

## WISCONSIN HEADWATERS INVASIVES PARTNERSHIP BYLAWS

**Mission**      **The Wisconsin Headwaters Invasives Partnership (WHIP)**, in recognition of damage from invasive species to public and private lands of Oneida and Vilas Counties of northern central Wisconsin, will coordinate available resources to foster public awareness and to control these species.

**Partners**      Formal partners are those who have signed the memorandum of understanding (MOU). Informal partners are those that support the activities of specific projects without being MOU signatories. Informal participation is welcome by any entity interested in furthering the mission of WHIP.

**Fiscal Sponsorship**      Lumberjack Resource Conservation & Development, Inc. (Lumberjack RC&D) is WHIP's fiscal sponsor as stipulated in the MOU.

**Structure**      Where funding allows, WHIP shall employ a paid Coordinator to be responsible for seeking appropriate grant opportunities, implementing grant programs, and satisfying deliverables in keeping with WHIP's mission. The Coordinator shall attend all WHIP business meetings and take direction from the Steering Committee. Further responsibilities are detailed in Appendix A below.

**Steering Committee**      All business decisions of WHIP shall be made by the Steering Committee which functions as follows:

**Committee members:** The steering committee shall consist of no less than 5 representatives in good standing of MOU partner organizations. Each MOU partner may have more than one representative on the steering committee, but only one representative may vote. A quorum shall consist of representatives from no fewer than 5 MOU partner organizations in good standing.

**Good standing:** Member representatives must maintain an attendance record of no fewer than 3 of the most recent 5 business meetings to be considered in good standing. Members who fall below the attendance requirement will lose voting privileges until re-achieving the minimum attendance requirement. Remote attendance shall qualify as in person attendance.

**Role of Committee Members:** Expected contributions of Steering Committee Members are outlined in Appendix B below.

**Officers:** Officers shall consist of a chairperson, a vice-chairperson and a secretary. All officers shall be representatives of MOU signatories with no more than one officer per MOU partner at any given time.

**Officer terms of service:** Officers shall serve staggered three-year terms and may be elected to successive terms.

**Election of officers:** The term of one officer shall be up for election at each annual meeting.

**Vacancy of office:** Any officer who resigns or misses four or more consecutive regular meetings shall be considered vacant from office. The remaining steering committee members shall appoint a successor to temporarily fill the vacant office for the balance of the three-year term.

**Meetings**      **Regular monthly meetings:** Meetings shall be open to the public and held the third Friday of each month. Individual regular meetings may be re-scheduled or cancelled at the discretion of the committee. Special meetings may be called at any time by the steering committee officers.

**Annual meetings** of MOU partners, open to the public, shall be conducted each year during January through March. Each MOU partner (agency/organization) is entitled to only one vote. The primary objective of the annual meetings shall be:

- To recap WHIP activities of the past calendar year
- To solicit support and guidance from MOU partners
- To develop tentative priority objectives for the next calendar year
- To elect one three-year term officer

Amending  
Bylaws

Amendments to the bylaws may be made by a 2/3 vote of the steering committee followed by approval by the majority of MOU partners in attendance at the next annual meeting. ~~at a regular business meeting.~~

Adopted by Steering Committee – February 18, 2015

**Appendix A: Responsibilities of the WHIP Coordinator**

<b>Job Title</b>	Coordinator of the Wisconsin Headwaters Invasives Partnership (WHIP)		
<b>Location:</b>	Oneida & Vilas Counties (a work-from-home position)		
<b>Supervisor(s):</b>	WHIP Steering Committee Members (ultimately the Chairperson)		
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES OF THE WHIP COORDINATOR</b></p> <p>The WHIP Coordinator’s role and responsibilities are defined below. This list shall be re-defined by the Steering Committee as needed.</p> <ul style="list-style-type: none"> <li>• Provide a central point of contact for WHIP partners, supporting organizations, the general public and other parties interested in the two county invasive species initiative</li> <li>• Schedule, promote and conduct programs to increase public awareness of invasive species of high priority in north-central Wisconsin</li> <li>• Promote the WHIP cooperative and seek new formal partners and/or project participants</li> <li>• Identify and coordinate projects that will maximize both on the ground removal of invasives and public educational opportunities (within the liability limitations established by WHIP’s fiscal sponsor)</li> <li>• Increase WHIP’s position as a community resource that provides information and direction and to empower partners, organizations, volunteers and stakeholders by combining resources</li> <li>• Satisfy the applicable deliverable requirements of present and future grant funding programs</li> <li>• Seek potential funding opportunities, report findings to the WHIP Steering Committee and prepare grant applications (when authorized) to: 1. Sustain the WHIP Coordinator position, 2. Support WHIP projects, and 3. Advance the general ability of WHIP to provide its services</li> <li>• Attend all monthly meetings of the WHIP Steering Committee and report on all Coordinator activities, and provide background information on grants when needed, during discussion</li> <li>• Work closely with the Office Manager of Lumberjack RC&amp;D Council to promote successful communication and ensure Lumberjack is informed and/or consulted regarding all potential WHIP grants and activities</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <p>This summary of the Coordinator’s responsibilities shall be used in conjunction with the Coordinator’s Job Description (updated April 2014), which includes more detail on required skills, wages, and position scope.</p>			

## Appendix B: Responsibilities of the WHIP Steering Committee Members

<b>Job Title</b>	WHIP Steering Committee Member
<b>Location:</b>	Oneida & Vilas Counties
<b>Contact:</b>	WHIP Steering Committee Chairperson or Lumberjack Council Admin Office
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES OF THE WHIP STEERING COMMITTEE MEMBERS</b></p> <p>The WHIP Steering Committee roles are defined below. The Steering Committee realizes this may not be a complete list and may have to be re-defined from time-to-time.</p> <ul style="list-style-type: none"> <li>• Conduct the general business of the WHIP cooperative as needed for the organization to achieve its stated mission</li> <li>• Offer support and guidance to WHIP Coordinator</li> <li>• Provide clear and timely feedback on grant applications when appropriate</li> <li>• Support current WHIP outreach projects and help to coordinate when possible</li> <li>• Communicate WHIP’s Mission and Vision with passion to the public at large</li> <li>• Attend monthly meetings</li> <li>• Identify and recruit (based on location, demographic, skill) additional Steering Committee Members who can bring fresh and new perspective to WHIP efforts</li> <li>• Review WHIP by-laws annually to identify areas that need to be changed or updated</li> <li>• Provide oversight and management of WHIP programming including staff performance reviews and possible annual review of revenue/expenses.</li> <li>• Participate in hiring and supervision of staff, in communication with the Lumberjack RC&amp;D Council</li> <li>• Form ad-hoc or permanent project-based committees as needs arise</li> <li>• Contribute to written role descriptions of: Steering Committee Members, Chairperson, Vice-Chairperson, Secretary, Treasurer, and/or other</li> <li>• Seek opportunities for Steering Committee education and development</li> <li>• Record volunteer hours for grant match requests and interim reports</li> <li>• Review and update mission/vision as needed over time</li> </ul> <p><b>TIME REQUIREMENTS</b></p> <p>This position requires 5 hours per month on average. Regarding attendance, Steering Committee Members should keep in mind: in order to retain voting privileges in WHIP decision-making, a formal partner agency must have been represented at 3 of the 5 previous WHIP business meetings.</p> <p><b>ALL WHIP OFFICERS SHALL CARRY OUT THE ABOVE DEFINED RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS, WITH THE ADDITION OF THE FOLLOWING ITEMS:</b></p> <p><b>CHAIR:</b></p> <ul style="list-style-type: none"> <li>• Chair WHIP business meetings and ensure necessary topics are covered and discussed</li> <li>• Work with Coordinator to curate list of appropriate topics and prepare/circulate monthly meeting agenda</li> <li>• Provide ultimate supervision of Coordinator with input from Steering Committee Members</li> <li>• Circulate and inform other WHIP personnel and Lumberjack RC&amp;D of timely topics and/or updates</li> </ul> <p><b>VICE-CHAIR:</b></p> <ul style="list-style-type: none"> <li>• Assume responsibilities of Chair if needed for any reason.</li> </ul> <p><b>SECRETARY:</b></p> <ul style="list-style-type: none"> <li>• Record minutes at monthly business meetings, and circulate to Steering Committee Members.</li> <li>• Assist Lumberjack Office Manager with administrative duties relating to WHIP activities.</li> </ul>	