

# WESTERN WILDLIFE LAW ENFORCEMENT WORKSHOP BYLAWS

## Article I - Designation

**Section 1.** The name of this entity shall be the Western Wildlife Law Enforcement Workshop (Workshop) pursuant to and as sanctioned by the Western Directors and Western Association of Fish and Wildlife Agencies (WAFWA). The official publication of the Workshop shall be known as the *Western Wildlife Law Enforcement Workshop Proceedings* (Proceedings).

## Article II – Goals & Objectives

**Section 1.** The goal of the Workshop is to provide a regular forum for wildlife law enforcement information exchange in order to promote up to date, cooperative, consistent and effective wildlife law enforcement activity throughout the Western United States and Canadian member jurisdictions.

**Section 2.** The objectives of the Workshop will be to:

- (a) Provide a regular opportunity for all respective wildlife law enforcement entities to meet, share and discuss matters and issues of concern.
- (b) Encourage and promote law enforcement cooperation.
- (c) Encourage, develop and share efficient and innovative cooperative law enforcement practices.
- (d) Promote and provide wildlife or resource law enforcement training, education and experience sharing programs for officers in and amongst participating agencies.
- (e) Provide a forum and vehicle to identify, collect and disseminate information relating to wildlife law enforcement including, but not limited to:
  - (1) changes in legislation; and
  - (2) illegal wildlife activities affecting the responsibilities of the participating agencies.
- (f) Devise and recommend legislative changes for the purpose of improving and standardizing law enforcement, and to better assist in conserving and managing wildlife resources.
- (g) Promote consistency and uniformity in wildlife laws and regulations.
- (h) Recognize individuals and/or groups for outstanding achievement in wildlife law enforcement.

- (i) Encourage the highest possible professional and ethical standards and practices of law enforcement by and among the participating agencies.
- (j) Foster and promote the most courteous, impartial and efficient service to the public.
- (i) Convey wildlife law enforcement recommendations and advice to WAFWA through the standing WAFWA Law Enforcement Committee.

### **Article III - Organization**

**Section 1.** Participation in the Workshop shall be open to state, provincial, federal and tribal government agencies wherein a primary responsibility is to provide wildlife law enforcement services.

**Section 2.** Each participating agency shall have one voting representative appointed by the respective agency. Any participating agency failing to pay registration fees (pursuant to Article IV, Section 3) will be notified by the Workshop Chair that its voting status and Workshop participation may be terminated by action of the Workshop at its next regular business meeting.

**Section 3.** The Workshop will be scheduled biennially in odd number years, and be hosted by the same agency hosting the respective annual meeting of WAFWA, as practicable. The Workshop may also be held in association with the respective annual meeting of WAFWA; however, the host agency shall select the time and place of the Workshop.

**Section 4.** The Chief or Head of Law Enforcement, or his/her representative, for the agency hosting the Workshop shall serve as Chair. The duties of the Chair shall be to:

- (a) Serve as chair for a two-year term following his/her appointment. Formal change of the chair appointment will occur after the presentation of the Proceedings at the annual summer WAFWA meeting.
- (b) Call for papers, presentations and topics; prepare an agenda for the Workshop; and assemble and distribute any recommendations, resolutions, or other business matters to be acted upon at the Workshop meeting.
- (c) Prepare and distribute the proceedings of the Workshop for which he/she has been responsible.
- (d) Organize and conduct the Workshop.
- (e) Oversee the transfer and proper handling of Workshop funds when a change in the Secretary/Treasurer position occurs.
- (f) Appoint committees to conduct Workshop business as necessary.

- (g) Maintain and amend (when appropriate) the Bylaws of the Workshop.
- (h) Prepare and present a formal report of the Workshop, Proceedings, and associated business to the Western Directors at the WAFWA meeting in the year following the Workshop.

In the event the Chair cannot continue to serve out the remainder of an elected term, the current Chair of the WAFWA Law Enforcement Committee shall appoint an interim replacement from a participating agency as per the eligibility criteria given above. A new Chair shall be elected by the membership at the next Workshop.

Section 5. The membership shall elect a Secretary/Treasurer for a term of four (4) years or two (2) Workshop periods. The individual elected must be a Chief or Head of Law Enforcement, or his/her representative, from one of the participating agencies. The duties of Secretary/Treasurer shall be to:

- (a) Maintain correct Workshop records and minutes.
- (b) To maintain a Workshop mailing list which includes:
  - (1) WAFWA Secretary.
  - (2) The Director and Chief or Head of Law Enforcement for each participating agency.
  - (3) All Fish and Wildlife Service Regional Offices in the Western United States.
  - (4) All persons attending the Workshop.
  - (5) Any person or organization requesting a copy of the Proceedings.
- (c) Oversee all financial aspects of the Workshop and provide a financial report to the membership biennially.
- (d) Complete an executive summary or minutes of each Workshop, and assist the Chair with the preparation and distribution of the Proceedings of the Workshop.

In the event the Secretary/Treasurer cannot continue to serve the remainder of an elected term, the current Chair shall appoint an interim replacement from a participating agency as per the eligibility criteria given above. A new Secretary/Treasurer shall be elected by the membership at the next Workshop meeting.

#### **Article IV – Workshop Account**

Section 1. There shall be established a financial account for the Workshop by the Secretary/Treasurer. Funds for the Workshop will be generated through registration fees, as established biennially by a majority vote of the membership. All cleared proceeds from the biennial Workshop shall be forwarded to the Secretary/Treasurer for deposit into the account within 15 days of receipt.

Section 2. Funds can be used to provide financial assistance to a member agency hosting the biennial Workshop; for travel assistance to participants for the biennial Workshop or other meetings on behalf of the Workshop; or for other purposes as authorized by a majority vote of the membership.

Section 3. The workshop account shall be maintained in a recognized financial institution covered by FDIC or CDIC. Access to such funds shall be maintained in the name of the Secretary/Treasurer and a designee who is a member of the Secretary/Treasurer's staff, so that the Workshop can access such funds should the Secretary/Treasurer be unable to function. Unless special conditions dictate otherwise, all funds shall be maintained in an interest bearing account. When necessary, the tax-exempt status of WAFWA, our sanctioning affiliation, will be used to facilitate workshop business.

#### **Article V – Voting**

Section 1. For other than Bylaw amendments, all action on motions, resolutions, elections or other Workshop business that requires a vote, shall be by majority voice vote, except when a majority roll-call vote is requested by at least two (2) participating agencies.

Section 2. In all matters before the Workshop, each participating agency shall be entitled to one vote. The procedure for casting each agency's vote shall be decided by each agency, except, that no fractional vote shall be permitted.

#### **Article VI - Amendments**

Section 1. The membership at any biennial Workshop may amend these bylaws by a two-thirds vote of participating agencies present. These amendments are thereafter subject to ratification by the WAFWA directors at their next regularly scheduled business meeting. Proposed amendment(s) shall be eligible for consideration only if copies thereof have been submitted to the membership no less than thirty (30) days in advance of the biennial Workshop. Emergency exemption: a proposed amendment may be initiated and considered without advanced notice if it constitutes an urgency that affects the funds, membership or unforeseeable circumstances that affect the immediate operation of the Workshop. Amendments initiated and proposed by a unanimous vote of agreement by the participating agencies present at a Workshop may be considered without prior notice.

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