

# **OPERATIONS MANUAL**

**NORTH CENTRAL SECTION  
THE WILDLIFE SOCIETY**

Revised: January 2004

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## PREFACE

Purpose and Use. This manual has been assembled to assist officers and committee members of the North Central Section of The Wildlife Society in carrying out their duties and responsibilities.

This manual is for Society use only and should be conveyed to new officers. Each officer and the Section Representative is responsible for the use, care, and transfer of this manual.

Description of Manual. The manual is organized into major categories called "parts". Each "part" is subdivided by descriptive titles, coded by a decimal system, and identified by separators. Cross references are indicated parenthetically when related materials occur elsewhere in the manual. Pages are numbered only within sections, thus allowing for additions, deletions, or other alterations.

### Instructions for Manual Maintenance.

Transfer. It is the responsibility of each manual holder to ensure that an updated manual is transferred in its entirety to the appropriate succeeding officer or individual.

Amendments. Suggestions for additions, replacements, or other changes should first be sent to the manual holders (Section Officers and Section Representative) for comment. Final approval of amendments requires a majority vote of a quorum of the Executive Board. The Section membership must be notified of adopted changes at the next Annual Meeting.

As you use this manual, you will note ways to improve it. Please submit your suggestions to the Section Secretary.



## **POSITION DESCRIPTIONS AND DUTIES**

### **EXECUTIVE BOARD**

- 1.1 President
- 1.2 President-Elect
- 1.3 Past-President
- 1.4 Secretary
- 1.5 Treasurer
- 1.6 Chapter Representative
- 1.7 Section Representative

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### 1.1 TITLE: DUTIES OF THE PRESIDENT

The President is responsible for administering all North Central Section business. The President will organize and preside at the Section Executive Board meeting and Annual Meeting, appoint and direct committee chairpersons, and represent the Section in public and professional appearances, and through correspondence. The President shall have general supervision of the Section officers, shall appoint, with the advice of the Executive Board, the chairpersons of all regular and special committees, and shall be an ex-officio member of all committees, except the Nominating and Elections Committee. The President may represent the Section or appoint alternate representatives to other Section or Society Boards, committees, or meetings.

**1.11** During the term of office, the President will be called upon to conduct certain Section business at particular times of the year. The following is a flowchart of these duties and times:

**A. December:**

Assume presidency.

Assume responsibility for Society and Section Operations Manuals.

Within 20 days after the election of officers, send the Society the New Officer Report Form which should be available from the outgoing President. A copy of the form can also be found in the Society's Operations Manual. Provide a copy of the completed form to the Section Representative as well.

**B. January:**

Obtain from the President-Elect a current address list of Presidents of State and Student Chapters within the Section to determine membership of the Executive Board and to aid in the selection of committee chairpersons. This list may automatically be provided by The Wildlife Society.

Appoint committee chairpersons (for Nominating and Elections, Professional Award of Merit, Best Student Presentation and Best Student Poster, Resolutions and Public Statements, Membership, Program, Publicity, Audit, and Symposium and Publications Committees). Provide the Secretary a list of all committee members by the end of January (see 1.41, 1). The list should include name, address, telephone number, fax number and e-mail address. Contact the Program Committee of the host state for the next Midwest Fish and Wildlife Conference to make arrangements for judging papers for awards. In the event the meeting is held outside the Section, make arrangements with Section members in attendance for judging.

Obtain the recent results of judging for the Best Student Presentation, Best Student Poster (and perhaps Best Video) and send a congratulatory letter to the winners. Share the information with the President-Elect for inclusion in the spring/summer Newsletter. Remind the Secretary about preparing the awards for presentation later in the year.

**C. February:**

Prepare and send a letter requesting nominations for the Professional Award of Merit to the Executive Board by 15 February (see 2.21).

Prepare President's column for spring/summer Newsletter.

**D. April-July:**

Distribute Section's Student Chapter Award Nominees to Executive Board for selection of the award. See 2.23 page 1.

Contact committee chairpersons regarding progress on symposia, continuing education, awards, membership, etc.

**E. August-September:**

Plan tentative Executive Board and Annual Meeting agendas and contact Midwest Conference host state to arrange for meeting rooms for the Executive Board and the Annual Meeting.

Prepare President's column for fall/winter Newsletter.

Ask Nominating and Elections Committee Chairperson for names and backgrounds of nominees to be forwarded to the President-Elect for inclusion in Section Newsletter by 15 September.

The Professional Award of Merit Committee should select potential recipients of the award, if any, and submit a list of potential recipients with supporting information in decreasing order of preference to the President by 1 September preceding the Annual

Meeting. The President submits the ranked list of potential recipients to the Executive Board for their individual mail ballot which are returned to the President by 1 October.

Ballots are counted by the President.

**F. October:**

Work with officers, committee chairpersons, and host state to ensure that Annual Meeting arrangements (including facilities and assignments for judging presentations/posters) are completed.

Confirm meeting attendance by Section Representative, Society President, Executive Director, or Field Director.

Prepare, or have prepared, a citation for the Professional Award of Merit in accordance with the committee's and Executive Board's approval; present the original copy to the recipient and release copies to appropriate media at the time of presentation, and enter a copy in the President's file. Order, or have ordered, the official plaque suitably engraved 30 days before the Annual Meeting. The name of the recipient is kept confidential until the award is presented at the Midwest Fish and Wildlife Conference.

**G. November:**

Send Executive Board a copy of the draft minutes from the previous Board meeting in anticipation of approval at the upcoming December Board meeting (see 1.41, 3). Send tentative agenda for the upcoming Executive Board Meeting and Annual Meeting to Board members. Obtain confirmed election results from Chairperson of the Nominating and Elections Committee by 20 November. Contact newly-elected Section officers, State Chapter Presidents and the two representatives of Student Chapters inviting them to the Executive Board Meeting and the Annual Meeting. Contact unsuccessful candidates by letter thanking them for their candidacy.

**H. December:**

Preside at Executive Board meeting.

Preside at the Annual Meeting up to (but not including) the agenda item "New Business."

In odd years, Executive Board should vote on the next symposium topic (see 2.4). The Executive Board selects a symposium topic and appoints two symposium co-chairs for the symposium scheduled to be held 24 months in the future (December of the next odd year).

Present Section Awards at Midwest Fish and Wildlife Conference (see 2.2).

Represent Section at Midwest Fish and Wildlife Conference banquet, if held.

Install new Section Officers and Board members.

Plan and coordinate officer transition and transfer of records.

Transfer Society Operations Manual to new Section President.

Thank Society officers by letter for their service to the Section.

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### 1.2      **TITLE: DUTIES OF THE PRESIDENT-ELECT**

The President-Elect shall assume duties of President in the President's absence or upon the inability of the President to serve and shall perform any duties assigned by the President. The President-Elect should handle any special projects such as Bylaws revision, historical reviews, etc. as assigned by the President. The major responsibility of the President-Elect is editor of the Newsletter which is published twice yearly. The following timetable and guidelines will be useful to the President-Elect in producing the Newsletter:

**1.21**      During the term of office, the President-Elect will be called upon to conduct certain Section business at particular times of the year. The following is a flowchart of these duties and times:

**A.      January:**

Obtain from The Wildlife Society office, a current address list of State and Student Chapter Presidents within the Section. Provide a copy of the list to the President and keep a copy to use for requesting information for the Newsletter.

Arrange for a typist to prepare letters and other materials for the Newsletter.

Locate a reliable and convenient printer to print the Newsletter. Provide the printer a schedule of deadlines and specifications of Newsletter length and style.

**B.      February:**

Send letter to Chapters, Section President (copy Section Officers), and Section Representative requesting a Newsletter article on activities since the last Newsletter. These activities should include meetings, projects, public statements, awards, etc. that would be of interest to members of the Section. Deadline for return of material should be 15 March. Reminders to Chapter presidents are often necessary to obtain this information in time for publication. A phone call or two is generally sufficient, but a

Reminder letter sent around 1 March helps as well. Obtain current photographs of the President, President-Elect, Secretary, Treasurer and Section Representative for the next two newsletters.

A DUES REMINDER SHOULD BE INCLUDED WITH THE NEWSLETTER. The spring/summer Newsletter is sent to all Society members residing in the Section as an aid in the annual membership drive. Also send the Newsletter to the library on the campus of universities with a student chapter.

**C. March:**

Compile information for the Newsletter. Any special articles such as the President's messages, editorials, etc. should bear the name of the author. Format similar to previous issues.

The spring/summer Newsletter should include:

- The President's column with picture.
- The Section Representative's column with picture.
- News from each of the Chapters in the Section.
- Articles on special topics of interest to Section members.
- Summary of Annual Meeting minutes. If space permits, also include a summary of the Executive Board minutes.
- Treasurers Report
- Announcement of, Best Student Presentation and Best Student Poster Award winners from the most recent Midwest Fish and Wildlife Conference.
- A listing of future conferences, workshops, symposia, and other meetings with dates, locations, fees, etc.
- An item promoting the next Midwest Fish and Wildlife Conference.
- An item promoting The Wildlife Society's next Annual Conference
- Publications available and upcoming such as recent Section symposia.
- Pictures of the Section President, President-Elect, Secretary and Treasurer, including addresses, for the current year.
- A solicitation for interesting news items for the fall/winter Newsletter.
- A solicitation for nominations for the Section's Professional Award of Merit.
- A SECTION DUES REMINDER.
- A reminder of the 30 April application deadline for the Section's Student Chapter of the Year Award.
- A reminder of the 30 April application deadline for the National Chapter of the Year, and Student Chapter of the Year Awards.

- In odd years, an invitation for symposium proposals for the symposium scheduled 30 months from this newsletter (i.e., December of the next odd year).

Request from The Society, peel-off mailing labels for ALL Society members residing in the North Central Section. The list/labels from the Society must be combined with the list of Section members who paid their Section dues directly to the Section Treasurer in order to generate a complete list of individuals to whom the spring/summer Newsletter is mailed. The Section Treasurer will have a list of those members who paid the Section directly.

Make 25-50 extra copies of the newsletter for special requests and distribution at the Annual Meeting. Section officers are often mailed 2-4 copies each.

Decide on mailing arrangements early. If non-profit bulk mailing is needed, allow adequate time for the application (available from the local postmaster) to be processed. Obtain from the Treasurer a non-profit tax exemption document to accompany the bulk mail application. There is a cost savings with bulk mailing but also a time delay of 2 - 3 weeks compared to first class. Bulk mailing is suitable for the spring/summer Newsletter if mailed early, but the fall/winter Newsletter should be sent first class since it contains ballots which must be received 30 days prior to the Annual Meeting. There will be a smaller mailing of the fall/winter Newsletter because it is sent only to Section members. The bulk mailing permit number must be printed on the Newsletter. In some cases, the agency or University, etc., which the President-Elect is affiliated with, may already have a permit number which could be used by prior arrangement.

Provide a disk copy of the Newsletter to the Section Representative for use in posting on the North Central Section home page.

**D. April:**

Make arrangements with Treasurer for payment of typing, printing and mailing costs associated with the Newsletter.

Complete the Newsletter and deliver to printer along with photographs. An advance reservation can speed printing process. Determine number of copies from mailing lists and print 50 or so more for distribution at the Midwest Fish and Wildlife Conference. Ensure mailing of spring/summer Newsletter by 15 April.

Mail Newsletters to all Society members residing in the Section, all subscribers from the previous year (Society members living outside the Section, libraries, etc.), all Chapter Presidents (including Student Chapters) within the Section, and the Society

Executive Director and Field Director.

Submit to the Section Treasurer bills for newsletter preparation, printing and mailing.

**E. May:**

Start preparations for the fall/winter Newsletter.

**F. July:**

Obtain from The Wildlife Society office an updated officer list for State and Student Chapters (to solicit information for the fall/winter Newsletter). Many elections are held in the spring and offices change hands.

Arrange for a typist to type letters and material for the Newsletter.

Contact printer with schedules for the fall/winter Newsletter.

**G. August:**

Send letter to Chapters, Section President (copy Section Officers), and Section Representative requesting a newsletter article on activities since the last Newsletter. These activities should include meetings, projects, public statements, awards, etc. that would be of interest to members of the Section. Deadline for return of material should be around 15 September. Reminders to Chapter presidents are often necessary to obtain this information in time for publication. A phone call or two is generally sufficient, but a reminder letter sent around 1 September helps as well.

Request from The Wildlife Society a complete list of paid Section members. This list must be combined with the list of Section members who paid their Section dues directly to the Section Treasurer in order to generate a complete list of individuals to whom the fall/winter Newsletter is mailed. The fall/winter Newsletter is sent to Section members only (with the exception of libraries of student chapters - note: the library copies should *not* include a ballot). The President-Elect shall combine the two lists and provide one copy to the Secretary. The Secretary will send the same list this month to the Nominations and Elections Committee to aid officer candidate selection (see 1.41, 2).

A postcard ballot is prepared for inclusion with the fall/winter Newsletter (except for the library copies). It should contain a list of candidates, instructions, and should be addressed to the Section Secretary.

**H. September:**

Compile information for the fall/winter Newsletter.

The fall/winter Newsletter should follow examples of previous newsletters and may include:

- The President's column with picture.
- The Section Representative's column with picture.
- News from around the Section.
- Articles on special topics of interest.
- Information on the upcoming Midwest Fish and Wildlife Conference.
- Explanation on election procedures.
- Slate of candidates for office with biographical sketch and pictures.
- A listing of future conferences, workshops, symposia, etc., with dates, locations, fees, etc.
- Publications available and upcoming including Section symposia.
- Pictures and addresses of current Section President, President-Elect, Secretary, and Treasurer

**I. October:**

Complete Newsletter and deliver to printer along with printing order for ballots. Make arrangements with Treasurer for payment of typing, printing and first-class mailing costs associated with the Newsletter.

Ensure *first-class* mailing of fall/winter Newsletter by 15 October. Include postcard ballots addressed to Section Secretary. Request that ballots be returned by 10 November.

**J. December:**

Attend Section Executive Board Meeting and Annual Meeting held at the Midwest Fish and Wildlife Conference.

Bring 25-50 extra copies of each Newsletter for distribution at the Annual Meeting.

Assume duties of President of the Section beginning with the agenda item "New Business."

Meet with new officers and coordinate plans for the next year.

Complete transfer of Operations Manual and other necessary files and material.

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**1.3 TITLE: DUTIES OF THE PAST-PRESIDENT**

The immediate Past-President is an active and voting member of the Executive Board of the North Central Section of The Wildlife Society. The Past Presidents primary duties are to assist and advise the President in all matters concerning the Section and to conduct other duties as assigned by the President. The Past President serves as a key adviser to the President and may be asked to serve as chairperson of the Resolutions and Public Statements Committee (see 2.3)

The Past President is expected to attend Section Executive Board Meetings and the Annual Meeting; at the discretion of the President, the Past President will oversee various committees to ensure that they function properly.

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### 1.4      **TITLE: DUTIES OF SECRETARY**

The Secretary is an elected officer of the Section. Duties include the following:

1. Attend all Executive Board Meetings.
2. Record and maintain minutes of Annual and Executive Board Meetings.
3. Distribute copies of the Executive Board and Annual Meeting minutes to the following:
  - a. All Section Executive Board members (i.e., President, President-Elect, Secretary, Treasurer, Past-President, Section Representative, a representative from each State Chapter, and two Student Chapter Representatives).
  - b. Society Executive Director and Field Director. Minutes should be distributed as soon as possible after the meetings.
4. Prepare a *summary* of the minutes of Board Meetings and the Annual Meeting and send to the President-Elect for inclusion in the spring/summer Newsletter.
5. Maintain Section membership roll in conjunction with the Treasurer. Be sure to include members of the Section who are not members of the Society as well as those who are.
6. Order award certificates from Society and arrange for calligraphy and framing as needed for annual awards. Maintain a supply (or record the source of) official plaques for the Professional Award of Merit. Keep an example of an award plaque in the files to aid in the production of future plaques should a new source be required or chosen. Maintain a separate master list of *all* award recipients.
7. Forward all bills for mailing, printing and other costs to the Treasurer for payment or reimbursement.
8. Within 20 days after an election or other official action taken by the Section, provide a copy of such action to the Executive Director of The Wildlife Society and to the Section Representative.
9. Update Section History (see 4.1), adding current officers, symposia, special awards, and other important Section action programs by 30 November.
10. Serve as a member of the Nominating and Elections Committee.

**1.41** During the term of office, the Secretary will be called upon to conduct certain Section business at particular times of the year. The following is a flowchart of these duties and times:

**A. January:**

Obtain the current list of Section officers and committee members from the President (see 1.11, 2) and distribute to each member on the list. The list should include name, address, telephone number, fax number, and e-mail address.

Ensure that Operations Manuals have been transferred from outgoing to incoming officers and file transfer forms. Mail “Student Chapter Annual Report and Student Chapter of the Year Award Application” (App. 4.41) to each Student Chapter by 1 February.

**B. August:**

Send membership list to Nominations and Elections Committee to aid officer candidate selection. The President-Elect requires the same list for the fall/winter Newsletter (see 1.27). The Secretary should obtain the complete (combined) membership list from the President-Elect.

**C. October:**

Send President a copy of the draft minutes from the previous Executive Board and Annual meetings. The President will mail these to the Executive Board in November along with draft agendas for the upcoming Board and Annual meetings (see 1.11, 7)

**D. November:**

Update History of the Section (see 4.1), adding current officers, symposia, special awards, and other important Section action programs and prepare copies for distribution to Executive Board.

By 15 November, forward election results and ballots received to Nominations and Elections Committee Chairperson. The Chairperson is responsible for confirming the ballot count. The Nominating and Elections Chairperson is responsible for providing the President a confirmed ballot count by 20 November (see 2.12,f.).

**E. December-January:**

Annual Meeting

- a. Bring copies of previous years' Annual and Board meeting minutes, a copy of the Section's bylaws, a list of current Executive Board members (for roll call), the current Section membership list, and Society membership

- applications.
- b. Set up membership and symposia proceedings sales table in conjunction with Treasurer at Midwest. Coordinate sales of proceedings with Treasurer (see 1.51, 3) and Publications Sales Coordinator (see 2.41).
  - c. Read previous meeting minutes at Executive Board Meeting and take minutes (a tape recorder may be helpful).
  - d. Read previous meeting minutes at Annual Meeting and take minutes.

Promptly after the meeting, send a draft copy of the minutes of the Executive Board Meeting and the Annual Meeting to the Executive Board for their review. After their review, send a corrected final copy of the minutes to past officers and newly-elected Section officers, Section Representative, all Chapter Presidents (State and Student) within the Section, and the Executive Director, Field Director and President of The Wildlife Society. Final approval of the minutes must be obtained from members voting at the next appropriate meeting.

Within 20 days after the election of officers, send their names and addresses to the Executive Director of The Society and Section Representative.

The retiring Secretary should transfer records and Operations Manual to the newly-elected Secretary along with suggestions for changes, if any.

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**1.5 TITLE: DUTIES OF TREASURER**

The Treasurer is an elected officer of the Section. Duties include the following:

1. Maintain Section financial records and be responsible for Section funds. The Treasurer directly oversees the Section's General Fund and the Continuing Education Fund and coordinates closely with the Publication Sales Coordinator on the Symposium Fund account.
2. Maintain Section dues, records, and inform Secretary periodically of active members for the updating of the membership roll.
3. Sign checks paying bills for general operation of the Section. Monitor payments from the Symposium Fund account. All bills must be receipted and payments for all bills (other than Newsletter expenditures and petty cash disbursements) must be authorized by the Executive Board.
4. Meet with the Audit Committee prior to or at the Midwest Fish and Wildlife Conference for examination of the General Fund, the Continuing Education Fund and Symposium Fund account records.
5. Prepare and present financial statements for the Executive Board and Annual Meeting.
6. Arrange for the sale of symposia proceedings at the Midwest Fish and Wildlife Conference (see 1.441, 5-b) and 2.41, 12). Issue receipts for each symposium proceeding sold so that sales tallies for each proceedings are known.
7. Serve as a member of Executive Board of the Section.
8. Forward financial records, funds and Operations Manual to incoming Treasurer.

**1.51** During the term of office, the Treasurer will be called upon to conduct certain Section business at particular times of the year. The following is a flowchart of these duties and times:

**A. February-March:**

Ensure all funds are managed or invested appropriately (see Bylaws Article VII, Section 2, Clause C).

Receive General Fund, Continuing Education Fund, and Symposium Fund information from outgoing Treasurer.

Establish checking account for General Funds. A savings account is established for symposium funds by the Publications Sales Coordinator.

**B. February-December:**

Maintain Section dues and funds from membership and notify Secretary periodically of members who paid dues.

Pay Section bills from General Fund account.

Monitor symposium sales and account funds. Obtain report from Publications Sales Coordinator prior to Annual Meeting.

**C. December:**

Annual Meeting at the Midwest Fish and Wildlife Conference:

- a. Sell symposia proceedings (see 1.41, 5-b and 2.41, 12), record sales, and be responsible for sale monies.
- b. Provide cash box, receipt books, and about \$100 in change for selling symposia proceedings.
- c. Meet with Audit Committee for examination of the General Fund, Continuing Education Fund, and Symposium Fund records (if not done prior to the meeting).
- d. Present annual Treasurer's Report at the Executive Board meeting.
- e. Present annual Treasurer's Report at the Annual Meeting.
- f. Meet with new Treasurer, if present.

**D. January-February:**

Forward General Fund, the Continuing Education Fund, and Symposium Fund information and Operations Manual to newly elected Treasurer.

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### **1.6      TITLE: DUTIES OF THE CHAPTER REPRESENTATIVE**

The Executive Board of the North Central Section of the Wildlife Society includes a state representative from each member state with a State Chapter (usually the State Chapter President or the President's designee). In addition, 2 Student Chapter Representatives are elected annually at the Midwest Student Conclave.

Chapter Representatives are voting members of the Section's Executive Board. Their participation at meetings of the North Central Section Executive Board and the Annual Meeting is essential. Chapter Representatives should reflect the interests and concerns of their respective Chapters, are responsible through the Executive Board for guiding all activities of the Section, and should report to their respective memberships on activities of the North Central Section.

Chapter Representatives are responsible for ensuring representation of the Chapter at appropriate Section functions, either personally or through a designee.

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### **1.7      TITLE: DUTIES OF THE SECTION REPRESENTATIVE**

The Section Representative is elected by all voting members of the Society who reside within the North Central Section. The Section Representative serves for 3 years and can be re-elected to a second 3-year term. The Section Representative is a voting member of The Wildlife Society Council, the governing board of The Society. He/she is responsible for representing the interests of Society members residing in the Section on matters of policy, programs, and operations of The Wildlife Society.

The Section Representative appoints (with input from Chapter Presidents) and provides liaison with the Membership Coordinators of the Section (one per state). This network recruits new members and provides membership contact in each state (see 2.5 and Bylaws Article VIII, Section 2, Clause B). The Section Representative also appoints one member to the Student Affairs Committee of The Society. He/she also advises the President of The Wildlife Society on appointments to various committees of The Society.

The Section Representative is a voting member of the Executive Board of the North Central Section. He/she should make a verbal report on Society business at the Annual Meeting of the North Central Section. In addition, the Section Representative should attend as many Chapter and Student Chapter meetings as practical. The Society provides travel funds for this purpose.

It is recommended that the Section Representative routinely send a letter of congratulations and welcome to new State and Student Chapter Presidents within the Section.

- 1.71** During the term of office, the Section Representative will be called upon to conduct certain Section business at particular times of the year. The following is a flowchart of these duties and times:

**A. March:**

Attend Meetings of The Wildlife Society Council held in conjunction with the North American Wildlife and Natural Resources Conference.

Prepare Section Representative's column for spring/summer Newsletter of North Central Section including a summary of Council action at the March Council meeting (note: a very tight time schedule).

**B. September:**

Attend Annual Meeting of The Wildlife Society.

Prepare Section Representative's column for fall/winter Newsletter of North Central Section including, if possible, a summary of Council action at fall meeting (note: a very tight time schedule).

**C. December:**

Attend Executive Board and Annual Meeting of the North Central Section and make verbal report on Society affairs.

2.0

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### 2.1 TITLE: NOMINATING AND ELECTIONS COMMITTEE

#### 2.11 Nominations:

A Nominating and Elections Committee, including the Secretary, is appointed by President with the consultation of the Executive Board (see Bylaws Article V, Section 1).

The Committee shall prepare a slate of 2 candidates for each elected position; President-Elect, Secretary, and Treasurer.

A slate of candidates will be selected each year for a 1-year term of office except that the President-Elect will assume the Section presidency in the second year of the term.

1. All nominees must be current voting members of The Wildlife Society and Section.
2. The Nominating Committee shall obtain approval from the nominated candidates.
3. The nominee slate biographies and ballots shall be submitted to the membership via the fall/winter Newsletter at least 30 days prior to the Annual Meeting (see Bylaws Article V, Section 1, Clause C). It is recommended that a photograph of each candidate be included in the fall/winter Newsletter. This newsletter is mailed by 15 October, therefore the President-Elect should receive the biographies and photographs no later than 30 September.
4. A member may be elected for no more than 2 consecutive terms in the same office.
5. Each candidate will provide a vitae for inclusion in the fall/winter issue of the Section Newsletter which will present the candidates to the membership. The following outline should be followed for the vitae:
  - a. Education
  - b. Employment history
  - c. Wildlife Society activities

- d. Other professional affiliations
- e. Views

## **2.12 Balloting:**

- a. Written ballots should be received from members by the Secretary by 10 November. The Secretary should immediately count the ballots and forward the results by 15 November to the Nominating and Elections Committee and the President (see 1.41, 4). In the event of a narrow voting margin between candidates, the Secretary shall obtain a confirmation of the count. The Chairperson of the Nominating and Elections Committee is ultimately responsible for confirming the Secretary's total ballot count.
- b. Members in arrears shall forfeit their right to vote during the period of their delinquency.
- c. The President-Elect shall provide all voting members with a ballot on a self addressed form. This shall be included with the fall/winter Newsletter.
- d. The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than 1 elective position simultaneously.
- e. In the event of a tie vote, an uneven number of members of the Executive Board shall cast a secret deciding ballot.
- f. The Nominating and Elections Committee will forward balloting results to the President by 20 November (see 1.41, 4). The President will contact newly-elected officers in advance of the Annual Meeting informing them of results and inviting them to the Executive Board Meeting and Annual Meeting. The President will also contact unsuccessful candidates by letter thanking them for their candidacy.

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## **2.2 TITLE: AWARDS COMMITTEES**

Four awards are routinely presented by the North Central Section: A Professional Award of Merit (see 2.21); Best Student Presentation, Best Student Poster Awards for efforts at the Midwest Fish and Wildlife Conference (see 2.22), and a Student Chapter of the Year Award (see 2.23). A Best Video Award may also be offered (see 2.22)

Section awards are judged with assistance of 2 special committees: (1) Professional Award of Merit Committee (see 2.21), and (2) Best Student Presentation and Best Student Poster Committee (see 2.22). Committee chairpersons are appointed by the President with the consultation of the Executive Board. The President serves as an ex officio member of both committees. The Chairperson of the Best Student Presentation and Best Student Poster Committee is selected after consultation with the President of the State hosting the Midwest Fish and Wildlife Conference. The host State is asked to organize judging using standardized forms, procedures, and criteria provided by the Section President. The Section President presents the Professional Award of Merit (plaque) at the banquet of the Midwest Fish and Wildlife Conference. If no banquet is held, the award should be presented during the plenary session. If that is not possible, the award should be presented in such a manner as to maximize the recognition value. At the very least, the award should be presented at the Section's Annual Meeting. The awards for Best Student Presentation, and Best Student Poster are announced in the spring/summer Newsletter, and the certificates are presented no later than the next Midwest Conference.

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**2.21      TITLE:      THE NORTH CENTRAL SECTION PROFESSIONAL AWARD OF MERIT**

The Professional Award of Merit is bestowed by the North Central Section to Society members living in the North Central Section for outstanding professional accomplishments in wildlife conservation. The award is restricted to living conservationists who are or have recently been active within the geographic boundaries of the Section. The award is given only in those years in which a truly deserving candidate is available. No more than one such award is made annually. Criteria for judging the professional accomplishments of nominees include: (1) contribution to knowledge, (2) single outstanding acts, and/or (3) leadership over a period of several years in any area of wildlife work -- for example, research, wildlife law enforcement, management, administration or education -- as evidenced by publications, skillful development and/or application of effective management or educational programs or methods.

**Form of Award:**

The Professional Award of Merit consists of a plaque suitably engraved with the name of the award, the name of the North Central Section of The Wildlife Society, the recipient's name and the year bestowed.

**Professional Award of Merit Committee:**

To safeguard and perpetuate the integrity of the award, its presentation is under the control of a committee of 5 Section members, which the President appoints by 30 January of each year. The President, at the time of appointing the Committee, designates a chairperson to serve until the close of the next Annual Meeting. The President shall serve as ex-officio member of the Committee. The following procedures are established for the Professional Award of Merit:

1. The Committee works in confidence. Individuals nominated, but not selected, in a given year are eligible for consideration in a subsequent year. Nominations for consideration are solicited from the membership via the spring/summer Newsletter and from officers or members of The Wildlife Society Chapters within the Section via the Section President's letter of announcement to Chapter Presidents by 15 February. Members of the Awards Committee may solicit but not submit nominations while serving on the Committee. Nomination forms may be kept through 2 selection cycles.
2. A special form for presenting a full record of accomplishments and biographic data for nominees (see 4.2) is used to facilitate careful consideration of each nominee. The form is available from the Section President.
3. The Committee selects potential recipients, if any, and submits a list of potential recipients with supporting information in decreasing order of preference to the President by 1 September preceding the Annual Meeting.
4. The President submits the ranked list of potential recipients to the Executive Board for their individual mail ballot which are returned to the President by 1 October. Ballots are counted by the President.
5. Majority Executive Board approval is necessary for selection of a recipient.
6. The deliberations of the Professional Award of Merit Committee and the Executive Board are held in inviolable confidence. With the exception of the nominating form itself, the Committee's records are destroyed as are the Executive Board's ballots, deliberations, and memos.
7. A list of Committee members is maintained in the President's file as a permanent record but is not publicized or made known to the membership.
8. No award is granted to any person while that person is an officer of the North Central Section.
9. A list of recipients is maintained in the President's and Secretary's file and the "History of the Section" (4.1) should be updated accordingly. No record of nominees is maintained.
10. The President shall accept the majority vote of the Executive Board as authority and a mandate to order bestowal of the Professional Award of Merit to the nominee receiving such affirmative vote for the award.
11. The President prepares, or has prepared, a citation for the award in accordance with the Committee's and Executive Board's approval presents the original copy to the recipient, releases copies to appropriate media at the time of presentation, and enters a copy in the President's file.

12. The President orders, or has ordered, the official plaque suitably engraved 30 days before the Annual Meeting.
13. The name of the recipient is kept confidential until the award is presented at the Midwest Fish and Wildlife Conference.
14. The Secretary is responsible for maintaining a supply or source of official plaques for the award (see 1.4,6). The Secretary also maintains a separate master list of award recipients.
15. Following the bestowal of the award annually, the President passes nominating forms for each nominee eligible for nominations in the ensuing year to the incoming President.

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**2.22      TITLE:      BEST STUDENT PRESENTATION AND BEST STUDENT  
POSTER AWARDS**

The North Central Section of the Wildlife Society conveys awards annually for Best Student Presentation at the Midwest Fish and Wildlife Conference. Additionally, when poster presentations are scheduled for the Midwest Conference, the Section bestows a Best Student Poster Award.

The President of the Section will contact the host state to make arrangements for judging. The President shall serve as an ex officio member of this committee. NOTE: In the event the Midwest Fish and Wildlife Conference is held outside the Section, the President must make arrangements with Section members in attendance for judging. Preliminary planning is essential.

Presentations and posters are evaluated using standardized criteria and forms (see 4.31 and 4.32) provided by the Section President to the host state (or the judging chairperson). Selection criteria for Best Student Poster Award also apply to the Best Video Award, should the committee choose to present such an award. Evaluations from 3 judges are recommended for each presentation. Immediately following the conference, scores are determined by tabulating evaluation forms. The judging chairperson then notifies the Section President about the recipients. Awards (TWS certificates) are presented at the following Midwest Conference.

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### **2.23      TITLE:      STUDENT CHAPTER OF THE YEAR REPORT AND AWARD**

The NCS presents the Student Chapter of the Year award to an outstanding student chapter each year for its exemplary contributions to the Society's mission and goals. The goal of the award is to encourage and recognize exceptional achievements by Section student chapters. Active and effective student chapters are needed to achieve The Wildlife Society's goals, many of which are best addressed at the state/provincial or local level. Student chapters also strengthen the Society's membership recruitment and retention efforts by providing opportunities for member involvement in Society activities. The Student Chapter of the Year award pays tribute to this important unit of The Wildlife Society.

#### **Application Guidelines and Procedures:**

Student chapters are asked by the Secretary to report their annual activities to the Section on the form provided. The completed form will also serve as the Chapter's nomination for the award. The annual report/nomination form should be submitted to the President of the North Central Section, attn: Chapter Awards Committee, by **30 April**. *The chapter receiving the award is not eligible for recognition in the following year.*

Recipients of the Student Chapter of the Year award may excel in one or several areas. The Section's Executive Board serves as the selection committee. The Board considers the Society's goals and criteria in making their selection. Applicants should provide a complete and concise description of their student chapter's activity in each of the areas described; new initiatives (rather than ongoing programs) should be emphasized. Applicants must document the level of member participation in the various activities/initiatives, actual accomplishments, and their impacts on members, the profession, and resource management. All information must fit in the space provided, except where supporting documentation is specifically requested. Information provided *should cover only the previous year's activities*. In areas where there has been no student chapter activity or where information is not available, write "*does not apply*".

**Student Chapter of the Year Certificate and Recognition:**

The winning student chapter receives a special certificate at the Section's annual meeting award ceremony and their name is added to the Section's permanent records.

**Student Chapter of the Year Travel Grant:**

A travel grant of up to \$1,000 will be awarded to the student chapter that is named the Section's Student Chapter of the Year. The travel grant must be used to send a student delegation to the Midwest Fish and Wildlife Conference, The Wildlife Society's annual conference, or both in the year the award is made. The Student Chapter of the Year must further qualify for the grant by meeting the following criteria: (1) a minimum of three members of the student chapter must attend the conference and (2) the three individuals must be members of The Wildlife Society and cannot be recipients of other TWS travel grants that year. Grant monies are to be used by the student chapter for any travel expenses (transportation, lodging, meals, and registration) associated with sending a student chapter delegation to the annual conference. The conference is an excellent opportunity for students to learn about a wide range of research and management programs and to meet other students and wildlife professionals throughout the Midwest.

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### **2.3      TITLE: RESOLUTIONS, PUBLIC STATEMENTS, AND POSITION STATEMENTS COMMITTEE**

1.      The Resolutions, Public statements, and Position Statements Committee is a standing committee of the North Central Section of The Wildlife Society. The Committee is responsible for the review and submission of all Resolutions, Public and Positions Statement to the Executive Board. These 3 statements are defined as follows:
  - a.      Resolutions are a formal determination or expression of opinion usually organized and adopted at the Annual Meeting of the Section. Resolutions are not normally utilized by The Wildlife Society.
  - b.      Public Statements are brief, formal expressions of opinion presented at public meetings and hearings. Minimum format for Public Statement is presented within Subsection 6 of this section.
  - c.      Position Statements are formal, technical expressions of position on specific social or environmental issues impacting wildlife or wildlife habitat. The statement shall be complete enough with sufficient background and biological support to be a "stand alone" document capable of being used as a reference source by others.
2.      The Chairperson of the Committee frequently is the immediate Past-President. The President shall serve as an ex officio member of the Committee. The Committee Chairperson, with the President's assistance, shall appoint additional members who are willing to serve.
3.      The Committee shall receive proposed Resolutions, Public Statements, and Position Statements, from 2 or more members at any time, and submit and recommend action on such items to the Executive Board.

4. The Resolutions, Public Statements, and Position Statements Committee 1 will follow procedures set forth in Article VII, Section 5 of the North Central Section Bylaws to ensure they are consistent with The Wildlife Society policy.
5. Resolutions will be consecutively numbered with the last 2 numbers of the year preceding, i.e., Resolution 83-1, 83-2, etc. Resolution formats at a minimum, must include the following:
  - a. The title preceded by the respective number as outlined in segment 5 above,
  - b. several statements of facts preceded by the introductory phrase "whereas,"
  - c. one or more conclusion statements preceded by the introductory phrase "therefore let it be resolved," and
  - d. followed by a statement such as, "approved by the North Central Section of The Wildlife Society, 4 December 1983, St. Louis, Missouri.
6. Public Statements, if recommended and submitted to the Executive Board action, can be at the discretion of that Board voted upon by the Board or offered for a vote by general membership, as outlined in the Section's Bylaws. Formats for Public Statements should include the following as a minimum:
  - a. The title followed by "A Public Statement by the North Central Section of The Wildlife Society,"
  - b. several statements of facts preceded by the introductory phrase "whereas,"
  - c. one or more conclusion statements preceded by the introductory phrase "therefore let it be resolved," and
  - d. followed by a statement such as, "approved by the North Central Section of The Wildlife Society, 4 December 1983, St. Louis, Missouri."
7. Position Statements, when recommended and submitted to the Executive Board for action, can be voted upon by the Board if limited time is available or offered for a vote by the general membership, as outlined in the Section's Bylaws. Should the Board issue the Position Statement, they shall send copies of the statement to the membership within 15 days after approval. The minimum format to be used in Position Statements is as follows:

- a. The title shall be:

POSITION STATEMENT ON \_\_\_\_\_

By

The North Central Section of The Wildlife Society.

- b. INTRODUCTION is the heart of the statement and shall contain a history of the particular subject, well documented biological and technical statements concerning the impacts upon the environment by the subject action or potential impacts on the subject by proposed actions. The INTRODUCTION shall provide sufficient, impartial, scientific background to support the SUMMARY AND CONCLUSIONS.
- c. The SUMMARY AND CONCLUSIONS shall be clear, concise statements which can be itemized, if needed, leading the reader to the position being taken by the Section.
- d. Position Statements shall end with a precise THEREFORE statement, giving the Sections' position. A FURTHERMORE statement indicating any advocacy of the Section on the subject should follow the THEREFORE statement.
- e. Literature citations both in the body of the statement and in the LITERATURE CITED section shall be in accordance with the CBE Manual, 6<sup>th</sup> Edition or the latest issue of the Journal of Wildlife Management.
8. The Committee Chairperson shall retain and file all correspondence regarding Resolutions, Public Statements, and Position Statements until the time of passage, as well as maintaining and acquiring copies of past Resolutions, Public Statements, and Position Statements as a source of historical accomplishments by the Section. At the end of each year this information shall be forwarded to the Section Secretary.
9. The Committee Chairperson shall submit a written summary of the Committee's activities to the President and the Secretary before the close of each Annual Meeting.

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### **2.4      TITLE: SYMPOSIA COMMITTEES**

The North Central Section sponsors timely symposia on pertinent topics on an alternating year basis. Symposia presentations are made in conjunction with the Midwest Fish and Wildlife Conference generally during odd numbered years. The printed proceedings thereof are prepared and made available for distribution at the Midwest Conference 1 year following the symposium. Authors are invited to participate on assigned topics. Manuscripts represent scholarly treatments of original research or review papers. At least 3 years are required to adequately complete a symposium. Thus, 2 committees are engaged simultaneously in planning and/or completing the various aspects of Section symposia projects.

The following generalized timetable has been used successfully in recent symposia (- and + months depict the time required prior to or following symposia presentation):

-30 months -- President invites proposals from membership via newsletter.

-24 months -- December: Executive Board selects topic and Chairperson for symposium. The Section President serves as an ex officio member of the Committee.

-22 months -- February: Chairperson begins developing symposium theme, title, goals and objectives. Chairperson obtains files from most recent (previous) symposium chairperson to determine size of sessions, placement of symposium session into the Conference timetable, and number of fliers needed for inclusion in the call-for-papers.

-20 months -- April: Chairperson solicits potential symposium authors for specific topics and request commitments from them. Make sure there are at least 1-2 alternative authors for each paper in case the first choice cannot commit. Also have alternative topics in case there are no authors able to cover one topic. Select editor for proceedings.

-19 months -- May: Obtain oral commitments from paper participants and request they develop written outlines/abstracts.

- 18 months -- June: Request (via letter) inclusion of the symposium at the Midwest Conference from that conference Steering Chairperson. Give tentative length of the session(s), room requirements, and any other special needs.
  
- 17 months -- July: Target date for final roster of speakers and their topics. Provide manuscript preparation and podium presentation guidelines. Identify potential session moderators and develop a list of peer reviewers (3-5) for each paper. Select publicity/marketing committee responsible for developing pre-symposium publicity flier for call-for-papers mailing (Steering Chairperson will provide a number required for his working mailing list, assume inclusion in 2 announcements), reserving table space at conference for symposium display (advertising for the next symposium), ordering stationery and envelopes for symposium correspondence.
  
- 16 months -- August: Deadline for authors' written outlines/abstracts. Confirm room arrangements for session and/or author/chairpersons planning session.
  
- 15 months -- September: Return of reviewed abstracts to senior authors. Final written invitations to speakers and session chairpersons. Schedule a meeting room for authors, Chairperson, editor, and publicity committee to gather prior to symposium at the Midwest.
  
- 14 months -- October: Confirm session moderators and send them letters of appreciation as well as guides for their roles.
  
- 13 months -- November: Provide Section President with symposium prospectus.
  
- 12 months -- December: Chairperson attends Section Executive Board meeting to report on prospectus and symposium progress. Provide symposium fliers for distribution at Midwest.
  
- 11 months -- January: DEADLINE for first (rough) drafts with revised abstracts. Note: all first drafts must be in-house reviewed prior to submission to editor.
  
- 10 months -- February: Review manuscripts (ms.) via peers.
  
- 9 months -- March: Same as above.
  
- 8 months -- April: Return reviewed ms. to authors.
  
- 6 months -- June: DEADLINE for second draft of ms. Chairperson and editor review ms. for duplication of material. Make suggestions to authors for material to be presented on podium versus that in the paper. Provide Midwest Chairperson with paper titles, final abstracts, and timetable for symposium.
  
- 5 months -- July: Editor reviews ms. and resubmits to peers if necessary.

-3 months -- September: Return ms. for final work by authors. Send bid request letter to potential printers/or publishers.

-1 month -- November: DEADLINE for FINAL MS.! Provide pre-symposium publicity to news media (local radio stations, newspapers, and television) in concert with Midwest Publicity. Also provide symposium information for inclusion in S.A.F., A.F.S., and W.M.I. newsletters.

-00 -- December: Symposium moderators and speakers gather with Chairperson and editor to discuss final arrangements and become familiar with room set-up. Authors provide biographies. ANY REMAINING MS. ARE SUBMITTED AT THIS TIME. Symposium paper presentations at the Midwest Conference.

+1 month -- January: Receive any changes from authors on final ms. by mid-month.

+2 months -- February: Review bids and select printer. Complete final editing.

+4 months -- April: Submit ms. (hard copy for typeset or disk for scanning) and graphics to printer. Provide example proceedings to company and all artwork as PMTs.

+6 months -- June: Send page proofs to authors. Request a preassignment of a Library of Congress Catalog Card Number.

+7 months -- July: Printing (recommend no more than 1,000 copies).

+10 months -- October: Pre-proceedings publicity. Send informational combination order forms/fliers to: Outdoor Editors Association, various editors of outdoor magazines, editors of state conservation magazines, authors of book reviews in outdoor publications (e.g. National Audubon, Gun Dog, Audubon's Activist, American Birds, Wildlife Management Institute, National Wildlife Federation). Announcements of availability should take into account the theme of the proceedings (e.g. Pheasants Forever and Quail Unlimited were enthusiastic about the 1987 publication). Provide an item concerning the proceedings for The Wildlifer, NCS-TWS Newsletter, and all state Chapter Newsletters. A mailing list for receipt of the I/E fliers should include: college libraries with natural resource programs, the USFWS Information Service.

+11 months -- November: Proceedings available by order form through the NCS-TWS Publications Coordinator and on sale at other regional conferences.

+12 -- December: Sales of the proceedings at the Midwest Conference.

#### ADDITIONAL GUIDELINES AND SUGGESTIONS INCLUDE:

1. Pick top quality authors that will have the ability to address assigned topic and will meet assigned deadlines.

2. Format for the papers should follow the guidelines of the Journal of Wildlife Management. Format (size) for proceedings should be 6" x 9".
3. NCS-TWS Publication Sales Coordinator will handle book disbursement. The Chairperson is responsible for shipping or getting the proceedings to the Coordinator.
4. Executive Board should keep the price as low as possible but retain attractive format (e.g. most recent proceedings have color covers). Alternatives to reducing costs include: assistance for publishing via ASDI-FWS Division of Contracting and General Services depending on the theme, contributions from interested organizations such as Pheasants Forever, Max McGraw Wildlife Foundation, etc.
5. Editor, with the consultation of the Chairperson should select the publisher, select peer reviewers, design format, and solicit artwork for the proceedings.
6. The final product should be applicable to the Midwest region, but speakers and topics need not be restricted to the Section.
7. Symposium Chairperson should keep the President, Program Committee of the Midwest Conference, and the editor informed at least every month on progress.
8. Chairperson or invited moderators will be responsible for chairing sessions at the Midwest Conference.
9. Once the proceedings are at the printer, it should be widely announced. Appropriate outlets will depend on the theme. However, a general mailing of agencies, colleges, and organizations should be prepared. Annual mailings of available proceedings should include: the most recent symposium, past proceedings, costs, and other information.

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**2.41      TITLE: PUBLICATIONS SALES COORDINATOR**

The North Central Section Publications Sales Coordinator is a non-elected, appointed position designed to: (1) minimize the logistical problems associated with the annual transfer of symposia proceedings, and (2) provide an efficient procedure for the promotion, sales and distribution of the various proceedings. The Coordinator represents the Section following his/her appointment and approval by the Executive Board. No term of appointment is specified.

The Publications Sales Coordinator works under the auspices of the Section Treasurer who is responsible for the financial affairs of the Section.

Specific activities of the Publications Sales Coordinator include the following:

1.      Maintain individual sales records for symposia proceedings.
2.      Process book requests on a weekly basis.
3.      Arrange for the storage of symposia proceedings.
4.      Maintain inventory records on proceedings.
5.      Prepare mailings announcing availability of new proceedings.
6.      Investigate avenues to advertise availability of publications and promote sales.
7.      Maintain financial records for the symposium fund account on behalf of the Treasurer.
8.      Sign checks paying bills stemming from the sale of publications on behalf of the Treasurer.
9.      Prepare an annual financial report to be submitted to the Section Treasurer covering a fiscal year running 1 January - 31 December. Provide additional

financial reports when requested by the Treasurer.

10. Purchase supplies necessary to process sales requests and maintain sales records.
11. Forward annual interest statement on symposium account to Treasurer.
12. Set up display for selling Section-sponsored symposia proceedings at the Annual Meeting (see 1.41, 5-b and 1.51, 3).

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### **2.5      TITLE: MEMBERSHIP COMMITTEE**

The Membership Committee is composed of designated State Membership Coordinators (see 1.7). The Section President serves as an ex officio member of the Committee. The Committee's primary function is to encourage all qualified persons residing in the Section to become members of The Wildlife Society, North Central Section, and respective State Chapters. Each coordinator is responsible for this activity in their respective state.

Professionals should be recruited by involving them in Society, Section, and Chapter functions. Each potential member shall be provided information concerning The Society, the policies of The Society, and an application form. These materials shall be available from the chairperson. The names and addresses of all potential members shall be provided to the Newsletter Editor for mailing of the spring/ summer Newsletter.

The Committee shall receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking honorary member status in the Section.

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**2.6 TITLE: AUDIT COMMITTEE**

Article VIII, Section 2, Clause G of the Section's Bylaws, describes the duties of the Audit Committee as follows:

"This committee shall review the financial records and support documents of the Treasurer at least annually. The committee shall also review records and documents prior to any change in the office of Treasurer."

The Audit Committee is a standing committee of the North Central Section whose chairperson is selected by the President with advisement from the Executive Board. The Section President serves as an ex officio member of this Committee. Any voting member of the Section may chair or serve on this Committee except the incoming or active Treasurer. The Committee shall perform the audit prior to the Annual Meeting allowing sufficient time to complete the audit and prepare their report for the Executive Board meeting held just prior to the Meeting.

Article VII, Section 2, Clause C requires Section funds to be placed in a "federally-insured bank or savings and loan association".

Special audits may be undertaken at the request of the President, Secretary, Treasurer or Executive Board.

3.0

## **OPERATIONS GUIDELINES**

3.1 Bylaws

3.2 Contributions

3.3 Amendments to the Operations Manual

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**3.1 TITLE: BYLAWS OF THE NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY, INC.**

**ARTICLE I - NAME, AREA AND AFFILIATION**

Section 1 - Name

The name of this organization shall be the North Central Section of The Wildlife Society, Inc. (hereinafter the North Central Section will be referred to as the Section).

Section 2 - Area

This Section shall have as its area of organization the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin, or that area designated by the Wildlife society, Inc. as Region III.

Section 3 - Criteria for Affiliation

The Section shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by the Wildlife Society, Inc. (hereinafter the Wildlife Society, Inc., will be referred to as the Society).

**ARTICLE II - OBJECTIVES**

Section 1- Objectives

Consistent with the objectives of the Society, the Section objectives are: to focus attention on wildlife needs, problems, and concerns within the area of organization.

Section 2 – Implementation

To aid in the achievement of these objectives, this Section proposes to:

- a. Provide opportunities for interaction among the individual members, their Section Representative, State Chapter, and the Society.
- b. Evaluate proposed or enacted societal actions that could affect wildlife or its habitats.
- c. Recognize and commend outstanding achievement in the wildlife profession.
- d. Focus the aims and objectives of the Society and Section upon wildlife needs, problems and events on the local scene.
- e. Encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife resources.

## ARTICLE III - CHAPTER YEAR

### Section 1

The Section operating and fiscal year shall begin January 1.

## ARTICLE IV - MEMBERSHIP

### Section 1 - Voting Membership

Voting membership in the Section shall be available to any member of the Society who resides within the boundaries of the Section as defined in Article I, Section 2. Only Voting Members may hold elective offices in the Section; vote on matters affecting Section policy; vote on matters affecting the Society; and represent the Section on Society business.

### Section 2 - Affiliate Membership

Affiliate membership in the Section shall be available to any person who, although not a member of the Society, has an interest in the objectives and activities of the Section and is approved by the Membership Committee. An Affiliate Member shall be entitled to all rights, privileges and responsibilities of Voting Members except those reserved for Voting Members (Article IV, Section 1).

### Section 3 - Charter Member

Voting and Affiliate Members in good standing on the membership rolls as of December 31, 1962 shall be considered Charter Members.

#### Section 4 - Honorary Member

Honorary Members of the Section shall be persons who, by a majority vote of all members of the Section, have been thus recognized for their achievements. An Honorary Member need not pay Section dues. Honorary members who are Voting Members of the Society shall have the same rights and privileges as Section Voting Members (Article IV, Section 1). Honorary Members who are not Voting Members of the Society shall have the same right and privileges as Affiliate Members (Article IV, Section 2).

#### Section 5 - Dues

Annual dues, the amount to be determined at each annual meeting, shall be payable no later than 1 October to the Section's Treasurer or the Society along with Chapter and Society dues. Members who have not paid Society dues shall lose their Voting Member status in the Section.

#### Section 6 - Resignation

Members may resign at any time by giving notice to the Section's Secretary.

#### Section 7 - Reinstatement

Persons who are dropped from the rolls of the Section for nonpayment of dues or resignation may be reinstated into membership in the Section upon re-application and payment of appropriate dues.

### ARTICLE V - ELECTIONS AND OFFICERS

#### Section 1 - Nominating and Elections Committee

The 3-member Nominating and Elections Committee selected by the Executive Board (Article V, Section 4) of the Section shall prepare a slate of 2 candidates for each of the elective positions, namely; President-Elect, Secretary, and Treasurer.

- Clause A - All nominees must be Voting Members(Article IV, Section 1).
- Clause B - Prior approval shall be obtained from said candidates.
- Clause C - Said nominations shall be submitted by mail ballot to the membership at least 30 days prior to the annual business meeting.
- Clause D - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of 6 or more members provided prior approval has been obtained from each nominee.

Clause E - A member may be elected for no more than 2 consecutive years in the same elective position.

### Section 2 - Balloting

Written ballots shall be received from the member by the Secretary and shall be counted by the Nominating and Elections Committee. For ballot counting purposes, the President shall appoint a replacement for any members of the Nominating and Elections Committee who has been nominated for office.

Clause A - Members in arrears shall forfeit their rights to vote during the period of their delinquency.

Clause B - A signed absentee ballot may be submitted to the Secretary by a member prior to the scheduled time for counting ballots.

Clause C - The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold 2 elective positions simultaneously.

### Section 3 - Officers

Officers of the Section shall consist of a President, President-Elect (who shall serve as Vice-President), Secretary, and Treasurer. Their duties are:

Clause A - President - The President shall have general supervision of the Section officers, shall appoint, with the advice of the Executive Board, Chairmen of all regular and special committees, shall preside as Chairman at meetings of the Executive Board, and shall be an ex officio member of all committees, except the Nominating and Elections Committee. The president may represent the Section or appoint alternate representatives to other Section or Society boards, committees, or meetings.

Clause B - President-Elect - The President-Elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, Pro tempore.

Clause C - Secretary - The Secretary shall be responsible for the files and records of the Section, and the recording of the minutes of all meetings, maintenance of membership rolls, correspondence, and issuance of meeting notices.

Clause D - Treasurer - The Treasurer shall be responsible for the receipt and disbursement of funds and shall submit complete financial reports at the last meeting of the Treasurer's term of office.

#### Section 4 - Executive Board

The above named officers, with the Past-President, a State Representative from each member state with a State Chapter (usually the State Chapter President or the President's designee), the Section Representative or Region III, and 2 Student Chapter Representatives shall make up the Executive Board. The Student Chapter Representatives shall be elected at the Midwest Student conclave from a slate of candidates submitted by Section Student Chapters. The host Chapter for the conclave shall be responsible for soliciting nominations.

#### Section 5 - Term of Office

The officers and elected Board Members must be members of the Society, serve for approximately 1 year, be installed at the Annual Meeting, take office immediately following the Annual Meeting, and unless re-elected, terminate their duties at the conclusion of the next Annual Meeting.

#### Section 6 - Vacancies

If the office of the President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of the elective office, shall be filled through appointments by the Executive Board, although an appointed President-Elect shall serve only until the next scheduled Section election where the membership shall elect the next President. All appointees must be Voting Members of the Society.

### ARTICLE VI - MEETINGS

#### Section 1 - Regular Meetings

Regular membership meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A - Annual Meeting - The regular meeting in December shall be known as the Annual Meeting, and shall be for the purpose of electing or installing officers, receiving reports of officers and committees, and for another business that may arise.

Clause B - Meeting Notice - The Members must be notified at least 1 month prior to the Annual Meeting and at least 10 days prior to special meetings.

- Clause C - Quorum - The Quorum for the Annual Meeting of the Section shall be over 50% of the membership or 10 members in good standing, whichever is less; and for Executive Board meetings, 8 members of the Board.
- Clause D - Meeting Rules - Rules contained in the latest revision of Robert's Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or other special rules of the Section and the Society.
- Clause E - Bylaws - Bylaws of this organization shall be available for inspection during every meeting. If these Bylaws are revised the new revision must be approved by the Society before becoming effective.

#### Section 2 - Special Meetings

Special meetings may be called by the Executive Board at any time, provided the notice (see Article VI, Section 1B) and the purpose of the call is given.

- Clause A - Only those items listed in the call for a special meeting shall be acted upon at the special meeting.
- Clause B - All Clauses under Section 1 of this Article apply as well to special meetings.

### ARTICLE VII - MANAGEMENT AND FINANCE

#### Section 1 - Executive Board

The Section shall be governed by an Executive Board as described in Article V, Section 4.

- Clause A - Conduct - The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of the Society. The Board is authorized to act for the Section between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any action of the Board may be overridden by a two-thirds vote of the Voting Members attending a meeting.
- Clause B - Attendance - Members may attend Board meetings, but may participate therein only when asked to do so, and they may not vote at such meetings.

## Section 2 - Finance

Funds of the Section shall be under supervision of the Executive Board, and shall be handled by the Treasurer. The financial records of the Section shall be periodically examined by the Audit Committee (Article VIII, Section 2G).

- Clause A - The Treasurer need not be bonded.
- Clause B - Funds shall be derived from dues, special assessments, work projects, contributions, and the sale of Section publications.
- Clause C - Funds shall be placed in a federally-insured bank or savings and loan association.

## Section 3 - Reports

Within 20 days after an election or other official action(s) the Secretary shall report such action(s) to the Executive Director of the Society, and to the Regional Representative. Annual financial statements and activity reports from the Treasurer shall be forwarded to these same parties. A separate line item of income and expenses of the Symposia and Publications Committee (Article VIII, Section 2F) must be contained in the annual financial statement. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted to the Executive Director of the Society in January of each year for federal tax reporting.

## Section 4 - Files

The Section shall maintain a file containing: Bylaws of the Society and of the Section; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Section affairs; all committee reports; financial statements and records; and all other materials designated as pertinent by the Executive Board. A "procedure for filing" shall be kept in the Section file for the guidance of each succeeding Secretary. A Section "Operations Manual" provided by the Society will be maintained by the President of the Section and a written record of transfer of this manual to the incoming President will be maintained and the Society will be notified of each such transfer.

## Section 5 - Resolutions and Public Statements

Any 2 or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2E) for possible consideration by the Section's Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Section membership. Such new items must be approved by two-thirds of the Section membership voting and must be transmitted to the Society. Actions falling within previously established Section policies may be carried out by the President or Secretary upon unanimous approval by the

Executive Board. On issues where there are no previously established Section policies and that demand action on a reasonably short notice, the public statement on behalf of the Section provided that the concept of the statement is brought to the attention of the Executive Board and is accepted by them prior to public issue of the statement, and copies of the statement appear in the next Section Newsletter. Furthermore the Section may issue statements pertaining to issues in its locale:

- a. When the content of the statement falls within the established policy of the Society; and
- b. In the absence of existing Society position statements.

The Section will not publish statements which may be in conflict with the policy of the Society without prior approval of the Society's Council. All statements will follow the "Guidelines for Conservation Affairs Activities" (Appendix 4.421b of the Operations Manual), and conform to the Society's policy regarding conservation affairs (Appendix 4.421a of the Operations Manual). The Society and Section Representative must receive copies of all resolutions or statements within 15 days of issue and resolutions or statements must appear in the next Section Newsletter.

## ARTICLE VIII - COMMITTEES

### Section 1 - Appointments

The Section President shall consider suggestions of the Executive Board in appointing chairmen of all regular standing committees (except the Nominating and Elections Committee) (Article V, Section 1) and special committees such as awards and hospitality. Committee chairmen shall complete their committees with assistance of the President. All committee chairmen shall submit a written summary of committee activities to the President and Secretary before the close of each annual Section business meeting.

### Section 2 - Duties of Standing Committees

Clause A - Nominating and Elections - See Article V, Section 1.

Clause B - Membership - Made up of State Membership Coordinators, this committee shall encourage the maximum number of persons residing in the area to become members of the Society and of the Section. As provided in Article IV, Section 2, the committee will receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking Affiliate membership in the Section.

- Clause C - Program - This committee shall arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the annual meeting at least 2 months prior to the meeting date.
- Clause D - Publicity - This committee shall seek and employ methods of informing the public of basic concepts of wildlife management and of Section and Society activities and interests.
- Clause E - Resolutions and Public Statements - This committee shall receive proposed resolutions or any public statements from 2 or more members at any time, and shall prepare, submit and recommend action on such items to the Executive Board in accordance with Article VII, Section 5.
- Clause F - Symposia and Publications - This committee shall be responsible for outlining the program and obtaining authors and a proceedings editor for symposia held in conjunction with the Midwest Wildlife Conference. They shall also be responsible for the printing and sale of publications resulting from the symposia.
- Clause G - Audit - This committee shall review the financial records and support documents of the Treasurer at least annually. The committee shall also review records and documents prior to any change in the office of Treasurer.

### Section 3 - Accountability

All committees shall be accountable to the Executive Board, under general supervision of the President.

### Section 4 - Tenure

All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

## ARTICLE IX - DISSOLUTION

Upon dissolution of the Section, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of the Society with a request that said assets be held for a period of not more than 5 years from the date of dissolution of the Section, for distribution to another Section that may be established in approximately the same geographical area within said 5-year period. If another Section is not established within said area and period of time, the Society Council may use or distribute all assets, accrued income, and other properties as determined best by the Council in accordance with Society Bylaws.

## ARTICLE X - AMENDMENT TO BYLAWS

### Section 1 - Procedure

These Bylaws may be altered or amended by a majority of the members at any Annual or special meeting if due advance notice of the proposed changes per Article VI, Section 1, Clause B of these Bylaws is followed. A member who will be absent from the meeting may proceed as under "Balloting" in Article V, Section 2B.

### Section 2 - Conformance

No amendment to these Bylaws shall be enacted which results in conflict with the Society Bylaws. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.

## THE WILDLIFE SOCIETY-NORTH CENTRAL SECTION

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**OPERATIONS MANUAL**

**PAGE 1 OF 1**

**APPROVED BY EXECUTIVE BOARD**

**EFFECTIVE 12-16-85**

**REVISED DATE 12-06-99**

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### **3.2 TITLE: CONTRIBUTIONS POLICY**

The Wildlife Society, Inc., is classified as an educational and scientific non-profit organization and not a private foundation under U. S. Internal Revenue Code 501(c) (3). The North Central Section, officially chartered by The Wildlife Society, Inc. in 1962, is a non-profit organization that operates for educational and scientific purposes. The Internal Revenue Service has granted The Wildlife Society, Inc., a group exemption under Section 501(c) (3) of the Internal Revenue Code for Society sections and chapters within the United States, including the North Central Section. This exemption and classification provide that contributions to the North Central Section of The Wildlife Society, Inc., are deductible for federal income tax purposes.

Accordingly, the North Central Section of The Wildlife Society may accept donations of real and/or personal property, subject to limitations imposed by state and federal law. Use of all contributions shall be controlled by the Executive Board, although donor wishes will be considered.

Donors should consult a Tax Advisor regarding tax advantages that may result from contributions. Donations may be in the form of bequests, legacies, devices, or transfers from private individuals, partnerships, corporations, foundations, organizations, estates and trusts, or a memorial fund established as an expression of remembrance. Further information may be obtained by writing to the North Central Section of The Wildlife Society.

**THE WILDLIFE SOCIETY-NORTH CENTRAL SECTION**

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**OPERATIONS MANUAL**

**PAGE 1 OF 1**

**APPROVED BY EXECUTIVE BOARD**

**EFFECTIVE 12-16-85**

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**3.3 TITLE: AMENDMENTS TO THE OPERATIONS MANUAL**

This Operations Manual or any portion thereof may be amended by a majority vote of a quorum of the Executive Board of the North Central Section. The vote in favor of any proposed change must be relayed to the membership at the next Annual Meeting of the North Central Section.

4.0

## **APPENDICES**

4.1 History of the Section

4.2 Nomination Form for Professional Award of Merit

4.31 Best Student Presentation Award Evaluation Form

4.32 Best Student Poster Award Evaluation Form

4.33 Composite Score Sheet for Best Student Presentation and Best Student Poster Awards

4.34 Judging Procedures and Guidelines for Best Student Presentation and Best Student Poster Awards

4.41 Student Chapter Annual Report and Student Chapter of the Year Award Application

4.42 Goals and Procedures for Student Chapter of the Year Award

#### **4.1 TITLE: HISTORY OF THE SECTION**

In 1961, The Wildlife Society's North Central Region had the largest regional membership in the United States not already organized into a formal "section" of TWS. To evaluate options, a Steering Committee conducted an organizational meeting in conjunction with the 23<sup>rd</sup> Midwest Wildlife Conference at Lincoln, Nebraska, 4-6 December 1961. Eight States within the region were represented - Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Besides a large regional TWS membership (695), there were other reasons that justified organizing a new section:

- (1) There were no formal means for instructing the Regional Representative about members' wishes;
- (2) A section might encourage formation of additional state chapters (only 5 of the region's 8 states had chapters in 1961);
- (3) Members needed more opportunity for direct participation in Society affairs;
- (4) Section activities might strengthen relationships between state, federal, university, and private interests; and
- (5) Future section committees might be able to improve upon promotion of members' interests in local, state, and regional problems.

The first organizational meeting at Lincoln was not without controversy. The very active Minnesota Section (as the chapter was then known) was concerned about how its work might be affected by the reorganization. The conferees accepted, however, that aside from a name change from "section" to "chapter", Minnesota's fine work would otherwise continue as it had. Another group concern was the potential for the proposed section to assume organization and planning of the annual Midwest conference, a task thought best left to the host state. This fear was also dispelled through discussion. A motion was then made and seconded to proceed with organizing a section, and no further opposition was voiced. Nominated by the Steering committee for initial officers were Harvey K. Nelson for President and Frank H. King for Vice-President. These individuals were unanimously elected. David B. Vesall agreed to serve as Secretary-Treasurer for the first year.

Approval of the North Central Section organization was sought and received at The Wildlife Society's annual meeting held 11 March 1962, prior to the North American Wildlife Conference at Denver, Colorado.

#### **BYLAWS**

The Section's bylaws were originally established in accordance with those of the parent Society. Over the years these bylaws have undergone several changes, generally directed toward making them more compatible with those of The Wildlife Society. Some of the more important changes included the following:

- 1972 - Voted to allow annual election of a Secretary-Treasurer and a President-Elect (who would replace the old position of Vice-President). The latter official would succeed to the office of President.
- 1974 - Established a special committee to handle publication and financial aspects of symposia sponsored by the Section.
- 1981 - Separated the office of Secretary-Treasurer into 2 positions beginning in 1981 (and actually implemented in 1983); formed a standing committee to replace the special committee on symposia and publications; formed an Audit Committee; permanently added 2 student representatives to the Section Executive Board and detailed the method of appointment; and provided a mechanism for the President and Executive Board to issue resolutions or public statements whenever quick action was necessary.
- 2000 - Completed a major revision of the Operations Manual and began discussion of Bylaws changes.

## **MEMBERSHIP**

Parent Society members of all categories (honorary, life, regular, and student) residing within the Section boundaries are eligible for North Central Section membership. In the early years of the organization, NCS membership generally ranged between 350 and 500. Through the late 1960s and early 1970s it fluctuated widely, ranging from 164 to a record high of 756. Membership stabilized at just over 400 beginning in 1975. Eligible members of the Society residing within the Section ranged from 695 in 1961 to about 1,200 during the late 1900s. Section membership in the late 1990s fluctuated between 690 and 840.

## **ACTION PROGRAMS**

The North Central Section has been involved in a variety of action programs over the years. Perhaps most notable among the Section's achievements has been biennial sponsorship of symposia on various wildlife management and research topics. These symposia are usually held every other year in conjunction with the Midwest Fish and Wildlife Conference, and are sometimes cosponsored by state chapters of the Society. Proceedings are normally published and sold by the Section in years following each symposium. Symposia sponsored or cosponsored by the NCS and the years held were:

- 1965 - Wood Duck Symposium
- 1967 - Canada Goose Management: Current Continental Problems and Programs
- 1969 - Predator Ecology and Management
- 1970 - Wild Turkey Management - Current Problems and Programs
- 1973 - Biology and Management of Pheasant Populations in North America
- 1977 - Waterfowl and Wetlands - An Integrated Review
- 1979 - White-tailed Deer Management in the North Central State
- 1981 - Midwest Furbearer Management

- 1983 - Ruffed Grouse Management: State of the Art in the Early 1980's
- 1985 - Management of Nongame Wildlife in the Midwest - A Developing Art
- 1987 - Pheasants: Symptoms of Wildlife Problems on Agricultural Lands
- 1989 Management of Dynamic Ecosystems
- 1991 2020 Vision: Meeting the Fish and Wildlife Conservation Challenges of the 21<sup>st</sup> Century
- 1993 Urban Deer - A Manageable Resource?
- 1995 Management of Midwestern Landscapes for the Conservation of Neotropical Migratory Birds
- 1997 Double-crested Cormorant: Population Status and Management Issues in the Midwest
- 1999 None
- 2001
- 2003

The first activity ever sponsored by the Section was "Operation - Natural Feature Preservation", in 1964. In 1966, the Section sought to establish a speaker register. In 1983, a new conservation affairs procedure was established to increase the effectiveness and frequency of activity on conservation issues. It was hoped this might facilitate communications on high priority items with members, chapters, and the Society. In 1984, a continuing education program was established to be held in alternating years with Section-sponsored symposia. The program was designed to provide advanced educational training for wildlife biologists. Our first topic was "Waterfowl and Wetland Management."

Another program involves providing financial contributions to student chapters for assistance with "wildlife conclaves" held at various universities in the region. Financial assistance is also provided for other worthwhile endeavors. In 1987, encouragement and monetary support was provided for the conference "Women in Natural Resources: Moving Toward the 90's."

Resolutions and public statements have also constituted a part of the Section's action programs. Among the more notable efforts were the Section's strong resolutions to urge the Secretary of Defense to evaluate biological effects of "Project Sanguine" in 1969, and statements of support in 1982 for continued funding of the Cooperative Fisheries and Wildlife Research Units. The Section also strongly supported the Dingell-Johnson expansion bill and commented on legislation pertaining to agricultural land retirement programs, nontoxic shot, diversion of Pittman-Robertson funds, transfer of animal damage control responsibility, USFS and BLM land exchange, the Indiana bat/Meramec River project, the Lock and Dam 26 project, and recognition of Aldo Leopold.

## SECTION OFFICERS

Many well-known and hard-working wildlife professionals have served the Section's various offices.

	PRESIDENT	VICE PRESIDENT	SECRETARY-TREASURER
1962	Harvey K. Nelson USFWS	Frank H. King Wisconsin	David B. Vesall Minnesota
1963	Harvey K. Nelson USFWS	Thomas R. Evans Illinois	William H. Marshall Minnesota
1964	Arnold O. Haugen Iowa	Bill T. Crawford Missouri	Willard D. Klimstra Illinois
1965	Bill T. Crawford Missouri	David H. Jenkins Michigan	Kenneth R. Russell Ohio
1966	Willard Klimstra Illinois	Forest W. Stearns Wisconsin	Leroy J. Korschgen Missouri
1967	Laurence R. Jahn Wisconsin	J. Henry Sather Illinois	Kenneth C. Sadler Missouri
1968	Glen C. Sanderson Illinois	Milton W. Weller Iowa	Glenn D. Chambers Missouri
1969	James B. Hale Wisconsin	L. Dan Frenzel, Jr Minnesota	John B. Lewis Missouri
1970	Glenn D. Chambers Missouri	Paul D. Kline Iowa	Ronald F. Labisky Illinois
1971	C. T. Black Michigan	Theodore Bookhout Ohio	Eugene D. Klonglan Iowa
1972	Theodore Bookhout Ohio	Kenneth C. Sadler Missouri	Daniel O. Trainer Wisconsin
1973	David Arnold Michigan	Dean A. Murphy Missouri	Keith R. McCaffery Wisconsin
1974	Dean A. Murphy Missouri	Kenneth C. Sadler Missouri	Alfred Berner Minnesota
1975	Kenneth C. Sadler Missouri	John E. Warnock Illinois	Robert B. Dahlgren Iowa
1976	John E. Warnock Illinois	David D. Kennedy Illinois	Charles E. Friley, Jr. Michigan
1977	David D. Kennedy Illinois	Charley M. White Wisconsin	Franklin J. Svoboda Minnesota

	PRESIDENT	VICE PRESIDENT	SECRETARY-TREASURER
1978	Charley M. White Wisconsin	Allen L. Farris Iowa	Franklin J. Svoboda Minnesota
1979	Allen L. Farris Iowa	Oliver Torgerson Missouri	Gerald F. Martz Michigan
1980	Oliver Torgerson Missouri	James R. March Wisconsin	Gerald F. Martz Michigan
1981	James R. March Wisconsin	Russell R. Hyer Indiana	Wayne R. Porath Missouri
1982	Russell R. Hyer Indiana	David W. Erickson Missouri	Kenneth M. Reynolds Indiana

	PRESIDENT	PRESIDENT-ELECT	SECRETARY	TREASURER
1983	David Erickson Missouri	Lee Gladfelter Iowa	Daniel Svedarsky Minnesota	Steve P. Havera Illinois
1984	Lee Gladfelter Iowa	Donald H. Rusch Wisconsin	Douglas C. Harr Iowa	James Kienzler Iowa
1985	Donald H. Rusch Wisconsin	Charles M. Pils Wisconsin	Harmon Weeks, Jr. Indiana	William E. Berg Minnesota
1986	Charles M. Pils Wisconsin	Robert T. Dumke Wisconsin	George Hubert, Jr. Illinois	P. Decker Major Indiana
1987	Robert T. Dumke Wisconsin	Wayne R. Porath Missouri	Stephen R. Brady Illinois	Edward Boggess Minnesota
1988	Wayne R. Porath Missouri	Harmon P. Weeks Indiana	David Howell Indiana	Lyle E. Naumann Wisconsin
1989	Harmon P. Weeks Indiana	Daniel Svedarsky Minnesota	William Fannucchi Wisconsin	Lonnie Hansen Missouri
1990	Daniel Svedarsky Minnesota	Erik K. Fritzell Missouri	Doris Rusch Wisconsin	Norb Giessman Missouri
1991	Erik K. Fritzell Missouri	Alan Crossley Wisconsin	Larry M. David Illinois	David Risley Ohio
1992	Alan Crossley Wisconsin	Scott Craven Wisconsin	DeWaine Jackson Iowa	Stan Etter Illinois
1993	Scott Craven Wisconsin	Dave Case Indiana	John Kubisiak Wisconsin	Rique Campa Michigan
1994	Dave Case Indiana	Gary Potts Illinois	Terry Riley Iowa	Dave Hamilton Missouri

	PRESIDENT	PRESIDENT-ELECT	SECRETARY	TREASURER
1995	Gary Potts Illinois	Richard Clawson Missouri	Jim Bergens Indiana	Jeff Kiefer Indiana
1996	Richard Clawson Missouri	Patrick Brown Illinois	Rick Young Wisconsin	Jeff Greene Michigan
1997	Patrick Brown Illinois	Norb Giessman Missouri	Barbara Ver Steeg Illinois	Eric Kurzejeski Missouri
1998	Norb Giessman Missouri	Jeff Ver Steeg Illinois	Linda Parker Wisconsin	Jon Gilbert Wisconsin
1999	Jeff Ver Steeg Illinois	DeeCee Darrow Missouri	Robert Rolley Wisconsin	Dave Swanson Ohio
2000	DeeCee Darrow Missouri	Steve Havera Illinois	Stanley Gehrt Illinois	Scott Winterstein Michigan
2001				
2002				
2003				
2004				
2005				
2006				
2007				
2008				
2009				
2010				
2011				
2012				
2013				
2014				
2015				
2016				
2017				
2018				
2019				
2020				

	SECTION REPRESENTATIVE
1962-1967	Tony J. Peterle (Region III Representative) Ohio
1968-1972	C.D. Besadny (Region III Representative) Wisconsin
1973-1976	L. David Frenzel, Jr. Minnesota
1977-1982	Robert B. Dahlgren Iowa
1983-1985	Oliver Torgerson Missouri
1985-1988	Erik K. Fritzell Missouri
1989-1994	Donald H. Rusch Wisconsin
1995-1997	Diana Hallett Missouri
1998- 2000	Dan Svedarsky Minnesota
2001-2003	Gary Potts Illinois
2004-2006	
2007 – 2009	
2010 – 2012	
2013 – 2015	
2016 – 2018	
2019-2020	

## AWARDS

In 1978, the North Central Section initiated an awards program to recognize the best paper and best presentation given at the annual Midwest Fish and Wildlife Conference. In 1983, another award for the best poster paper at the Midwest was added. The NCS established a new Professional Award of Merit in 1984. The Award of Merit is bestowed upon society members residing within the NCS in recognition of outstanding professional accomplishments in wildlife conservation.

	BEST PAPER	BEST PRESENTATION	
1978	Erica Nol and Ronald J. Brooks	William M. Heally and Richard O. Kimmel	
1979	Vernon G. Thomas	Randall S. Arndt and Thomas W. Townsend	
1980	Robert M. Jackson	Mark R. Ryan	
1981	William Eddleman	William Eddleman	
1982	Robert B. Frederick, William R. Clark, and Erwin E. Klass	Rex R. Johnson and James J. Dinsmore	

	BEST PAPER	BEST PRESENTATION	BEST POSTER
1983	Mickey E. Heitmeyer	Robert M. Jackson	John T. Brady
1984	John H. Hart, Henry Campa III, and Jonathan B. Hauffler	John H. Hart, Henry Campa III, and Jonathan B. Hauffler	Theresa W. Shuman and James W. Bennett
1985	David Westmoreland and Louis B. Best	Larry Vangilder	Stephen M. Schmitt, Thomas M. Cooley, Robert Strong, and George Burgoyne, Jr. and (tie) Glenn Y. Belyea, Harold Prince, and Pete Squibb
1986	Eric Kurzejeski and Larry Vangilder	David Urich, John Graham, Robert Miller, and Edward Gaskins	Charles Dieter and Thomas McCabe
1987	Scott Craven	Tonie E. Rocke, Thomas M. Yuill, and Beth Fritz	James D. Garner, Joyce E. Hoffman, and Elizabeth A. Cook

	BEST PAPER	BEST PRESENTATION	BEST POSTER
1988	Susan M. Haig, Jonathon D. Ballou, and Scott Derrickson	Frank R. Thompson, III	
1989	Loren W. Burger, David P Hones, Mark R. Ryan, and Alice Wywialowski	Frederic A. Reid, Mark S. Kaiser, and Leigh H. Fredrickson	

	BEST PAPER	BEST STUDENT PAPER	
1990	William H. Lane and Thomas Nicholls	Cynthia J. Wong and R. Ben Peyton	

	BEST PRESENTATION	BEST STUDENT PRESENTATION	BEST POSTER
1991	Brenda S. Clark, David M. Leslie, Jr. and Tracy S. Carter	Brenda S. Clark, David M. Leslie, Jr. and Tracy S. Carter	Kimberly K. Kessler and Ron J. Johnson
1992	Guy A. Baldassarre and Chris Dwyer	Matthew J. Lovallo and Eric Anderson	M. Isabell Bellocq and S.M. Smith
1993	David L. Urich and Robert J. Robel	David S. Klute and David E. Anderson	Nicholas A. Stathis
1994	Loren W. Burger, Jr., Thomas V. Dailey, Eric W. Kurzejeski and Mark R. Ryan	Jamie Lafferty and John O. Whitaker, Jr.	Jo Salyers, Catherine Kolkmeier, Karen Tyrell, and Virgil Brack, Jr.
1995	Therese M. Donovan, Douglas A. Clark, Robert W. Howe and B.J. Danielson	Meg Clark, Delia Raymer, Allison Gormley, Scott R. Winterstien and Henry Campa, III	George F. Hubert, Jr., David J. Case, Robert D. Bluett, and Mark D. Duda
1996	Tim A. Nigh	D. Todd Farrand, Alan Woolf and Richard S. Halbrook	No Award
1997	Douglas Siegel-Causey	David Unger, Eric Anderson, and Bruce Kohn	No Award
1998	Not Judged	<u>Laura M. Myers</u> , N.E. Mathews, and J.M. Kozma	Not Judged

	BEST STUDENT PRESENTATION	BEST STUDENT POSTER
1999	Brent E. Jamison	Lori Corteville
2000		
2001		
2002		
2003		
2004		
2005		
2006		
2007		
2008		
2009		
2010		
2011		
2012		
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		

	PROFESSIONAL AWARD OF MERIT RECIPIENTS
1985	Thomas S. Baskett
1986	Glen C. Sanderson
1987	Harvey K. Nelson
1988	L. David Mech
1989	Louis J. Verme
1990	Gordon W. Gullion
1991	Leigh H. Fredrickson
1992	George V. Burger
1993	Tony J. Peterle
1994	Edward Langenau, Jr.
1995	Ted Bookhout
1996	John Roseberry
1997	Not Awarded
1998	Not Awarded
1999	Charles M. Nixon
2000	
2001	
2002	
2003	
2004	
2005	
2006	
2007	
2008	
2009	
2010	
2011	
2012	
2013	
2014	

	PROFESSIONAL AWARD OF MERIT RECIPIENTS
2015	
2016	
2017	
2018	
2019	
2020	

Materials for History of the Section were prepared originally by Douglas C. Harr and H. Lee Gladfelter and were adapted and enhanced for a NCS handout. Much of the information was extracted from file notes and correspondence; some information was drawn from memory. They apologize for any errors that may have crept into the document. Corrections and additions are invited. Please respond to the current President of the North Central Section. The Section Secretary is responsible for updating this information annually.

North Central Section  
The Wildlife Society

FORMS

4.21

**NOMINATION FORM  
PROFESSIONAL AWARD OF MERIT  
North Central Section  
The Wildlife Society**

1. **Name of Nominee:** \_\_\_\_\_

2. **Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

3. **Education:**

Degree	Year	Institution	Major
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

4. **Present Position:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Previous Positions (list most recent first):**

1. \_\_\_\_\_
- \_\_\_\_\_
2. \_\_\_\_\_
- \_\_\_\_\_
3. \_\_\_\_\_
- \_\_\_\_\_
4. \_\_\_\_\_
- \_\_\_\_\_

6. **Individual is being nominated on basis of:**

- \_\_\_\_\_ A. Contribution to Knowledge
- \_\_\_\_\_ B. Single Outstanding Act
- \_\_\_\_\_ C. Leadership over a Period of Several Years

7. **Specific accomplishment of nominee:**

Please attach a narrative or curriculum vitae including as much detail as possible. A decision regarding your nomination will be largely based on the amount and type of information attached.

8. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**BEST STUDENT PRESENTATION AWARD  
NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY  
SCORE SHEET**

Judge Number \_\_\_\_\_ Paper Number \_\_\_\_\_

Session \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Senior Author/Presenter \_\_\_\_\_

Title \_\_\_\_\_

<b>CRITERIA</b>		<b>EVALUATION</b>					
		<b>Superior</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Score</b>
<b>1.</b>	<b>ORGANIZATION (25 points)</b>						
	a. Introduction (objectives clearly presented) and Closing (concise summary)	10	8	6	4	2	_____
	b. Order (logical, clear)	10	8	6	4	2	_____
	c. Time (15 min. presentation, 5 min. questions)	5	4	3	2	1	_____
<b>2.</b>	<b>DELIVERY (15 points)</b>						
	a. Voice/Pace (loud/quiet, varied/monotone, rapid/slow) and Speech (articulation, speech, mannerisms)	5	4	3	2	1	_____
	b. Language (correct English, use of technical language)	5	4	3	2	1	_____
	c. Eye Contact/Body Action	5	4	3	2	1	_____
<b>3.</b>	<b>VISUAL AIDS (20 points)<sup>1</sup></b>						
	(Note: Do not award any points for this Section if an overhead is used)						
	a. Slide/Video Quality (readable, clear, clean) and Value (relevant, current, quantity interest)	10	8	6	4	2	_____
	b. Data Presentation (good use of charts, graphs, tables)	10	8	6	4	2	_____
<b>4.</b>	<b>CONTENT (40 points)<sup>1</sup></b>						
	a. Significance/Value	10	8	6	4	2	_____
	b. Innovation/Study Design	10	8	6	4	2	_____
	c. Scientific Method/Use of statistics	10	8	6	4	2	_____
	d. Knowledge of Subject/Depth of Coverage	10	8	6	4	2	_____

<sup>1</sup> intermediate scores allowed (9, 7, 5, etc.)

(100 points possible)

**TOTAL** \_\_\_\_\_

**5. COMMENTS/SUGGESTIONS TO PRESENTER**

Revised 12/99 – Use reverse side for confidential comments of Judge.

**BEST STUDENT POSTER AWARD  
NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY**

**SCORE SHEET**

Judge Number \_\_\_\_\_ Poster Number \_\_\_\_\_

Session \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Author (s) \_\_\_\_\_

Title \_\_\_\_\_

**CRITERIA**

**EVALUATION**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Score</b>
<b>1. ORGANIZATION (20 Points)</b>					
a. Introduction (objectives clearly presented)	5	3	2	1	_____
b. Methods Clearly Presented	5	3	2	1	_____
c. Results Clearly Presented	5	3	2	1	_____
d. Conclusions Clearly Presented	5	3	2	1	_____
<b>2. PRESENTATION (50 Points)</b>					
a. Overall Appearance (attractive, interesting)	10	7	4	1	_____
b. Overall Use of Space (cluttered, open)	10	7	4	1	_____
c. Use, Clarity, and Legibility of Text	10	7	4	1	_____
d. Use and Clarity of Photos or Other Media	10	7	4	1	_____
e. Data Presentation (good use of charts, graphs, tables)	10	7	4	1	_____
<b>3. CONTENT (30 points)</b>					
a. Significant/Value	6	4	2	1	_____
b. Innovation/Study Design	6	4	2	1	_____
c. Scientific Method/Use of Statistics	6	4	2	1	_____
d. Knowledge of Subject	6	4	2	1	_____
e. Depth of Coverage	6	4	2	1	_____

(100 points possible)

**TOTAL** \_\_\_\_\_

**4. COMMENTS/SUGGESTIONS TO AUTHOR(S)**

Revised 12/99 – Use reverse side for confidential comments of Judge.



**BEST STUDENT PRESENTATION AND POSTER AWARDS  
NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY**

**JUDGING PROCEDURES AND GUIDELINES**

1. Applications for Best Student Presentation Award and Best Student Poster Award must be received by the Best Student Presentation and Poster Awards Committee by advertised deadline to be considered in the judging.
2. Chief Judge reviews all applications for completeness.
3. Chief Judge assigns three (3) judges to evaluate each presentation and poster. Selection of judges may consider background, experience, an interest of judges. Generally each judge will evaluate all qualifying presentations or posters in two or three sessions.
4. At least two weeks before the conference, Chief Judge sends each judge the following:
  - . a schedule of the presentations/posters he/she will judge
  - . complete applications (application form and abstract) for each presentation/poster he/she will judge
  - . an adequate supply of score sheets
  - . a copy of *Judging Procedures and Guidelines*
5. Chief Judge keeps a master schedule of all presentations/posters to be judged, list of judging assignments, a copy of applications, and a supply of score sheets in the event one of the judges forgets his/her materials or requests last minute scheduling changes.
6. Judges familiarize themselves with presentations/posters to be judged by reading the abstracts before arriving at the conference.
7. Chief Judge convenes a meeting of all judges before the concurrent sessions begin to confirm judging assignments, review procedures, and standardize evaluation criteria definitions and scoring strategies. The Chief Judge notifies judges of the location of a drop-off box for completed score sheets.
8. Judges complete a score sheet for each presentation/poster assigned to them. Judges evaluate the presentation/poster on each criteria provided on the score sheet and select a score value for each item. Judging is based on the oral presentation or poster display only (not the written abstract). For oral presentations, judging is best done from the rear of the room where audience reactions can be observed and where the quality of the visuals can be better determined. The total possible points for both presentations and posters is 100. Judges also complete the comments/suggestions to presenter/author section of the score sheet. Confidential comments not intended for the author(s) should be recorded on the back of the score sheet. These confidential comments may be used by the Chief Judge in the final selection.
9. Judges turn in completed score sheets to the drop-off box at the end of each session. The Chief Judge compiles scores on a composite score sheet for each category (presentation and poster) at the end of each day and determines a final (average) score for each presentation/poster.
10. After all presentations/posters have been judged, the Chief Judge reviews any confidential comments for presentations and posters scoring within the top 10-20% of their category (presentation or poster), and identifies the top scoring presentation and poster for each judge. The Chief Judge considers the final scores, comments and number of times a presentation/poster has been selected a the top choice of individual judges in selecting winners in each category (presentation and poster). The Chief Judge also may refer to written abstracts and consult with individual judges in making the final selections. Only one award is made in each category (presentation and poster).
11. Chief Judge provides a copy of the application form of the winner in each category (presentation and poster) to the Section President and President-elect as soon as possible.
12. Section Secretary has certificates prepared and framed and sends them to recipients' advisors for presentation at a student chapter meeting or other suitable occasion (and/or the subsequent Midwest Fish and Wildlife Conference).
13. Chief Judge consults with judges and makes recommendations to Executive Board for any changes in procedures, guidelines, or evaluation criteria for the Best Student Presentation and Poster Awards.



# North Central Section

Illinois – Indiana – Iowa – Michigan – Minnesota – Missouri – Ohio - Wisconsin

4.41

**Application Deadline: April 30, 200\_\_\_\_\_.**

**Please provide information only on the previous year's activities**

**NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY  
STUDENT CHAPTER ANNUAL REPORT  
AND STUDENT CHAPTER OF THE YEAR AWARD APPLICATION  
FOR YEAR \_\_\_\_\_**

Student Chapter Name \_\_\_\_\_

Submitted by \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

Date student chapter established \_\_\_\_\_

Were all officers paid-up TWS members?

    " Yes           " No

1.    **Membership in Year**
  - a.    No. of student chapter members \_\_\_\_\_
  - b.    No. of TWS members in student chapter \_\_\_\_\_
  - c.    No. of Section members in chapter \_\_\_\_\_
  - d.    No. of wildlife students enrolled at your college/university \_\_\_\_\_
  - e.    No. of student chapter members involved in state chapter \_\_\_\_\_
  - f.    No. of student chapter members involved in section \_\_\_\_\_
  
2.    **Student Chapter Meetings in Year**
  - a.    No. of student chapter meetings \_\_\_\_\_
  - b.    Average no. of attendees \_\_\_\_\_
  
3.    **Newsletter in Year**
  - a.    No. of issues \_\_\_\_\_
  - b.    Average no. pages/issue \_\_\_\_\_
  
4.    **Executive Board**
  - a.    No. of members on Executive Board \_\_\_\_\_
  - b.    No. of meetings \_\_\_\_\_
  - c.    Average attendance at meetings \_\_\_\_\_

**GOAL 1: DEVELOP AND MAINTAIN PROFESSIONAL STANDARDS FOR WILDLIFE RESEARCH AND MANAGEMENT.**

Extent of membership participation in student chapter activities and meetings.

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Presentations by agencies, institutions, and others employing wildlife professionals on areas of professionalism, job qualifications, and ethical conduct by wildlife biologists. Student chapter efforts to educate students about TWS's certification program.

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Efforts to involve wildlife students in professional activities or otherwise introduce students to the wildlife profession.

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Recognition of individuals demonstrating high professional standards. Please provide details of awards program or other activity.

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**GOAL 2: ENHANCE KNOWLEDGE AND TECHNICAL CAPABILITIES OF WILDLIFE STUDENTS**

Conduct and participate in workshops, symposia, conferences, and conclaves. Provide information on purpose, program/agenda, and participation. Agendas or other materials may be attached.

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**GOAL 3: ADVANCE PROFESSIONAL STEWARDSHIP OF WILDLIFE RESOURCES AND THEIR HABITATS**

Participation in habitat management and resource conservation projects.

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**GOAL 4: ADVOCATE USE OF SOUND BIOLOGICAL INFORMATION FOR WILDLIFE POLICY AND MANAGEMENT DECISIONS**

Testimony, letters, telephone calls, and other contacts with legislators, legislative committees, and regulators on wildlife conservation issues. Were your efforts successful?

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**GOAL 5: INCREASE PUBLIC AWARENESS AND APPRECIATION OF WILDLIFE MANAGEMENT**

TV spots, radio spots, newspaper columns, letters to the editor, and other media contacts. Describe anticipated benefits and actual results. Samples may be attached.

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Development and sponsorship of public awareness materials: pamphlets, books, videotapes, curricula, etc. How were they used? Samples may be attached.

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Public exhibits and displays.

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Participation in Project WILD, 4-H Wildlife Programs, Watchable Wildlife, hunter safety, and/or other educational programs.

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Recognition of nonprofessionals active in wildlife conservation.

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## STUDENT CHAPTER ANNUAL REPORT AND STUDENT CHAPTER OF THE YEAR AWARD

### NORTH CENTRAL SECTION OF THE WILDLIFE SOCIETY

#### Overview and Goals

The NCS presents the Student Chapter of the Year award to an outstanding student chapter each year. The goal of the award is to encourage and recognize exceptional achievements by Section student chapters. Active and effective student chapters are needed to achieve The Wildlife Society's goals, many of which are best addressed at the state/provincial or local level. Student chapters also strengthen the Society's membership recruitment and retention efforts by providing opportunities for member involvement in Society activities. The Student Chapter of the Year award pays tribute to this important unit of The Wildlife Society.

#### Application Guidelines and Procedures

The Student Chapter of the Year award is presented annually to one student chapter of the section for exemplary contributions to the Society's mission and goals. The winning student chapter receives a special certificate at the Section's annual meeting award ceremony and their name is added to the Section's permanent records.

Student chapters are asked to report their annual activities to the Section on the form provided. The completed form will also serve as the Chapter's nomination for the award. The annual report/nomination form should be sent by the Section Secretary to each Student Chapter by 1 February and returned to the President of the North Central Section, attn: Chapter Awards Committee, by 30 April. *The chapter receiving the award is not eligible for recognition in the following year.*

Recipients of the Student Chapter of the Year award may excel in one or several areas. The Section's Selection Committee considers the Society's goals and criteria in making their selection. Applicants should provide a complete and concise description of their student chapter's activity in each of the areas described; new initiatives (rather than ongoing programs) should be emphasized. Applicants must document the level of member participation in the various activities/initiatives, actual accomplishments, and their impacts on members, the profession, and resource management. All information must fit in the space provided, except where supporting documentation is specifically requested. Information provided should cover only the previous year's activities. In areas where there has been no student chapter activity or where information is not available, write "does not apply."

#### Student Chapter of the Year Travel Grant

A travel grant of up to \$1,000 will be awarded to the student chapter that is named the Section's Student Chapter of the Year. The travel grant must be used to send a student delegation to the Midwest Fish and Wildlife Conference, The Wildlife Society's annual meeting, or both in the year the award is made. The Student Chapter of the Year must further qualify for the grant by meeting the following criteria: (1) a minimum of three members of the student chapter must attend the conference and (2) the three individuals must be members of The Wildlife Society and cannot be recipients of other TWS travel grants that year. Grant monies are to be used by the student chapter for any travel expenses (transportation, lodging, meals, and registration) associated with sending a student chapter delegation to the annual conference. The conference is an excellent opportunity for students to learn about a wide range of research and management programs and to meet other students and wildlife professionals throughout the Midwest.