# BYLAWS <br> OF <br> WASHINGTON CONSERVATION SOCIETY 

## ARTICLE 1. OFFICES

The principal office of the corporation shall be located at its principal place of business or such other place as the Board of Directors ("Board") may designate. The corporation may have such other offices, either within or without the State of Washington, as the Board may designate or as the business of the corporation may require from time to time.

## ARTICLE 2. MEMBERSHIP

### 2.1 Classes of Members

The corporation shall have voting members and non-voting members. Additional classes of members may be established by amendment to these Bylaws.

### 2.2 Qualifications for Membership

2.2.1 In order to qualify for an individual voting membership, a member shall be a current supervisor, past supervisor or associate supervisor; an employee of a conservation district; members and staff of partner organizations and agencies; or spouses or other immediate family members of supervisors or associate supervisors who have passed away.
2.2.2 A conservation district or partner organization or agency (group), as a single entity, shall qualify for voting membership. Such membership shall be contingent on paying membership dues and signing a Memorandum of Understanding (MOU) with the Board.
2.2.3 Individual and group voting members may have such other qualifications as the Board may prescribe by amendment to these Bylaws. 2.2.4 There shall be no qualifications for a non-voting member.

### 2.3 Voting Rights

2.3.1 Each individual and group voting member shall be entitled to one vote upon each issue.
2.3.2 Each group member shall designate one person who shall be entitled to vote for the group upon such issues as shall be submitted to the members.
2.3.3 Each voting member at an election of Directors may cast one vote for each Director position to be elected.

### 2.4 Annual Meeting

The annual meeting of the members shall be held at the annual meeting of the Washington Association of Conservation Districts. The purpose of the meeting is for electing Directors and transacting such other business as may properly come before the meeting. If the annual meeting is not held on the date designated therefore, the Board shall cause the meeting to be held as soon thereafter or before as may be convenient.

### 2.5 Special Meetings

The President or the Board may call special meetings of the members for any purpose. Special meeting locations will be designated by the President, or the Board, or by a waiver of notice signed by all members entitled to vote at the meeting.

### 2.6 Notice of Meetings

The President, the Secretary or the Board shall cause to be delivered to each voting member and non-voting member, either personally or by mail or electronically, not less than thirty nor more than fifty days before the meeting, written notice stating the place, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called. If such notice is mailed, it shall be deemed delivered when deposited in the official government mail properly addressed to the member at his or her address as it appears on the records of the corporation with postage thereon prepaid.

### 2.7 Waiver of Notice

Whenever any notice is required to be given to any member under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

### 2.8 Quorum

The voting members of the corporation present at the annual or special meeting represented in person shall constitute a quorum at such meeting of the members.

### 2.9 Manner of Acting

The vote of a majority of the votes entitled to be cast by the members represented in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by applicable Washington law, the Articles of Incorporation, or these Bylaws.

### 2.10 Meetings by Telephone

Members of the corporation may participate in a meeting of members by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

### 2.11 Membership fees

Membership fees may be established from time to time by the Board of Directors. Membership fees may be reviewed and adjusted from time to time by the Board of Directors.

### 2.12 Membership term

The society uses a fiscal year term of July 1 to the following June 30. Membership terms for all members shall lapse annually on June 30th. Fees for the next year of membership may be paid anytime on or after July 1. There shall be no prorating of fees.

## ARTICLE 3. BOARD OF DIRECTORS

### 3.1 General Powers

The affairs of the corporation shall be managed by a Board of Directors.

### 3.2 Number

The Board shall consist of seven (7) Directors. The number of Directors may be changed from time to time by amendment to these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

### 3.3 Qualifications

3.3.1 Directors shall be voting members of the corporation. Directors may have such other qualifications as the Board may prescribe by amendment to these Bylaws.
3.3.2 The Vice President of the Washington Association of Conservation Districts will serve as a director.
3.3.3 There shall be one director from each of the following six regions of Washington State:

Northwest Region consisting of the eleven counties of Clallam, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Whatcom, and Island.

Southwest Region consisting of the seven counties of Clark, Cowlitz, Grays Harbor, Lewis, Pacific, Thurston and Wahkiakum.

North Central Region consisting of the five counties of Adams, Chelan, Douglas, Grant, and Okanogan.

South Central Region consisting of the six counties of Benton, Klickitat, Franklin, Kittitas, Skamania and Yakima.

Northeast Region consisting of the five counties of Ferry, Lincoln, Pend Oreille, Spokane, and Stevens.

Southeast Region consisting of the five counties of Asotin, Columbia, Garfield, Walla Walla and Whitman.

### 3.4 Election of Directors

3.4.1 Initial Directors The initial Directors named in the Articles of Incorporation shall serve until the first annual meeting of members.
3.4.2 Successor Directors Successor Directors shall be elected each year at the annual meeting of members.

### 3.5 Term of Office

Unless a Director dies, resigns or is removed, he or she shall hold office until the next annual meeting of the Board or until his or her successor is elected, whichever is later.

### 3.6 Annual Meeting

The annual meeting of the Board shall be held without notice during or immediately following and at the same place as the annual meeting of members for the purposes of electing officers and transacting such business as may properly come before the meeting. If the annual meeting is not held on the date designated therefore, the Board shall cause the meeting to be held as soon thereafter or before as may be convenient.

### 3.7 Regular Meetings

By resolution, the Board may specify the date, time and place for the holding of regular meetings without other notice than such resolution.

### 3.8 Special Meetings

Special meetings of the Board or any committee designated and appointed by the Board may be called by or at the request of the President or, in the case of a committee meeting, by the chairman of the committee.

### 3.9 Meetings by Telephone

Members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

### 3.10 Place of Meetings

All meetings shall be held at the principal office of the corporation or at such other place as designated by the Board, or by a waiver of notice signed by all Directors.

### 3.11 Notice of Special Meetings

Notice of special Board or committee meetings shall be given to a Director in writing or by personal communication with the Director not less than ten days before the meeting. Notices in writing may be delivered or mailed to the Director at his or her address shown on the records of the corporation. Neither the business to be transacted at, nor the purpose of any special meeting need be specified in the notice of such meeting. If notice is delivered by mail, the notice shall be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid.

### 3.12 Waiver of Notice

3.12.1 In Writing Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the waiver of notice of such meeting.

### 3.12.2 By Attendance

The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

### 3.13 Quorum

The Directors present at the meeting shall constitute a quorum for the transaction of business at any Board meeting.

### 3.14 Manner of Acting

The act of the majority of the Directors present at a meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law.

### 3.15 Presumption of Assent

A Director of the corporation present at a Board meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the meeting, or unless such Director files a written dissent or abstention to such action with the person acting as secretary of the meeting before the adjournment thereof, or forwards such dissent or abstention by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a Director who voted in favor of such action.

### 3.16 Action by Board without a Meeting

Any action which could be taken at a meeting of the Board may be taken without a meeting if a written consent setting forth the action so taken is signed by each of the Directors. Such written consents may be signed in two or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. Any such written consent shall be inserted in the minute book as if it were the minutes of a Board meeting.

### 3.17 Resignation

Any Director may resign at any time by delivering written notice to the President or the Secretary at the registered office of the corporation, or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### 3.18 Removal

At a meeting of members called expressly for that purpose, one or more Directors (including the entire Board) may be removed from office, with or without cause, by two-thirds of the votes cast by members in person at a meeting of members at which a quorum is present.

### 3.19 Vacancies

A vacancy in the position of Director may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

### 3.20 Compensation

The Directors shall receive no compensation for their service as Directors but may receive reimbursement for expenditures incurred on behalf of the corporation, subject to the availability of funds.

## ARTICLE 4. OFFICERS

### 4.1 Number and Qualifications

The officers of the corporation shall be a President, one or more Vice Presidents, a Secretary and a Treasurer. The President, Vice President(s), Secretary and Treasurer shall be elected by the Board. Other officers and assistant officers may be elected or appointed by the Board, such officers and assistant officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as may be provided by resolution of the Board. Any officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of President and Secretary.

### 4.2 Election and Term of Office

The officers of the corporation shall be elected each year by the Board at the annual meeting of the Board. Unless an officer dies, resigns, or is removed from office, he or she shall hold office until the next annual meeting of the Board or until his or her successor is elected.

### 4.3 Resignation

Any officer may resign at any time by delivering written notice to the President, a Vice President, the Secretary or the Board, or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### 4.4 Removal

Any officer or agent elected or appointed by the Board may be removed from office by the Board whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

### 4.5 Vacancies

A vacancy in any office created by the death, resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired portion of the term or for a new term established by the Board.

### 4.6 President

The President shall be the chief executive officer of the corporation and subject to the Board's control, shall supervise and control all of the assets, business and affairs of the corporation. The President shall preside over meetings of the members and the Board. The President may sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties as are assigned to him or her by the Board from time to time.

### 4.7 Vice Presidents

In the event of the death of the President or his or her inability to act, the Vice President (or if there is more than one Vice President, the Vice President who was designated by the Board as the successor to President, or if no Vice President is so designated, the Vice President whose name first appears in the Board resolution electing officers) shall perform the duties of the President, except as may be limited by resolution of the Board, with all the powers of and subject to all the restrictions upon the President. Vice Presidents shall have, to the extent authorized by the President or the Board, the same powers as the President to sign deeds, mortgages, bonds, contracts or other instruments. Vice Presidents shall perform such other duties as from time to time may be assigned to them by the President or the Board.

### 4.8 Secretary

The Secretary shall: (a) keep the minutes of meetings of the members and the Board, and minutes which may be maintained by committees of the Board, (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the corporation; (d) keep records of the post office address and class, if applicable, of each member and Director and of the name and post office address of each officer; (e) sign with the President, or other officer authorized by the President or the Board, deeds, mortgages, bonds, contracts, or other instruments; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board.

### 4.9 Treasurer

If requested by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such amount and with such surety or sureties as the Board may determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in banks, trust companies or other depositories selected in accordance with the provisions of these Bylaws; and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Board.

## ARTICLE 5. ADMINISTRATIVE PROVISIONS

### 5.1 Books and Records

The corporation shall keep at its principal or registered office copies of its current Articles of Incorporation and Bylaws; correct and adequate records of accounts and finances; minutes of the proceedings of its members and Board, and any minutes which may be maintained by committees of the Board; records of the name and address and class, if applicable of each member and Director, and of the name and post office address of each officer; and such other records as may be necessary or advisable. All books and records of the corporation shall be open at any reasonable time to inspection by any member of three months standing or to a representative of more than five percent of the membership.

### 5.2 Accounting Year

The accounting year of the corporation shall be the twelve months ending June 30th of each year.

### 5.3 Rules of Procedure

The rules of procedure at meetings of the Board and committees of the Board shall be rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

## ARTICLE 6. AMENDMENTS

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by the vote of a majority of the number of Directors in office. The foregoing Bylaws were adopted by the Board of Directors on April 6, 2017.

Larry Davis, President

