapter Members in good standing at the Annual meeting or a duly called Special meeting (Art. VI., Sect. 2).
- Clause B-ATTENDANCE- (See Art. VI., Sect. 1., Clauses C.-F. and Sect. 2.) Other Chapter Members and invited outside persons may attend Board/Chapter Business/ Committee (Art. VIII.) meetings, but cannot participate therein unless by prior agenda request or asked by a Board or Committee Member to do so during a meeting. Other attending Members have no vote at Board or Committee meetings.

Section 2. FINANCES- Funds of the Chapter shall be received, recorded, managed and reported by the Treasurer (Secretary.-Treasurer.*) per Bylaws direction, including the following:

- Clause A-FUNDS- Chapter funds shall be derived from dues and other activities approved by the Board or by membership vote (e.g., special assessments, work projects, contributions, publications, and special fund-raising activities). Funds shall be placed in a Chapter account(s) of a federally insured bank or savings and loan association with co-signatures of the Treasurer and other Chapter officer.
- Clause B-ACCOUNTABILITY- The Treasurer's* records will be examined annually or as needed (See Art. VIII., Sect. 2.). The Treasurer* and co-signer need not be bonded.

Section 3. REPORTS- Within 30 days after the Annual Meeting (or Special Member or a Special Board meeting,) The President or Secretary.-Treasurer.* shall report actions to the Executive Director of TWS as required. These include required annual reports, activity time sheets, and election results from the Secretary* and a statement of calendar-year incomes and expenses with starting and ending balances from

the Treasurer*. Certain annual reports must be submitted on due dates each year for federal tax reporting by TWS. If the Chapter Annual Meeting occurs at an off time, TWS personnel shall be notified. TWS Executive Director and NCS President shall receive copies of key Chapter reports, documents and correspondence as required and to promote adequate information interchange.

Section 4. FILES- The Chapter shall maintain files containing: Bylaws and minutes of all called Chapter and Board meetings; reports, financial statements, records and all other key materials pertinent to the affairs of the Chapter. A "Procedure For Filing" will be kept in the files for easy reference. An "Operations Manual" provided by TWS will be maintained by the President with written record of its transfer to an incoming President, and a copy of such forwarded to proper TWS staff.

Section 5. RESOLUTIONS AND PUBLIC STATEMENTS: Two or more Members may submit statements, resolutions or conservation reviews on matters or issues pertinent to the Chapter membership and/or wildlife resources to the Conservation Issues Review Committee (Art. VIII., Sect. 2., Clause B.) via the President for proper Chapter committee referral. The President will place this matter on the Board's next meeting agenda, requesting report of action on the matter submitted. If the issue or matter requires more expediency, the President will act accordingly. Actions and public statements, if any, regarding such issues or resolutions must have Chapter membership or Board approval. If involved in new policy, these must be approved by TWS Council before these can become a public statement or published resolution other than in the *NEWSLETTER* or at called meetings of the Chapter. Only then can any designated Member present such on behalf of the Chapter. Copies of the statement or resolution issued shall be provided to TWS and NCS, and shall occur in the next issue of the *NEWSLETTER*. Thus, all such developed Chapter statements must conform to TWS Operations Manual, append's .421 a. and b., regarding guidelines for conservation affairs activities.

Article VIII. Committees

Section 1. APPOINTMENTS- The Chapter president shall consult with and consider suggestions of Board members in appointing Chairpersons of all Standing and Special Committees (Art.'s V. and VIII.). All Committee Chairpersons shall submit a written summary of Committee activities to the President and Secretary* 30 days before the opening of the Chapter Annual Business Meeting (Art. VIII., Sect. 3.).

Section 2. STANDING COMMITTEES AND THEIR RESPECTIVE DUTIES:

- Clause A-AUDIT- This Committee's Chairperson and at least two Committee members shall review the financial records and support documents of the Treasurer (or Secretary.-Treasurer.*) for the Audit Report given at each Annual Business Meeting or prior to a change in the office of Treasurer (or Secretary.-Treasurer.*), or as needed.
- Clause B-CONSERVATION ISSUES REVIEW- The President, as Chairperson, with the President-Elect and Past-President shall select or receive for preliminary review from two or more members (Art. VII., Sect. 5.) legislative proposals, administrative regulations, environmental assessment and impact statements, or other subjects or issues affecting wildlife or wildlife habitats within the State of Minnesota, or elsewhere if appropriate, that warrants timely review. After preliminary review, such selected or received matters shall be submitted to an appropriate Special Committee for complete review and recommendations to the Board. The President can ask any Chapter member to assist in conservation issue reviews (i.e., RIM or others) or involve outside persons having expertise.
- Clause C-EXECUTIVE COMMITTEE- At least three elected Chapter officers, including the President and Secretary (or Secretary. Treasurer.*), and two other Board members serve as an executive body to conduct authorized interim Board business.
- Clause D-MEMBERSHIP- This committee shall strive to encourage the maximum number of qualified persons (Art. II. & Art. IV, Sect.'s 2. and 3.) residing in or working in the State of Minnesota to become members of TWS and Chapter through committee activities, cooperatively with other appropriate committees, or with other units of TWS. The Regional Representatives and the Chapter Secretary* or their needed designees are among this committee's members. The Membership Database Coordinator shall chair the membership committee, and the past-president

shall recruit members and report membership information to the board for the Membership Database Coordinator.

- Clause E-NOMINATIONS AND ELECTIONS- See Art. V., Sect. 1.
- Clause F-PROGRAM AND PUBLICITY- Duties of this committee are: 1) Work with the President to maintain and develop activities to fulfill the Chapter's objective and implementation principles (Art. II.); 2) Cooperate with the President and others, to plan and arrange needed programs for the Annual Chapter and Business Meetings (and any called meeting) so that the President is given, well before meeting dates, a completed program outline for each, including a program format and Business Meeting agenda. The President, in consultation with the Board and appropriate committees, will develop and finalize the program and business items in time to send a meeting announcement and registration details to members; and 3) This committee shall seek and employ methods of informing the Chapter membership, TWS units and the public, if appropriate (Art. VII., Sect. 5.), of current or proposed Chapter wildlife management programs and other activities. The chair of this committee is the appointed Newsletter Editor. Permanent members of this committee are the President-Elect, Webmaster and Historian. Duties of these positions are: The Newsletter Editor obtains information from the membership, Board Officers, Regional Representatives, Committees, and also from outside sources for distribution in the Chapter's newsletter, issued to all members quarterly. The Historian maintains archives for the President, Secretary, and Treasurer at a secure location, keep a current listing of archive contents, and update Chapter history as needed. The Webmaster maintains and updates the chapter website and its contents so that the site remains current and communicates with TWS so that the Chapter remains current on Parent Chapter website policy and opportunities.

Section 3. SPECIAL COMMITTEES AND DUTIES- Special Committees can be established and discharged by Board action as needed. These currently are:

- Clause A-AWARDS -This committee shall develop a brief statement, approved by Boards (on file), regarding its own composition, tenure and operation, to provide special recognition of competence or the accomplishments of individuals or organizations responsible for exemplary achievements benefiting wildlife or related natural resources. Recognition shall be in the form of awards (e.g., the Minnesota Award or Organization Achievement Award), certificates or other means described in the committee's statement of operation. A committee file shall be maintained of activities, actions and historical records. The committee must have prior approval of the Board for expenditure of Chapter funds, must provide a list of recognitions to be presented annually (but not all recipients' names), and provide well in advance of the presentation ceremony or procedure, the form of the recognition awards to be presented, be it plaque, certificate, etc.
- Clause B- BYLAWS REVIEW - This committee shall be appointed as needed (Art. X.).
- Clause C. COWCH Project – Coordinate Chapter COWCH project, assist potential interviewers with accomplishing an interview and getting appropriate materials for their interviews, and ensure that the state and national archives of these interviews are up to date.
- Clause D- FOREST ISSUES - See Art. VIII., Sect. 2., Clause B and other pertinent forest issues that the committee and/or Board decide as warranting action.
- Clause E- FUNDRAISING- Committee activities self-explanatory but must be approved by Board. One member of the Program and Publicity Committee (Art. VIII., Sect. 2., Clause F.) shall serve on this committee as shall the Regional Representatives.
- Clause F. MCF/FWLA REPRESENTATIVE - Represent the Chapter on the organizational board, makes recommendations to the Governing Board when actions are needed, develop positions on pertinent issues and inform the President and Governing Board of findings, and assist the President in writing position papers and drafting resolutions on appropriate issues.
- Clause G- PRAIRIE AND FARMLAND ISSUES - See Art. VIII., Sect. 2., Clause B and other pertinent prairie and farmland issues the committee decides require action.
- Clause H. STATEWIDE ISSUES - See Art. VIII., Sect. 2., Clause B, and other pertinent issues the committee decides that warrant action.

- Clause I. STUDENT RELATIONS - Maintain the mentoring program, act as the liaison between the Chapter and the student chapters and students not associated with student chapters, and work with student chapter advisors as needed.
- Clause J. USDA NRCS TECHNICAL COUNCIL REPRESENTATIVE - Represent the Chapter on the state Technical Council, makes recommendations to the Governing Board when actions are needed, develop positions on pertinent issues and inform the President and Governing Board of findings, and assist the President in writing position papers and drafting resolutions on appropriate issues.
- Clause K- WETLAND ISSUES - See Art. VIII., Sect. 2, Clause B, and other pertinent wetland issues the committee decides that warrant action.

Section 4. INHERENT CHAPTER COMMITTEE RESPONSIBILITIES- All members of a Chapter Committee, individually and collectively in their actions and recommendations, shall be in compliance with TWS affiliation criteria (Art. 1., Sect. 3) and maintain an interchange of information between the Committee and both the Board and the Chapter membership. Committee activities involving finances and Committee recommendations must have Chapter Board approval prior to implementation. Chapter Committees shall have:

- Clause A- ACCOUNTABILITY- All committees shall be accountable by activity records maintained in a Committee file, and submission of an annual Committee report.
- Clause B- TENURE- All appointed Committees/members shall serve until a new Committee/member is appointed in their stead by action of the President, the Board, or Committee Chairperson or until duties assigned by the President, Board or Committee Chairperson have been completed and the Committee is discharge by Board action.

Article IX. Chapter Dissolution

Chapter dissolution approved by the Board shall include authorization of the Executive Committee to transfer all assets, accrued income and other real properties to TWS council with the understanding that said assets will be held for up to five years from the dissolution date for redistribution to another Chapter that may be established in the same geographical area within said 5-year period. If another Chapter is not established within said area and time period, TWS Council may use or distribute these assets of income or properties as best determined by actions of TWS Council in accordance with Society Bylaws.

Article X. Bylaws Amendments

The Bylaws Review Committee (Art. VIII., Sect. 3.) as necessary and routinely at five-year intervals (in 1992, 1997, 2002, 2008, etc.) shall review and recommend Bylaws Amendments to the Chapter Board for approval, or inform the President that revisions or amendments are not necessary. This committee's charges shall be in ample time to complete reviews and recommendations by specified dates. Procedures and recommendations of this committee shall be in conformance with TWS' policies. Bylaws Review Committee revisions and amendments given final approval by the Chapter Board and TWS Council are to be accepted as modified and adopted Bylaws of the Chapter, providing no definite policy change or new policy is involved and members are so notified. Revisions and amendments that do involve definite policy change or new policy must be approved by the Chapter membership via the *NEWSLETTER* or at an Annual or Special Meeting (Art. VI., Sect. 1., Clauses B. and C. [Members absent from such a meeting may file an absentee vote concerning approval]) and also have approval of TWS Council. Following TWS' Council approval of Chapter Bylaws, the Chapter membership shall be advised, including any required changes via the *NEWSLETTER*, and corrected copies shall be sent to TWS, the NCS, to all Chapter Board members and Chapter Members who request a copy. The Chapter Secretary (or Secretary.-Treasurer.*) shall have on hand copies of the Chapter Bylaws for use at duly called meetings of the Chapter, Board, the Executive Committee, or a Standing or Special Committee of the Chapter (Art.'s I., VI., and VIII.).

Revision & Review History

These Bylaws state the Minnesota Chapter was organized March 11, 1962. Before then, the Minnesota Section of TWS operated under a different set of bylaws. The Minnesota Section was approved on March 7, 1948.

The above revised Bylaws of the Minnesota Chapter of the Wildlife Society were completed after a Revision Draft was accepted by the Chapter's Board on May 12, 1992, for final draft preparation with minor changes and editing. This Final Draft of the Bylaws was then to meet the approval of three Chapter officers (approved by President Artmann, Past-President Kitts and President-Elect Merrill Frydendall as of June 27, 1992.) prior to being sent to The Wildlife Society (TWS) for approval per President Artmann's instructions. Mailing date to TWS was 06 July, 1992, with copies to Chapter Secretary.-Treasurer. Kurt Haroldson and President Artmann. Bylaws were approved by TWS [7/22/1992] & MN Chapter Governing Board [8/21/1992].

The Operations Manual and Bylaws were reviewed in 1996. Subsequent reviews did not result in any revisions.

An electronic version of the Operations Manual and Bylaws was created in February 2007.

The Operations Manual and Bylaws were reviewed in 2008 by Gary Huschle, Stacy Salvevold (past-president), and John Loegering (president-elect). Several revisions were proposed and adopted (2/11/09). The Parent Chapter suggested several non-substantive revisions to bring the Minnesota Chapter documents in line with the parent chapter bylaws and policy. All changes were reviewed by the governing board, and approved in June 2009, but were inadvertently not forwarded to the parent for final approval. That final step was completed in June 2010.

Appendix A. Past officers of the Minnesota Chapter of The Wildlife Society

Presidents serve 3-year term as president-elect, president, and past-president.

Year	President	Secretary / Treasurer	Newsletter Editor
2011	Mike Larson		
2010	Greg Hoch	Richard Olsen / Charlotte Roy	Eric Dunton
2009	John Loegering	Richard Olsen / Sara Vacek	Eric Dunton
2008	Steve Kittleson	Richard Olsen / Sara Vacek	Eric Dunton
2007	Stacy Salvevold	Richard Olsen / Sara Vacek	Laura Bonneau
2006	Dave Trauba	Laura Bonneau	Shelley Gorham
2005	Doug Wells	Laura Bonneau / Bob Osborn	Shelley Gorham
2004	Mark Hanson	Bob Osborn	Shelley Gorham
2003	Bill Faber	Doug Wells	Shelley Gorham
2002	Jeanine Vorland	Doug Wells	Shelley Gorham
2001	Gary Huschle	Gretchen Mehmel	Joel Huener
2000	Martha Minchak	Gretchen Mehmel	Joel Huener
1999	Janet Boe	Gretchen Mehmel	Margaret Anderson
1998	Jack Mooty	Gretchen Mehmel	Margaret Anderson
1997	Bob Fedeler	Dave Olfelt	Margaret Anderson
1996	Kelly Cable	Dave Olfelt	Margaret Anderson
1995	Kurt Haroldson	Lisa Mueller	Janet Boe
1994	John Moriarty	Lisa Mueller	Janet Boe
1993	Merrill Frydendall	Kurt Haroldson	Donna Compton
1992	Joe Artman	Kurt Haroldson	Donna Compton
1991	Joe Artman	Ken Varland	Rob Bouta
1990	James Kitts	Ken Varland	Rob Bouta
1989	Al Berner	Mike Zicus	Lisa Mueller
1988	Ed Boggess	Mike Zicus	Lisa Mueller
1987	Carl Madsen	Rebecca Halbe	G. Mehmel-Bengston
1986	Barbara Hill	Julie Lee	G. Mehmel-Bengston
1985	Robert Djupstrom	Julie Lee	G. Mehmel-Bengston
1984	Ed Lindquist	Steve Caron	Barbara Hill

Appendix A. Continued - Past officers of the Minnesota Chapter of The Wildlife Society

Year	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
2011						
2010						
2009	Mike Zicus	Mike Larson	Beau Liddell	Curt Vacek	Emily Hutchins	Mike Malling
2008	Mike Zicus	Mike Larson	Beau Liddell	Curt Vacek	Emily Hutchins	Bruce Hawkinson
2007	Mike Zicus	Mike Larson	Sheldon Myerchin	Curt Vacek	Emily Hutchins	Bruce Hawkinson
2006	Mike Zicus	Mike Larson	Sheldon Myerchin	Curt Vacek	Emily Hutchins	Bruce Hawkinson
2005	Wayne Bringer	Mike Larson	Sheldon Myerchin	Curt Vacek	Emily Hutchins	Bruce Hawkinson
2004	Wayne Bringer	Mike Larson	Sheldon Myerchin /Curt Vacek	Curt Vacek	Emily Hutchins	Bruce Hawkinson
2003	Maggie Anderson	Dick Buech	Fred Bengston	Dave Trauba	Nick Gulden	Bruce Hawkinson
2002	Maggie Anderson	Dick Buech	Fred Bengston	Dave Trauba	Nick Gulden	Bruce Hawkinson
2001	Shelley Gorham	Dick Buech	Fred Bengston	Dave Trauba	Nick Gulden	Steve Kittleson
2000	Shelley Gorham	Mike Schrage	Fred Bengston	Wendy Kreuger	Nick Gulden	Steve Kittleson
1999	Gary Huschle	Mike Schrage	Dave Pauly	Wendy Kreuger	Mike Tenney	Steve Kittleson
1998	Gary Huschle	Mike Schrage	Dave Pauly	Wendy Kreuger	Mike Tenney	Steve Kittleson
1997	Gary Huschle	Mike Schrage	Jeanne Holler	Wendy Kreuger	Eric Nelson	Steve Kittleson
1996	Gary Huschle					
1995	Doug Wells	Mary Shedd	Brad Ehlers	Don Nelson	Eric Nelson	Sean Kelley
1994	Doug Wells	Kelly Cable	Brad Ehlers	John Schladweiler	Eric Nelson	Rob Bouta
1993	Rob Naplin	Kelly Cable	Dave Johnson	John Schladweiler	Jeanine Vorland	Rob Bouta
1992	Rob Naplin	Bill Berg	Dave Johnson	Steve Erickson	Jeanine Vorland	Lloyd Knutson
1991	Brian Winter	Bill Berg	Fred Bengston	Kurt Haroldson	Mike Tenney	Lloyd Knutson
1990	Brian Winter	Kevin Kotts	Fred Bengston	Cathy Fouchi	Mike Tenney	Lee Pfannmuller
1989	Larry Lewis	Kevin Kotts	Gary Drotts	Cathy Fouchi	Jon Cole	Lee Pfannmuller
1988	Larry Lewis	Dave Kanz	Gary Drotts	Doug Wells	Jon Cole	
1987	Mike Zicus	Dave Kanz	Mike Loss	Doug Wells	Jeanine Vorland	Steve Merchant
1986	Mike Zicus	Tom Biebighauser	Mike Loss	Ken Varland	Jeanine Vorland	Lloyd Knutson
1985	Norm Moody	Tom Biebighauser	Mike Loss	Ken Varland	Tony Stegon	Lloyd Knutson
1984	Norm Moody	Dave Dickey	Mike Loss	John Schladweiler	Tony Stegon	Joan Galli

Appendix B. Past committee chairs

Year	Audit	Awards	Forest Issues	Fundraising	Archivist/Historian	Membership
2011						
2010	Gretchen Mehmel	Thom Soule			John Moriarty	Brian Haroldson
2009	Gretchen Mehmel	Martha Minchak	Tim Quincer	Norm Moody	John Moriarty	Brian Haroldson
2008	Gretchen Mehmel	Martha Minchak	Tim Quincer	Norm Moody		Brian Haroldson
2007	Gretchen Mehmel	Martha Minchak	Tim Quincer	Norm Moody		Dave Trauba
2006	Gretchen Mehmel	Martha Minchak	Tim Quincer	Norm Moody		Doug Wells
2005	Gretchen Mehmel	Martha Minchak	Tim Quincer	Norm Moody		Mark Hanson
2004	Rick Horton	Janet Boe	Norm Moody	Norm Moody		Bill Faber
2003	Rick Horton	Janet Boe	Norm Moody	Norm Moody		Jeanine Vorland
2002		Janet Boe	Norm Moody	Norm Moody		Gary Huschle
2001	Bill Berg	Bill Berg	Norm Moody	Norm Moody & Larry Olson		Martha Minchak
2000	Bill Berg	Bill Berg	Norm Moody	Norm Moody & Larry Olson		Janet Boe
1999	Bill Berg	Brad Ehlers	Norm Moody	Norm Moody		Jack Mooty
1998	Bill Berg	Brad Ehlers	Norm Moody	Rick Julian & Rob Naplin		Bob Fedeler
1997	Bill Berg	Brad Ehlers	VACANT	Steve Kuftrin		Kurt Haroldson

1996	Bill Berg	Brad Ehlers	Jack Mooty	Steve Kufrin		Kurt Haroldson
1995	Bill Berg	Brad Ehlers	Jack Mooty	Steve Kufrin		John Moriarty
1994	Bill Berg	Steve Erickson	Kurt Rusterholtz	Steve Kufrin		Merrill Frydendall
1993	Bill Berg	Herb Conley	Dick Buech			Joe Artmann
1992	Bill Berg	Herb Conley	Dick Buech	Rick Julian		Jim Kitts
1991	Bill Berg	Tom Isley	Peter Jordan	Rick Julian		Al Berner
1990	Bill Berg	Carl Madsen	Peter Jordan			
1989	Bill Berg	Carl Madsen	Peter Jordan			
1988		Larry Nelson				
1987		Larry Nelson				
1986		Dan Svedarsky		Jack Mooty		
1985		Dan Svedarsky		Jack Mooty		
1984		Jim Cooper		Jack Mooty		

Appendix B. Continued - Past committee chairs

Year	Prairie/Farmland Issues	Professional Enhancement	Statewide Issues	Student Relations	Wetland Issues	RIM Rep
2011						
2010						
2009	Greg Hoch	<i>Committee discontinued</i>	Bill Faber	Jim Berdeen & Mark Hanson	Mike North	
2008	Greg Hoch	Gary Huschle	Bill Faber		Mike North	
2007	Greg Hoch	Gary Huschle	Bill Faber		Mike North	
2006	Greg Hoch	Gary Huschle	Bill Faber		Mike North	
2005	Dave Pauly	Gary Huschle	Bill Faber		Mike North	
2004	Dave Pauly	Gary Huschle	VACANT		Mike North	
2003	Dave Pauly	Gary Huschle	Pam Perry		Mike North	
2002	Dave Pauly	Pamela Deerwood	Pam Perry		Mike North	
2001	Dave Pauly	Dan Frenzel & Pamela Deerwood	Pam Perry		Mike North	<i>Committee discontinued</i>
2000	Kurt Haroldson	Dan Frenzel	Pam Perry		Mike North	Kevin Lines
1999	Kurt Haroldson	Dan Frenzel	Pam Perry		Mike North	Kevin Lines
1998	Kurt Haroldson	Dan Frenzel			Mike North	Kevin Lines
1997	Jack Arnold, Jr.	Dan Frenzel			Doug Norris	Kevin Lines
1996	Jack Arnold, Jr.	Dan Frenzel			Doug Norris	Kevin Lines
1995	Don Schultz	Dan Frenzel			John Schladweiler	Kevin Lines
1994	Don Schultz	Dan Frenzel			Ray Norgaard	Kevin Lines
1993	Don Schultz	Dan Frenzel			Sue Julison	Joe Artmann
1992	Don Schultz	Dan Frenzel			Larry Lewis	Joe Artmann
1991	Eric Nelson	Dan Frenzel			Larry Lewis	Joe Artmann
1990	Tom Keefe	Dan Frenzel				
1989	Tom Keefe	Dan Frenzel				
1988		Dan Frenzel				
1987		Dan Frenzel				
1986		Dan Frenzel				
1985		Doug Keran				
1984		Doug Keran				

Appendix B. Continued - Past committee chairs

Year	Webmaster	COWCH Project	MCF / FWLA Rep	Shallow Lakes Forum Rep	USDA NRCS Tech Council Rep	
2011						
2010	John Loegering	Nicholas Snavely	Bill Faber	Molly Trannel	Jodie Provost	
2009	John Loegering	Nicholas Snavely	Bill Faber	Molly Trannel	Jodie Provost	
2008	John Loegering					
2007	John Loegering					
2006	Shelley Gorham & John Loegering					
2005	Shelley Gorham & John Loegering					
2004	Shelley Gorham & John Loegering					
2003	Shelley Gorham & John Loegering					
2002	Shelley Gorham & John Loegering					
2001	Shelley Gorham & John Loegering					
2000	Shelley Gorham & John Loegering					
1999						
1998						
1997						
1996						
1995						
1994						
1993						
1992						
1991						
1990						
1989						
1988						
1987						
1986						
1985						
1984						

Appendix C. Past resolutions and position papers

Past resolutions {these need to be gleaned from past newsletters }

Past position papers and statements {these need to be gleaned from past newsletters }

2007: TWS Response to Governor's Task Force on Forest Products Industry Competitiveness, 2007

2007: Off-Highway Vehicles and Wildlife Impacts in Minnesota, March 22, 2007

2007: Recommendations for the 2007 Farm Bill, March 14, 2007

2002: Short Rotation Woody Crops in Minnesota's Historically Open Landscapes: Information, Concerns, and
Recommendations in Regard to Native Wildlife and Their Habitats, November 14, 2001

Appendix D. Past award winners of the Minnesota Chapter of The Wildlife Society.

MINNESOTA CHAPTER, THE WILDLIFE SOCIETY, AWARDS HISTORIES 1958-CURRENT

The Minnesota Award is our Chapter's highest award and is presented to an individual who has made outstanding contributions to Minnesota's wildlife and natural resources.

The Conservation Award is presented to an organization or institution that has shown an outstanding commitment to Minnesota's resources.

The Student Conservationist Award is presented to a Wildlife Major at a Minnesota college who had shown a commitment to wildlife, has high scholastic achievement, and shows promise as a future wildlife professional.

The Law Enforcement Award is presented to an individual who has demonstrated dedication and service to the protection of Minnesota's natural resources.

The Bob Fedeler Award is presented to one undergraduate and one graduate student who have a 3.0 or better GPA, a strong interest in a career in wildlife biology, be active in extracurricular activities, have a strong sense of public service and have demonstrated good communication skills.

The Janet Boe Memorial Award recognizes a professional woman or outstanding female graduate or undergraduate student who exemplifies the consummate natural resource scientist.

YEAR	MINNESOTA AWARD	CONSERVATION AWARD	STUDENT CONSERVATIONIST	LAW ENFORCEMENT	FEDELER AWARD	JANET BOE AWARD
1958	George Selke					
1959	Lytton Taylor					
1960	Jack Berryman					
1961	John Moyle					
1962	Arnold Erick					
1963	Samuel Eddy					
1964	Richard Dorer					
1965	William H. Marshall					
1966	George McCullough					
1967	Walter J. Breckenridge					
1968	Flick Davis					
1969	Grady E. Mann					
1970	Milton Stenlund					
1971	Robert Burwell					
1972	Robley W. Hunt					
1973	Art Hawkins					
1974	Dave Vesall					
1975	Ross Hanson					
1976	L. Daniel Frenzel					
1977	Laurits W. Krefting					
1978	Robert E. Farnes					
1979	Gordon W. Gullion					
1980	Max Partch					
1981	David Dickey					
1982	**					
1983	John Mathisen					
1984	Arlin Anderson					
1985	Carl Madsen					
1986	L. David Mech	Minnesota Waterfowl Association MN Chapter, The Nature Conservancy				
1987	John Scharf	Fish & Wildlife Legislative Alliance				
1988	Alfred Berner	Nicollet Conservation Club				
1989	Wallace Dayton	The Big Game Club-Special Projects				
1990	Edward Crozier	Friends of the Minnesota Valley				
1991	Roger M. Holmes	Pheasants Forever				
1992	Harvey Nelson	Itasca Community College	Eric Spadgenske	Doug Sandstrom	NEED TO FIND HISTORICAL NEWSLETTERS	
1993	Carrol Henderson	Clean Up Our River Environment	Dean Paron	David Mador		
1994	Jan Green	Sportsmen's Coalition Clean Minnesota River	Jane Mueller	Todd Manley		
1995	William E. Berg	Hennepin Co. Parks - DNR	Kent Sundseth	Larry Lewis		
1996	Alfred H. Grewe	Ducks Unlimited - Minnesota	Eric Rosenquist	David Duncan		
1997	Al Radtke	Central Lakes College - Natural Resources	Myron Weltikol	Jeff Bircherm		
1998	Larry R. Nelson	Rice Area Sportsmen's Clubs	Eric Thorson	John F. Smith		
1999	Dan Svedarsky	Minnesota Sharp-tailed Grouse Society	Shane Osborne	Martin Book		
2000	Robert Janssen	Izaak Walton League - Minnesota Division	Emily Spinler	Leland Owens		
2001	Larry Lewis	Minnesota Conservation Federation	Chad Nordstrom	Tom Provost		
2002	Ross Hier	Central Minnesota Audubon Society	Dan Oberg	Brian Mies		
2003	Francesca Cuthbert	KAXE Northern Community Radio	Tom Gorman	Joyce & Paul Kuske		
2004	Douglas Keran	Minnesota Prairie Chicken Society	Russell Kleinschmidt	Karl Hadrits		
2005	Terrance Wolfe	Stearns County Pheasants Forever	Nathaniel Emery	Richard Stoltman		
2006	Gary Huschle	St. Louis River Citizens Action Committee	Tim Barberg	Scott Staples	Micah Meyer	
2007	Lee Pfannmuller	Luverne and Mary Jo Forbord of Prairie Horizons Farm	Mary Jo Geldert	Gary Forsberg	Jessica Holmes	
2008	Janet Boe Brian Winter	Jane Bennett of Central MN Citizens for Responsible Growth	Chris Waltz	Jeremy Woinarowicz		Margaret Anderson

2009
2010

**Prior to 1981, awards were presented in year following recognition; since 1983, awards presented in year of recognition.

Appendix E. Past and Current Officers of Minnesota’s Student Chapters of The Wildlife Society at the University of Minnesota’s Twin Cities (UMTC), University of Minnesota, Crookston (UMC), St. Cloud State University (SCSU), and Minnesota State University, Moorhead (MSUM). Years indicates the beginning of the academic year (i.e., year 2000 begins Fall term, 2000).

Anyone with information to aid in filling this table is encouraged to contact the current state chapter president.

UMTC	President	Vice President	Secretary	Treasurer	Advisor
2000	Matthew E. Scott	Stefanie Friedrichs	Tessa Diedrich	Jennifer Sieracki	George Spangler
2001	Chad Nordstrom	Tessa Diedrich	Eleonore Wesserle	Carrie Nelson	George Spangler
2002					
2003					
2004					
2005					
2006					
2007					
2008	Erika Guenther	Devin Tunseth			
2009					
2010					
2011					
UMC	President	Vice President	Secretary	Treasurer	Advisor
2000	Emily Spinler	Adam Woltjer	Jenny Linder	Kara Clancy	John Loegering
2001	Emily Spinler / Dan Oberg	Dan Oberg / Nico Bennett:	Jenny Linder	Kara Clancy/ Ryan M. Gilbertson	John Loegering
2002	Dan Oberg	Nicol Bennett	Jenny Linder	Ryan M. Gilbertson	John Loegering
2003	Shawna L. Campbell / Jessica A. Larson	Stephanie M. Powell	Jessica A. Larson / Sara Schwerin	Ryan M. Gilbertson	John Loegering
2004	Russell Kleinschmidt	Stephanie M. Powell	Sara Schwerin	Chris Alford	John Loegering
2005	Nathaniel G. Emery / Sara Schwerin	Sara Schwerin / Larisa Skujins	Trenton Haffley	Mary Jo Geldert	John Loegering
2006	Trenton Haffley	Micah Meyers	Larisa Skujins/Alisha Maves	Holly Sandberg	John Loegering
2007	Luke Anderson / Jessica Holmes	Kristin Fritz	Jessica Holmes / Andrew Carrlson	Holly Sandberg	John Loegering
2008	Chris Waltz	Holly Sandberg	Andrew Carrlson	Melissa K. Mackedanz	John Loegering
2009	Jaime Mills	Lisa Gentle	Tammy Johnson	Adam Kleinschmidt	John Loegering
2010	Sean Johnson	Tim Knudson	Austin Link	Adam Kleinschmidt	John Loegering
2011					
SCSU	President	Vice President	Secretary	Treasurer	Advisor
2000	Melissa Olson				William Faber
2001					William Faber
2002	Andrew Frechette				Marco Restani
2003					Marco Restani
2004					Marco Restani
2005					Marco Restani
2006	Josh Melhorn				Marco Restani
2007	Matt Rose	Cory Napolitan	Lucas Wandrie	Melinda McGowan	Marco Restani
2008	Erin Lazorik	Ben Anderson	Lauren Michelsen	Melinda McGowan	Marco Restani
2009					
2010					
2011					
MSUM	President	Vice President	Secretary	Treasurer	Advisor
2008					
2009					
2010					
2011					