

ACI ARTICLES OF INCORPORATION AND BYLAWS

ARTICLES OF INCORPORATION

We, the undersigned persons, acting as incorporators of a nonprofit educational corporation under the provisions of Wyoming Statutes 17-6-1 01 and 17-7-1 01, et seq, execute these ARTICLES and CERTIFICATE OF INCORPORATION this 10th day of April, 1984.

“ARTICLE 1” NAME.

The name of this corporation shall be “The Association for Conservation Information” (ACI), and shall hereafter be referred to as the “Association.”

“ARTICLE 2” TERM.

The term of existence of this corporation is perpetual.

“ARTICLE 3” PURPOSES OF ASSOCIATION.

The Association is organized exclusively for educational and scientific purposes, including, for such purposes:

- a. The promotion and facilitation of free exchange of ideas, materials, techniques, experiences, research and educational procedures regarding conservation of natural resources and wildlife, and to establish means and media furthering such exchange;
- b. Promotion of public understanding and acceptance of the basic conservation principles;
- c. Encouragement of members, member and non-member agencies which do not have conservation education programs to adopt such programs;
- d. Assistance and encouragement of member and non-member agencies which do not have conservation education and information programs;
- e. Providing a medium for continuing education and training of Members and personnel of member agencies, including the publication and distribution of “The Balance Wheel,” the Association’s regular publication.

“ARTICLE 4” POWERS.

The Association may receive and accept property and funds by way of gift, reimbursement for services, membership fee, bequest or devise, from any person, corporation or public entity to be held, administered and disposed of in accordance with and pursuant to these articles, but no gift, bequest or devise of property shall be accepted if it is conditioned or limited in such a manner as to require its use or disposition for any purpose other than is stated in Article 3 herein, or for the private benefit of any person, other than in payment of reasonable compensation for services rendered or distributions in furtherance of the purpose stated in Article 3. The Board of Directors of the Association shall have the following discretionary powers:

- a. To borrow money upon such terms as they consider advisable and to give such security for such debts as is reasonable and prudent;
- b. To execute and deliver deeds, contracts, leases, notes and other

instruments incidental to any transactions in which they engage;

- c. To invest and reinvest the funds of the Association, to accept, buy, sell, lease and manage real and personal property in furtherance of the purpose of the Association, but no funds of the Association shall be loaned to any officer, director or member of or contributor to the Association, nor to any person except on the basis of an adequate interest charge and with adequate security;
- d. To employ attorneys, accountants, consultants and banks to advise and assist in managing the Association's affairs, and to pay reasonable compensation therefore;
- e. To accept contributions and compensation for services extended to any conservation, education or information agency or organization, including member organizations and agencies;
- f. To authorize expenditure of the Association's funds for projects and activities in furtherance of the stated purposes of the Association;
- g. To designate, in the event of dissolution of the Association and after payment of all debts and liabilities of the Association, organizations qualified as exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954, to which all remaining assets of the Association shall be distributed;
- h. To sue and be sued in the name of the Association, to protect the assets and the proper activities of the Association and:
- i. To promote and assist in scientific research regarding natural resource conservation and management and public attitude/public relations research, to disseminate the results of such research sponsored by the Association to the public on a nondiscriminatory basis, and to coordinate dissemination of research results from members and member agencies: and exercise such other authority as is lawfully devised to it by the members of the Association.

"ARTICLE 5" ASSETS.

The assets of the Association, including all funds and property and net earnings, shall be held and managed in a manner in furtherance of the stated purposes of the Association. No part of the net earning of the Association shall inure to the benefit of or be distributable to its members, directors, officers or other private persons except that the Association is authorized to pay reasonable compensation for services rendered and goods purchased and to make advancements, payments and distributions in furtherance of the stated purposes of the Association. Upon dissolution or termination of the Association, all assets remaining after payment of all debts and liabilities of the Association shall be distributed to organizations qualified as exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954. The Association shall not pay a salary or an honorarium to any officer or director.

"ARTICLE 6" LIMITATIONS OF ACTIVITIES.

No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Association shall not participate in, nor intervene in (including the publication or distribution of statements) any campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles the Association shall not engage in any activities not permitted to be engaged in (a) by a corporation or an association exempt from taxation under Section 501 (c) or (b) by a corporation or an association, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1954.

“ARTICLE 7” MEMBERSHIP AND CLASSES OF MEMBERS.

- a. Agency membership. Any formal national or international agency or organization engaged in fish, wildlife, and/or conservation information and educational efforts shall be eligible for membership in the Association, with the approval of the Board of Directors. Information and education departments of private organizations, federal and state agencies and Canadian provincial and territorial agencies with natural resources management responsibilities shall be eligible to join.
- b. Honorary Life membership. Honorary life memberships may be conferred upon individuals by a simple majority vote of the member agencies at the annual conference. The purpose of honorary life membership is to honor individuals who have devoted their lives to the field of conservation information and education in accord with the declared purposes and objectives of the Association. Life memberships are available only to individuals who have been associated with active Association member agencies. Nominations for life membership, including a list of qualifications, shall be submitted in writing to the Board of Directors prior to an annual business meeting.
- c. Associate membership. Associate membership may be granted to organizations or individuals less directly engaged in conservation education and/or information work, but which wish to support and further the aim of the Association, with the approval of the Board of Directors.
- d. Individual membership. Individuals who are engaged in conservation education and information activities, but who are not employed by a member agency, may be eligible for membership, subject to Board approval. Dues for individual memberships shall be set at a level designed to encourage membership by representatives and employees of public agencies, nonprofit conservation organizations, and interested members of the public.
- e. Sponsor membership. Organizations interested in supporting and furthering the cause of conservation information and education and the goals of the Association may join as sponsor members with the approval of the Board of Directors.
- f. For the purposes of the Articles, “Members” refers to those individuals, agencies and organizations which have honorary life membership, associate membership, individual membership and/or sponsor membership, as defined respectively in sections b, c, d and e of this article; “agency members” or “member agencies” refers to those agencies and organizations which have agency membership, as defined in section a of the article. 1989.

“ARTICLE 8” VOTING

- a. Each member agency in good standing will be granted one vote in all internal business affairs conducted during the annual conference. Each member agency, regardless of size or number and location of offices, will be allowed one vote. At regular business meetings, one agency will choose one voting delegate from its members in attendance.
- b. All members in good standing will be considered collectively as a single group comparable in voting status to one member agency. At regular business meetings where more than one member is present, they will choose one voting delegate from those Members in attendance. This member delegate will be granted one vote in all internal business affairs conducted during the annual conference. 1989.
- c. An individual Member has voting privileges only if he or she represents an agency member or is the Member delegate.
- d. Proxies may not be delegated and shall not be accepted in the conduct of membership votes.

“ARTICLE 9” ELECTION OF DIRECTORS AND OFFICERS.

- a. Directors of the Association shall include the immediate past president, the president, the vice-president, the secretary, the treasurer and nine board members. Board members other than officers shall be elected to serve three-year terms. The election of Directors shall follow the election of officers at each annual conference. Individuals who are Honorary life, associate, and/or individual members and/or who represent sponsor members, individual members and sponsor members cannot be elected to serve as officers and/or as members of the Board of Directors. A board member may not be elected for a second consecutive term, but may be re-elected after a one-year absence from the board. The terms of the board members shall be staggered so that only three positions need be filled at each annual conference. 1999.
- b. Election of Officers. The Officers of the Association shall be a president, a vice-president, a secretary and a treasurer. Officers shall be elected at each annual conference, with each member casting one vote in the election of each officer. The order of the election shall be as follows: First, the president shall be elected; Second, the vice-president shall be elected; Third, the secretary shall be elected; Fourth, the treasurer shall be elected. Officers may be re-elected for second consecutive tenons.
- c. Replacement of Officers. In the event the president becomes ineligible or unable to perform his or her duties, the secretary shall be immediately informed. The secretary shall thereafter immediately notify the vice-president, who shall thereupon assume the full duties of the president. If the vice-president shall decline to assume the duties of the president, the secretary shall notify the immediate past president who shall select an interim president from among themselves. The same procedure shall be followed in the event that any other officer becomes ineligible or unable to perform the duties of his or her office. Such elections may be held by use of the telephone or the mails. In the event that elected president is incompetent or purposely violates these articles or the bylaws of the Association, or causes the Association to violate these articles or

its bylaws, the immediate past president is authorized to call an emergency meeting of the Board of Directors. The immediate past president shall preside over such a meeting, shall detail the reasons for the meeting and may request an ouster vote. A vote to oust the president must be unanimous. A lack of response from a board member or an abstention shall be considered a vote against the ouster. This procedure may be followed for the ouster of an elected officer of the Association. If an officer is ousted, the procedure outlined in this paragraph shall be followed to select a successor. Any officer may be elected to two successive terms in office, but no officer shall serve more than two consecutive years in office, excepting the treasurer, whose length of service may be specified by the Board of Directors. 1989.

“ARTICLE 10” OFFICERS AND DUTIES.

- a. Officers of the Association shall be a president, vice-president, secretary and treasurer.
- b. Office of the President. The president shall preside at all meeting of the Association, the executive committee and the Board of Directors. The president shall also supervise all committees, and create new committees where appropriate, and shall coordinate with the host agency regarding the program and curriculum of each annual conference and other workshops and regular work sessions.
- c. Office of the Vice-President. The vice-president shall assist the president in his or her duties and shall preside over all meeting in the absence of the president.
- d. Office of the Secretary. The secretary shall keep a record of all transactions of the general business meetings of the Association as well as meeting of the Board of Directors and executive committee. The secretary shall notify all members of the time and place of meetings; shall annually update a mailing list of all members, associate members, honorary life members, individual members and sponsor members. The secretary shall be responsible for maintaining these articles and the Association’s bylaws. Whenever changes in the articles or the bylaws are made, the secretary shall summarize them and supply them to the editor of “The Balance Wheel” for publication in the next issue following the meeting when such changes are made. Prior to the next annual meeting, the secretary shall issue a revised set of articles and bylaws to each member agency. The secretary shall also maintain a permanent and current file of all copies of “The Balance Wheel.”
- e. Office of the Treasurer. Within 30 days following the annual conference, the newly elected treasurer shall furnish a surety bond in an amount to be set in the bylaws, to be paid by the Association and filed with the president. Failure to furnish such a bond shall be grounds for removal of the treasurer from office. The treasurer shall issue warrants to pay for expenses incurred by designated members who expend funds with the expressed authorization of the Board of Directors or the executive committee. The treasurer shall prepare an annual budget at the end of his or her year in office, prior to the annual conference, for the next year’s operations. The treasurer shall audit the annual conference and

winter workshop books and account, shall deposit any surplus funds above a working account in an amount approved by the Board of Directors into interest-bearing accounts, and shall have fund account cards countersigned by the president so that the president can draw funds in the event that the treasurer is unable to perform his or her duties.

“ARTICLE 11” DUTIES OF THE BOARD OF DIRECTORS.

- a. The Board of Directors shall meet at least annually, at the annual conference, and so often as may be necessary to conduct, supervise, and ratify the conduct of the Association’s affairs.
- b. Executive Committee. The executive committee shall consist of the immediate past president, the president, the vice-president, the secretary and the treasurer. The executive committee is authorized to conduct interim business of the Association, subject to approval and ratification of the entire Board of Directors.
- c. Quorum. A quorum of eight members of the entire Board of Directors is required to conduct business at a Board meeting. The executive committee and the full Board may conduct meetings and approve business by use of the telephone or the mails, or both. The secretary shall maintain minutes of all such meetings including a list of all participants sufficient to maintain a quorum.

“ARTICLE 12 “ COMMITTEES.

The president shall appoint committees as necessary to assist with carrying out the business of the Association. The committees shall have authority to spend the funds of the Association only to the extent expressly and annually authorized by the Board of Directors. All committee requests for expenditures shall be communicated to the treasurer, who shall determine whether such requests are appropriate and authorized. The funds may be disbursed only by the treasurer, or in the event of his or her inability to perform his or her duties, by the president. The treasurer shall annually audit the accounts of each committee which is authorized to expend Association funds.

“ARTICLE 13” AMENDMENTS.

- a. The intent of these articles is to provide a stable and understandable set of rules for operating this Association. Amendments to these articles must be carefully considered with an opportunity to be voted upon by all member agencies and the Member’s delegate. Amendments may be proposed by a member agency or Member delegate.
- b. Proposed amendments to these articles must be published in “The Balance Wheel” prior to the annual business meeting.
- c. Absentee ballots must be provided in “The Balance Wheel,” along with each proposed amendment to these articles, for agencies unable to attend the annual business meeting. Completed absentee ballots must be received by the secretary at least two weeks prior to the beginning of the annual business meeting.
- d. Voting on proposed amendments shall take place during the annual

business meeting. A simple majority of all votes, including absentee votes that are received by the secretary, is required to pass an amendment.

e. A revised and complete set of these articles shall be issued by the secretary after each successful amendment, noting the year of change.

“ARTICLE 14” BYLAWS.

The initial directors shall adopt a set of bylaws to govern the Association's procedures and practices. Following the adoption and ratification of these articles by the membership of the Association, the power to adopt and amend the bylaws shall be vested in the Board of Directors, provided that a quorum is present. Bylaws may be adopted or amended at board meetings conducted by telephone conference calls. Bylaws may not be adopted or amended by use of the mail or e-mails. Amended 2005.

“ARTICLE 15” INITIAL REGISTERED AGENT

The initial registered agent of the Association shall be Randall T. Cox. The initial business office of the Association shall be P.O. Box 982 Cheyenne. Wyoming 82003.

“ARTICLE 16” STOCK.

The Association shall not issue nor create shares of capital stock.

BYLAWS - THE ASSOCIATION FOR CONSERVATION INFORMATION (ACI)

Article 1. General.

a. Symbol. The symbol of this Association shall be a logo of mountains, a rippling lake and a sun with appropriate wording around the logo to read “The Association For Conservation Information, Inc.” as approved by the Board of Directors in 2003.

Article 2. Officers.

a. With the exception of the ACI Treasurer, who may be an honorary life, associate, and/or individual members and/or who represent sponsor members, individual members, all officers shall be employees of member agencies.

Election of officers shall be based on a general but flexible Policy of successive promotion. This provides for training of officers and gives the membership a better chance to evaluate candidates. 2001

b. Officers shall assume their functions immediately upon election and shall continue in office until their successors are chosen.

c. Bond for the treasurer shall be \$30,000. 1998.

d. The president, or a person appointed by the president, shall attend the annual meeting of the International Association of Fish and Wildlife Agencies and the annual North American Wildlife and Natural Resources Conference to conduct business pertinent to ACI and to participate in appropriate committees of the International Association and the North American. Amended 1986, 1991, 1992.

Article 3. Membership and Dues.

- a. Agency Memberships. Annual dues for member agencies shall be \$200, U.S. or Canadian currency. 2002. The fiscal year of the Association shall begin July 1, and shall extend through June 30 of the following year. 2006.
- b. Honorary Memberships. Honorary life members pay no dues.
- c. Associate Memberships. Associate membership dues are \$50 per year.
- d. Individual Memberships. Individual membership dues are \$25 per year. Amended 1989.
- e. Sponsor Memberships. Sponsor memberships are \$500 and above. Supporting memberships are \$250. Sustaining memberships are \$100.

Article 4. Annual Meeting.

- a. The word "conference" shall be used to denote the annual Association meeting.
- b. One conference shall be conducted annually. Special meetings may be called by the president upon concurrence of nine (9) members of the Board of Directors. Members shall be given sixty (60) days notice of the regular meeting and thirty (30) days notice of special meetings.
- c. A written invitation for future conferences must be submitted to the Association's Board of Directors prior to the annual conference for its consideration and presentation to the membership during the annual business meeting, at which time a simple majority vote by members present will be necessary for accepting any conference bid.
- d. The Board of Directors shall assist the host agency in setting up the annual conference. The incoming president and conference chairman shall coordinate with the president of the Outdoor Writers Association of America to avoid conflicts in setting dates for the annual conference, and shall schedule the annual meeting as soon after July 1 as feasible.
- e. Advance payments, not to exceed \$5,000, shall be paid the host agency for conference expenses. The host agency shall invest the monies received in an interest-bearing checking account. The books shall be submitted within 90 days and all unexpended money refunded to the Association. Monies derived from the annual conference fund raising activities may be applied, at the discretion of the Board, to annual conference and winter workshop expenses. Amended 1989, 1992, 1998.
- f. Discussion from the floor is recognized as one of the most important parts of the conference sessions, and special effort shall be made to ensure that all programs include sufficient time for such discussion.
- g. All "Members" as defined in Article 7, section F, Articles of Incorporation. Members shall meet during the annual conference prior to the business meeting to select one voting delegate. The one voting delegate shall be selected by a majority vote of those individuals who represent the "Members" category.

Article 5. Winter Workshop.

- a. Each winter a workshop may be conducted for the purpose of providing

training and continuing education for individual members. Amended 1992.

b. A written invitation for future winter workshops must be submitted one year in advance to the Board of Directors for consideration and presentation to the membership during the annual business meeting, at which time a simple majority vote by members present will be necessary for accepting any winter workshop bid.

c. Advance payments, not to exceed \$2,000, shall be paid the host agency for conference expenses. The host agency shall invest the monies received in an interest bearing checking account. The books shall be submitted within 90 days and all unexpended money refunded to the Association. Monies derived from the annual conference fund raising activities may be applied, at the discretion of the Board, to annual conference and winter workshop expenses. Amended 1989.

d. It shall be recognized that the winter workshop is primarily for training purposes. Regular Association business, other than committee business, shall be conducted only after proper notification.

Article 6. Quorum.

a. For business to be conducted, a quorum of member agencies is required. A simple majority of all voting member agencies present at the beginning of the business meeting and in good standing, but no less than one-fourth (1/4) of the Association's total membership, in good standing, shall constitute a quorum.

Article 7. Accounts, expenditures and reports.

a. The board may create a scholarship account, to be known as the Geoffrey Schneider Scholarship Fund, to provide travel scholarships to attend the annual ACI conference or winter workshops. Only persons employed by member agencies and organizations, persons employed by potential membership agencies and organizations are eligible for such scholarships. With approval from the board the president shall set the total amount of scholarship funds available each year. Unspent scholarship funds will be maintained in the scholarship account and used in subsequent years. Availability of scholarship funds will be made known through ACI's Web site, the Balance Wheel and any other appropriate means. A written report of the conference will be submitted by the scholarship awardees to the editor of the Balance Wheel immediately following the close of the conference. (Amended May 2008). The president's room shall be paid for the annual (and winter workshop) conference(s) (and) travel and accommodations shall be paid for the president, or his/her designated representative, to attend the annual meeting of the International Association of Fish and Wildlife Agencies, and the annual North American Wildlife and Natural Resources Conference. The president or his/her designated representative, may request advance payment of anticipated estimated costs for travel, room and board and a written report of the proceedings of both meetings will be submitted by the representatives to the editor of "The Balance Wheel" for publication. Amended 1986,1992.

b. No money shall be expended except in furtherance of the purposes stated in the Articles of Incorporation.

- c. No honoraria or salaries shall be paid to any officer or director unless such payment is for services rendered by an officer or director. Amended 1993, 1997.
- d. "The Balance Wheel" editor shall be \$5,500, which includes production of four issues of the TBW, travel to the annual conference and production of the membership directory. Amended 2003.
- e. The president shall prepare an annual budget for submission to the directors prior to each annual conference. Guidelines for the preparation of the budget, as adopted by the Board of Directors and contained in Policy and Procedure #1 of the Association for Conservation Information, will be used. Amended 1994.
- f. The president shall name an auditing committee on or before the first day of each annual conference to examine the records of the treasurer for the preceding year. The committee shall make a written report to the directors on or before the last day of the annual conference. The report shall be included in the minutes of the Board of Directors meeting.
- g. The directors shall have the duty and responsibility to make all major decisions governing permissible expenditures. The president and the treasurer shall have the duty and responsibility to carry out the directors instructions in a prudent and businesslike manner.

Article 8. Publications.

- a. "The Balance Wheel." The Association shall electronically publish a quarterly newsletter entitled "The Balance Wheel" and up to two additional issues per year as approved or directed by the president. The president shall designate an editor with the approval of the Board of Directors. Amended 1992.
- b. Distribution. Via the ACI Web site (aci-net.org) "The Balance Wheel" shall be provided without charge to all members. Amended 2004.
- c. Educational institutions and individuals whose organizations are not eligible for membership may receive a single copy of all publications of the Association by paying a yearly service charge, as determined by the president. Additional copies may be purchased by member agencies, associate members, or by any governmental units, institutions, or groups who have paid a yearly service charge, determined by the president.
- d. The World Conservation Library in Denver is to be put on the Association mailing list, and ACI members are urged to contribute publications and information to the Center on a state basis.
- e. ACI Directory. The Association will maintain an on-line directory. Amended 1990, 2007.

Article 9. Amendments to Bylaws.

- a. Bylaws shall be adopted and amended by majority vote of the Board of Directors, in accordance with the procedures established in Article 14 of the Articles of Incorporation.

Article 10. Committees.

- a. The annual business of the Association shall be conducted by the committees appointed by the president. Each committee shall have at least one

board member.

b. Committees of the Association shall be, but shall not be limited to, the following committees:

(1) Ways and Means Committee. A Ways and Means Committee shall have the responsibility of looking into all phases of the Association's business and for making recommendations, to the officers and directors for the improvement of operations, with particular attention to policy and procedural matters and fiscal problems. It is responsible for recommending additions or changes to the Articles of Incorporation and Bylaws to facilitate Association business, and for such other duties as the president may direct.

(2) Awards Committee.

(a) The Association shall conduct an annual awards program to promote craft, improvement through competition and to give appropriate recognition to the efforts of member agencies in conservation education, information, and public relations programs, and on the recommendations of member agencies, to honor individuals and organizations who have distinguished themselves in those fields. Amended 1992.

(b) Awards shall be identified with the year in which the work was done.

(c) A committee shall be appointed each year to coordinate all awards activities. The committee shall notify all member agencies of the awards competition, rules and deadlines; shall arrange for judges which shall provide constructive criticism: shall provide the numbers one through three winners in each awards category with a certificate, except when fewer than four enter a category wherein only a first place will be awarded: members may submit from one to three entries per category based on each individual categories criteria. A \$20 entry fee per entry will be assessed by the treasurer. The Awards Committee shall recommend changes in the rules at the annual conference. Amended 1985. 1988. 1992. 1994.

(d) Individual divisions, districts, regional offices, etc., within national natural resource organizations, as further described in "ARTICLE 7", ss a, of the Articles of Incorporation of ACI, may enter any and all categories of the annual awards competition if they have applied for and been accepted for separate Agency Membership status by a vote of the Board of Directors. Amended 1994.

(4) Nominating Committee. The Nominating Committee shall recommend to the membership at the annual conference a proposed slate of officers and directors for the upcoming year.

(5) Auditing Committee. In addition to the duties specified under Bylaws, Article 7, Section f., the Auditing Committee shall also audit books from the preceding annual conference and winter workshop.

(6) Liaison Committees. The president may appoint liaisons to work with groups such as Outdoor Writers Association of America, the International Association of Fish and Wildlife Agencies, regional fish and wildlife associations, and other appropriate organizations.

(7) Fund Raising Committee. The president shall appoint a committee to conduct annual raffle/auction for the purpose of raising funds defray costs the annual conferences or winter workshops. Amended 1989, 1993.

(8) Conference Futures Committee. Committee will assist conference host member state with planning agenda and speakers for each conference.
Amended 1989.

Article 11. Written Policy and Procedure(s) for ACI.

- a. A Policy and Procedure manual shall be written and maintained. P&P's shall be utilized to direct the successful completion of the business and activities of ACI in conformance with all Articles and Bylaws of the organization.
- b. The Ways and Means Committee shall be responsible for the completion of specific P&P's as directed by the President and/or Board of Directors. The president may assign a committee to develop proposed P&P's.
- c. Policy and Procedure's shall be approved and adopted by the Board of Directors during the annual conference in conformance with ARTICLE 11 of the ACI ARTICLES OF INCORPORATION. Adopted 1993.

Policies and Procedures

All policies and procedures are approved by the Board of Directors and remain in effect as written until amended or deleted by the Board of Directors of the Association for Conservation Information, Inc.

Policy and Procedure 1: Preparation of an Annual Budget for ACI, Inc.

Purpose: To provide direction and guidance for the preparation of an annual budget for the ACI, by the President.

Procedure: Authority: Articles of Incorporation: "Article 10" ss e., Office of the Treasurer. By Laws, Article 11 – Written Policy and Procedure(s) for ACI, Inc., By Laws, Article 7., ss e.

It will be the responsibility of the President of the Association for Conservation Information to prepare, or direct the preparation of, an annual budget for ACI for the period of July 1 through the following June 30. Said budget will be presented to Officers and Board of Directors for their consideration at least two weeks prior to the annual Board of Directors meeting during the annual meeting of ACI.

The proposed budget will list the annual estimated cost of all normal ongoing expenditures for items including, but not limited to: the annual meeting, The Balance Wheel, ACI Directory, awards program, accounting legal, bonding, and dues. The budget will also list an estimate of normal revenues for things such as: dues, awards, dividends, and conference auction receipts.

The budget may include estimated costs for any special projects, programs and activities submitted prior to or during the Board of Director's meeting during the annual meeting of ACI.

The final budget will be reviewed by the Board of Directors at their annual meeting for review and adoption. Once approved, copies of the annual budget will be available for review by the membership during the annual meeting.

Adoption of the budget by the Board of Directors is authorization of expenditure payment for approved special projects, programs and activities by the Treasurer up to the approved amount, plus ten (10) percent. Costs for special projects, programs and activities above 10 percent of the original estimated cost must be approved by the Board of Directors in conformance with Articles of Incorporation, "Article 11", ss c., "Quorum."

Effective July 1999.

Policy and Procedure 2: Complimentary Annual Conference Registration Fee

Purpose: To provide direction and guidance for the waiving of the annual conference registration fee.

Procedure: Authority: Articles of Incorporation: Article 5 – Assets. Bylaws: Article 7 – Accounts, expenditures and reports, ss g., and Article 11 – Written Policy and Procedures for ACI.

It shall be the policy of the Association for Conservation Information to direct the responsible party of the host state of the annual conference to waive the cost of their conference registration fee for the chairperson and vice chairperson of the ACI Awards Committee. The conference registration fee is not transferable and may not be awarded in cash.

Effective July 1998.

Policy and Procedure 3: Nomination of Board Members

Purpose: To provide direction and guidance to the Nominating Committee as appointed by the President at the annual conference.

Procedure: The ACI president will announce a nomination committee on the first day of the annual conference and makes the committee known to the membership. Members may be nominated by the nomination committee, by other members of ACI or may seek sponsorship from a current serving board member or officer. To be eligible for nomination to the Board of Directors, a person must represent an agency that has been a member in good standing for a minimum of two years. Nominees must have attended at least two of the last four conferences and/or must have served as an official committee member for at least two years. Nominees understand they will be expected to attend conferences, board meeting and teleconferences, if at all possible.

Effective: April 1, 2004. Modified July 2004.

Policy and Procedure 4: The Annual Communication Excellence (ACE) Award

Purpose: To recognize professional accomplishments of conservation communicators. IAFWA would be the awarding entity and ACI will administer and facilitate the award process in this cooperative effort.

Procedure: The following procedure will be used regarding the ACE Award:

ELIGIBILITY: A state or federal conservation agency, individual, team, or project

is eligible.

CRITERIA: Selection of the winning candidate will be made by consensus of the ACE award committee (members outlined below) based on the:

"Achievement of excellence in the promotion or facilitation of an ideas, materials, techniques, experiences, research and/or educational procedures resulting in the conservation of natural resources and wildlife."

AWARDS COMMITTEE: The ACE award committee will include a total of five individuals:

- Two past presidents of ACI
- An IAFWA member agency director (or chair of Education and Outreach and Diversity Committee)
- A representative of an IAFWA member federal agency.
- A representative of an IAFWA member non-profit or non-governmental organization. Federal and non-governmental members will be appointed by the ACI ACE committee chair with concurrence of the chair of the IAFWA Education and Outreach and Diversity Committee. The chair of the ACE awards committee will be the most recent past ACI president.

PROMOTION AND ANNOUNCEMENT PROCESS: ACI will prepare and place announcements through its communication vehicles, IAFWA newsletter, and any other appropriate means as determined by the chair of the ACE committee.

NOMINATION PROCESS: A written nomination (no longer than three type written pages, 11 point type or larger) focusing on the actual achievement or the person, team, agency or project--including supportive information of the effort will be submitted to the ACE award committee chair. Nomination should include information related to investment of time, money or other resources.

AWARD PRESENTATION: The award would be presented at IAFWA annual meeting.

AWARD FINANCE: ACI, and/or its various partners, will handle all costs for the program, including a \$1,000 award (The Outdoor Channel), coverage of travel expenses, up to \$1,000 for the recipient to attend the annual IAFWA meeting and ACI annual conference.

Effective July 2004. Implementation pending IAFWA approval.

Policy and Procedure 5: Membership Status: Good Standing, Delinquency, Termination

Purpose: To provide direction and guidance in the determination of membership status in respect to when a member or member agency is deemed in "good standing," "delinquent" and when a member or member agency membership is terminated due to non-payment of dues.

Procedure: To obtain membership status in the Association for Conservation Information, Inc., member agencies and members are required to pay the appropriate amount of money (dues) as established by the Board of Directors and contained in ACI Bylaws, Article 3. ACI membership rights and privileges are granted for a period of one year from the last day of the

month of the initial payment of dues. A member agency or member shall be considered in good standing if the ACI Treasurer receives dues no more than three (3) months from the billing date. A member agency or member shall be considered delinquent if dues are more than three (3) months but less than six (6) months in arrears. Membership in the Association for Conservation Information, Inc. shall be considered vacated, and then automatically terminated without action of the ACI Board of Inc., if dues payment has not been received within the six (6) month period after initial billing. Member agencies and other members must have member status that is in good standing or delinquent to allow any personnel from said member agency or member to participate in Association business, including but not limited to serving as an officer or board member, participating in the awards program, voting at business meetings and receiving any other benefits as a member of the Association. Delinquent members must pay their dues to continue participating in Association business.

Billing Procedure: 1. Invoice sent approximately one month prior to deadline; example: Nov. 1.

2. First "past due" notice sent with copy of original invoice approximately two months after initial billing; example: Jan. 1.

3. Second "past due" notice, and "final notice" announcement sent with copy of original invoice approximately four months after initial billing. This is to be sent by certified mail, signature required; example: March 1.

4. Notice of membership termination sent after seven-month period of initial billing; example: June 1.

Effective July 2005.

Policy and Procedure 6: Membership Data

Purpose: Maintain one database containing all pertinent membership information, accessible to all members at all times.

Procedure: Under the direction of the membership committee, appointed by the President of the Association, the membership committee will maintain one database on the ACI Web site. This database will contain pertinent membership information, including but not limited to member personnel names, addresses, phone numbers, e-status; agency contact/attention line for dues and other ACI business; and any other information deemed appropriate or necessary by the Board.

Effective July 2005.

Policy and Procedure 7: Relief from Membership Dues

Purpose: Allow agencies or potential member agencies as defined in the Articles of Incorporation, Article 7a, to either maintain their membership and involvement or become new members despite circumstances that do not allow them to pay dues.

Procedure: Any member agency or potential member agency may submit a request to the ACI president for relief from annual dues by sending their request on official agency/organization letterhead, signed by the division chief or equivalent. The president

shall forward the request to the board of directors as an item to be voted on by the board. Until such time as the board acts on a request, the agency submitting the request shall remain or become a member in good standing with all member benefits. If granted, relief shall be for a one-year period. There will be no restrictions on the number of subsequent years member agencies or potential member agencies may petition for relief but they must submit a new request each year.
Effective July 2008.