

WESTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES ADMINISTRATIVE OFFICERS WORKSHOP

Statement of Objectives and Membership

1. Name

The organization name shall be the Western Association of Fish and Wildlife Agencies – Administrative Officers Workshop (WAFWA - AOW).

2. Authorization

The Western Association of Fish and Wildlife Agencies (WAFWA) have sanctioned this workshop. According to the Internal Revenue Service, the WAFWA is a tax-exempt organization due to its state government affiliation. State governments and their organizations are tax-exempt.

3. Objectives

- a. To promote and foster the improvement of administration, information technology and fiscal management in natural resource agencies through study, education, research and cooperative exchange of ideas, information and systems;
- b. To raise the standards and to improve conservation administration, information technology and fiscal management;
- c. To provide a forum for members to discuss current technical problems and to provide a medium for mutual self improvement;
- d. To promote the uniformity of administrative, information technology, and business management standards and common goals;
- e. To promote a broader understanding and acceptance of the value of business management as a tool of Natural Resource Management.

4. Membership and Members

- a. Regular membership shall consist of the provincial and state governmental organizations that are members of WAFWA.
- b. Associate membership shall consist of those governmental organizations with natural resource responsibilities, which are not

members of WAFWA but desire to participate in this workshop. The Canada Department of Fisheries and Oceans is recognized as an associate member.

5. Voting

Each member state or province shall have a single vote for any business coming before the association. Vote will be cast by the person designated by the respective individual member state or province. A state or province may submit in writing to the current President that it shall allow another named state or province to vote in proxy if they cannot attend the business meeting. Except as otherwise provided, all voting shall be by voice and the majority shall rule.

6. Officers and Duties

A President and Vice President shall be elected at the annual business meeting. The newly-elected President shall be from the agency hosting the next meeting. The newly elected Vice President shall be from the agency hosting the meeting in two years. The Officers shall carry on the normal duties of the organizational officers including the planning and preparation for the next year's meeting. Bi-annually, at each odd numbered year meeting, a secretary shall be elected at the business meeting. The duties of the secretary shall be to assist the officers in the planning of each workshop, to assist and assure that all required reports are sent to WAFWA and provide a written and oral report at the next WAFWA summer meeting which includes, the following:

- Number of registered participants.
- Copy of the agenda from the meeting.
- Financial report.
- Summary of key issues reviewed in the workshop, including policy ramifications of recommended actions.
- When available, a copy of the workshop proceedings if one is completed.
- Time, place host agency and contact person for the next workshop.
- Any additional items that would be of interest to the WAFWA leadership.

A. Responsibilities for the Outgoing President

The Outgoing President's responsibilities are:

1. Provide a written report to the secretary to be submitted at the next WAFWA summer meeting.
2. Submit to the Incoming President, a copy of the mailing list (in electronic format) used in announcements distributed for the

- workshop. Complete within one month of the conclusion of the workshop.
3. Submit a brief summary of recommendations to the Incoming President that identify considerations for hosting a successful workshop. Complete within one month of the conclusion of the workshop.
 4. Proceedings from the workshop are to be completed and printed within one year of the conclusion of the workshop.
 5. Provide the WAFWA Directors and Secretary/Treasurer with a copy of the proceedings.

B. Responsibilities for the Incoming President

The Incoming President has the burden of organizing the upcoming workshop. Among his/her duties are the following:

1. Secure a host facility (i.e. hotel, motel or resort) where the workshop will be held. The following criteria should be considered when selecting a facility:
 - Sufficient rooms to accommodate at least the average number of attendees from the last two workshops.
 - Have a meeting room sufficient in size to accommodate at least the average number of attendees from the last two workshops in a setting suitable for this meeting.
 - Have room rates within government per diem rates.
 - Be located where air access is reasonable.

2. Develop and distribute a copy of the workshop announcement to:
 - The registrants from the previous workshop (list provided by previous chair).
 - All Directors of WAFWA state/province wildlife management agencies, and to the Directors of any state/province wildlife management agencies that are associate members.
 - The WAFWA Secretary/Treasurer.
This mailing should be completed no later than 10 months before the workshop. The announcement should include the dates and location of the workshop, the host resort with information on making reservations, and any other pertinent information available at the time of this mailing.

3. Send out a call for agenda topics at least six months before the meeting.

4. Send out a second call for agenda topic at least three months before the meeting.
5. Send a request for state/province status reports two months before the meeting. It is preferred that this request be sent in electronic format so the respondents fill in blanks for consistent reporting from all agencies.
6. Finalize the agenda at least one month before the meeting and submit the agenda to:
 - All registered attendees
 - Agency Directors in those states/provinces with the species targeted for this workshop
 - The Secretary/Treasurer of WAFWA
7. Maintain adequate financial record to allow audit of the records.
8. Provide copies of all announcement and agenda to all Directors and the Secretary/Treasurer of WAFWA.

7. Guests at Annual Meeting

Any regular membership may propose the attendance of governmental organizations with similar natural resource responsibilities at the annual meeting or to the President when not in session. When possible, the President shall review proposals with the annual program committee for concurrence. When not possible, the President shall use his/her discretion. Vendor participation in panel discussions (other than multi-state/province purchases) and closed-session meetings will be by invitation only. In all instances, the President shall extend a written invitation to agreed-upon guests.

8. Dues and Registration Fees

There shall be no formal membership dues. The host organization shall establish a registration fee for everyone in attendance to meet annual meeting expenses. Retired members of the association who wish to attend the conference will pay the registration fee established by the host state for spouses/guests. The host organization will provide a refund for the registration fee only if the request is received 21 days or more prior to the conference.

9. Deceased or Ill Member Representatives

The President shall be responsible, upon being informed, for notifying the membership that a member representative is ill or deceased.

10. Annual Meetings

The place of the next annual meeting shall be determined at each meeting and limited to member states or provinces of the WAFWA. To the extent possible, meetings will be rotated among the members. Primary consideration shall be given to holding joint WAFWA - AOW and Conservation Business Management Association conferences not more frequently than every second year based on mutual agreement. The host organization shall determine the actual meeting place and time, with the time being near the end of September or the beginning of October each year.

11. Annual Meeting Minutes and Report

The host organization shall be responsible for preparation of the annual meeting minutes and report, and shall distribute a copy of the report to the Directors and the Secretary/Treasurer of the WAFWA and to each person in attendance no later than 120 days after conclusion of the annual meeting.

12. Changes or Amendments

Changes or amendments to this statement shall be presented and voted upon only at the annual meeting.