

# **BYLAWS**

## **Association for Conservation Information**

### **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 represents 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 after the conference at which they are elected and shall continue in office until their successors are chosen. (Amended 2012)

c. Bond for the Treasurer shall be \$30,000. (1998)

d. The President, or a person appointed by the President, may attend the annual meeting of the 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 Association and the North American. (Amended 1986, 1991, 1992, 2023)

### **ARTICLE 3 – Membership and Dues**

a. Agency membership. Annual dues for member agencies shall be \$200, U.S. or Canadian currency. (Amended 2002)

b. Honorary membership. Honorary Life members pay no dues.

c. Associate membership. Associate membership dues are \$50 per year.

d. Individual membership. Individual membership dues are \$25 per year.

e. Sponsor membership. Sponsor memberships are \$500 and above. Supporting memberships are \$250. Sustaining memberships are \$100. At the beginning of each fiscal year, the Treasurer shall send invoices to Association members for payment of dues, as described in Policy and Procedure 4. The fiscal year of the Association shall begin July 1 and end June 30 of the following year. (Amended 1989, 2006, 2012)

## **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. If the host state is unable to fulfill the role of conference host, the board of directors has the authority to select another host state to fulfill this role. (Amended 2015)
- d. The Board of Directors shall assist the host agency in setting up the annual conference. The President and conference chairman shall coordinate with the president of the Outdoor Writers Association of America and the annual meeting of the Western Association of Fish and Wildlife Agencies to avoid conflicts in setting dates for the annual conference, and shall schedule the annual meeting as soon after July 1 as feasible. (Amended 2012, 2023)
- e. Advance payments, not to exceed \$5,000, may be paid to the host agency for conference expenses. Upon approval of the board of directors an additional advance payment of up to \$5,000 may be provided to the host state. The host agency shall invest the monies received in an interest-bearing checking account. The books shall be submitted within 90 days following the conclusion of the conference 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, 2012, 2018)
- 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-f (Membership and Classes of Members) of the Articles of Incorporation 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 – 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 6 – 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 or 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 website, "The Balance Wheel" and any other appropriate means.
- b. As a condition of receiving a scholarship, recipients may be called upon by the Board of Directors to perform some sort of service at the conference. Possible services include assisting the editor of "The Balance Wheel" in preparing articles related to the conference; or serving on an ad hoc committee. (Amended 2008, 2012)
- c. The President's lodging and travel expenses may be reimbursed for attendance at the annual meetings of the Association of Fish and Wildlife Agencies, and the annual North American Wildlife and Natural Resources Conference. Total travel reimbursements may not exceed \$2,000. A written report and pictures of both meetings will be submitted by the President to the Membership Communications Chairperson for use in "The Balance Wheel" or social media. (Amended 1986, 1992, 2023)
- d. 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)
- e. The Membership Communications Chair may be paid \$1,250 per quarter upon satisfactory performance as determined by the board of directors . (Amended 2003, 2012, 2016, 2023)
- f. For services rendered, the Treasurer may be paid \$1,250 per quarter upon satisfactory performance as determined by the board of directors . In the first year of the Treasurer's term a \$500 stipend may be provided to the Treasurer to cover transition costs. (Amended 2021, 2023)
- g. No money shall be expended except in furtherance of the purposes stated in the Articles of Incorporation.
- h. The Treasurer, in consultation with 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, 2012)
- i. 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 conference's Annual Business Meeting. (Amended 2012)

j. 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.

k. The ACI President, Treasurer, Awards Committee Chairperson and Membership Communications Chairperson may have their registration to the annual conference waived. Lodging and travel expenses for the aforementioned may be reimbursed if requested to attend the annual meeting. Total travel reimbursements may not exceed \$2,000. (Amended 2016, 2023)

## **ARTICLE 7 – Amendments to Bylaws**

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 8 – Committees**

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. Committees of the Association shall include, but are not limited to, the following:

### 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, Bylaws, and Policies and Procedures to facilitate Association business and for such other duties as the President may direct. (Amended 2012)

### 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, who shall provide constructive criticism; shall provide the numbers one through three winners in each awards category with a plaque or 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 category's criteria. A \$40 fee per entry will be assessed by the Treasurer. The Awards Committee shall recommend changes in the rules to

the Board of Directors at an official Board meeting – either conference call or the annual conference. (Amended 1985, 1988, 1992, 1994, 2011, 2016)

d. Individual divisions, districts, regional offices, etc., within national natural resource organizations, as further described in Article 7-a (Membership and Classes of Members) of the Articles of Incorporation 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)

### 3) Nominating Committee.

On or before the first day of each annual conference, the President shall appoint a Nominating Committee. Its purpose shall be to recruit a proposed slate of officers and Directors for the upcoming year to be voted upon by the membership. (Amended 2012)

### 4) Auditing Committee.

In addition to the duties specified under Article 7-f of the Bylaws, the Auditing Committee may also audit books from the preceding annual conference and winter workshop. (Amended 2012)

### 5) Liaisons Committee.

The President may appoint liaisons to work with groups such as the Outdoor Writers Association of America, the Association of Fish and Wildlife Agencies, regional fish and wildlife associations and other appropriate organizations. (Amended 2023)

### 6) Fund-raising Committee.

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

### 7) Conference Agenda Committee.

Committee will assist conference host member state with planning agenda and speakers for each conference. (Amended 2012)

### 8) Membership Communications Committee.

With input from the Board, the president shall appoint a Membership Communications Committee for the purpose of providing ACI members information regarding ACI-related news to members and to foster communication between members. (Amended 2016)

### 9.) Grants Committee:

With input from the Board, the president may appoint a Grants Committee for the purpose of pursuing and administering grants that benefit ACI members. (Amended 2021)

## **ARTICLE 9 – Written Policies and Procedures for ACI**

A Policies and Procedures manual shall be written and maintained. Policies and procedures shall be utilized to direct the successful completion of the business and activities of ACI in conformance with all Articles and Bylaws of the Association.

1.) The Ways and Means Committee shall be responsible for the completion of specific policies and procedures as directed by the President and/or Board of Directors. The President may assign a committee to develop proposed policies and procedures.

2.) Policies and procedures shall be approved and adopted by the Board of Directors in conformance with Article 11 of the Articles of Incorporation. (Amended 1993, 2012)