

WOCA Constitution and Bylaws

In 2004, the members of WOCA voted to ratify changes in the Constitution and Bylaws. These had not been changed since the organization began, and the board wanted to include a copy of the new Bylaws in the newsletter for all members.

Since the Wisconsin Outdoor Communicators Association was organized in August 1976, many changes have been made and the board and members have updated the constitution that was presented and approved by the members at the Jan. 13, 1977, meeting at the Whiting Motor Lodge at Stevens Point, and then filed the constitution with the Secretary of State in November as a nonstock, nonprofit Wisconsin corporation. The proposed changes were presented to the WOCA members in the newsletter and was approved by the membership at the 2004 Annual Meeting in Eagle River.

The board is presenting the new edition for membership perusal in this newsletter and any changes or modifications can be presented at the 2005 Annual Meeting in Eagle River.

Article I—Name: The name of this Association shall be the Wisconsin Outdoor Communicators Association, Inc. (*Note: We removed the apostrophe from Communicator's.*)

Article II—Objectives and principles: The association is formed to provide a forum for the exchange of information and ideas among its members; to stimulate improvements in the craft of outdoor communications; to promote the wise use of the environment; and to foster natural resource education.

Article III—Membership: Active members shall be persons who communicate about the outdoors.

Note: This removes any reference to being a resident or nonresident of Wisconsin, and allows students and retired communicators to be members.

Sponsor members shall be people representing organizations or organizations/businesses/entities who have an interest in outdoor communication and would like to help sustain this organization for outdoor communicators.

Honorary members may be elected to WOCA at any regular meeting by a majority of the active members present. Honorary membership is recognition of outstanding achievement in conservation of natural resources, the protection and enhancement of the environment, or in natural resource education and administration. Honorary members shall not have a vote.

Life member may be elected to the association by the majority of the active membership present at any regular meeting. Life membership is a gesture of respect and gratitude in recognition of some outstanding contribution to the principles or success of the association. Election of life membership shall in no way deprive the recipient of a part of the administration of the affairs of the association.

Note: This designation does not have to be given each year, but may be given from time to time.

Article IV—Officers: The officers of the Association shall be the President, Vice President, Treasurer, secretary (executive director) and six elected directors who, with the officers, will form a 10-member board of directors vested with the power to conduct all regular business and such emergency matters as may arise, subject to the approval of the general membership at the next regular meeting.

Note: WOCA has an Executive Director, and that person fulfills the duties of secretary.

Article V—Duties of the officers:

The duties and actions of officers and directors are the direct responsibilities of those elected by the membership of WOCA. It not only spreads the involvement of members in the affairs for the good of WOCA but provides a sense of ownership in their organization and as a result, a better organization

President: The President shall perform such duties as usually fall upon the holder of such office, conduct the regular membership meeting and preside at meetings of the Board of Directors. The President shall be empowered to call such special meetings as he/she may deem necessary for the good of the Association, and appoint members to chair committees. He/she shall be the ex-officio of all committees.

The President is responsible for naming the committees among the officers and directors.

The Vice President- shall perform such duties as usually fall upon the holder of such office and in the absence of the President, shall serve in his/her stead. The vice-president should keep in contact with committees and normally assume to succeed the president after his/her term ends. The Vice-president is charged with assisting in making selections of board members to chair committees.

The Treasurer shall perform such duties as usually fall upon the holder of such office, collect all monies due the Association, hold all funds and distribute them at the direction of the President, and shall make a Treasurer's Report at the regular membership meeting.

The Board of Directors shall take action on all matters as may be brought to its attention, serve as chairs of various committees, and serve as stewards of the organization on behalf of the membership.

The Secretary/Executive Director shall coordinate the activities of WOCA, serve as a primary contact for members and sponsors and prospective members and prospective sponsors, record minutes of all WOCA meetings and Board meetings, tend to correspondence, keep all records of the Association, and along with the membership chairman keep record of membership, and provide a year-to-year transition for WOCA.

The selection of Executive Director shall be confirmed by the membership each year.

Article VI—Elections: Elections shall be held at the annual meeting and those elected shall assume the duties of office immediately following the election.

The chair shall call for nominations from the floor at the meeting. All officers and directors shall need only a majority of votes of the active membership present to be elected, a quorum being present.

All officers shall be elected for a one-year term. Two directors shall be elected at each annual meeting for three year terms. No president shall serve more than two consecutive terms. The office of treasurer shall be appointed by the president with the approval of the board of directors.

Article VII—Voting: Elections shall be decided by a simple majority of the active membership, a quorum being present.

Article VIII—Quorum: A quorum shall be the number of active members in good standing, attending a regular meeting provided all members have been duly notified of the date and place of said meeting at least 30 days in advance. A quorum for a director's meeting shall be five.

Article IX—Committees: All committees shall be appointed by the president. The Directors are charged with chairing a committee as well as attending each meeting at the call of the President, at least one meeting each year.

As committee chairpersons, they will select others to serve on those committees.

All committee chairpersons will report directly to the President and the Executive director of all pending and final recommendations. Such recommendations will be forwarded to the President 30-days prior to the annual meeting. The general membership is charged with

making final approval of all items that either fall within the charge of the Constitution or the Bylaws of WOCA.

In order for a smooth transition of WOCA committees, the chair of each committee will provide a written report at the annual meeting of the action of that committee so it can be passed on to the next committee chair of that subject.

Committee assignments will be based upon the following broad criteria and are subject to change at the call of the President.

Finance: Keep in close contact with the treasurer who is a member of this committee, make certain the funds are used properly by those who WOCA supports financially and report on those findings and make recommendations of issues of change that enhance the financial well being of WOCA.

Meetings: Assist the President in making arrangements for the annual meeting. This includes making a report in the newsletter of the program, enlisting speakers, arranging for the meeting and prepare a progress report of speakers to the newsletter editor, executive director and President and a printed program that will be distributed in each newsletter.

Door prize: This chairperson will prepare a letter of solicitation to door prize donors, collect those as they arrive, deliver them to the meeting place and conduct the door prize program. They will also prepare a thank you note of appreciation to all donors to be mailed by the recipient. The committee should be compensated for any expense involved and should include several people.

Membership: This person should have the help of others in conducting an ongoing membership program for new members as well as retaining current memberships. All membership forms should include a line indicating the sponsor or WOCA member who recruited the new member. As soon as a new member joins, the Executive Director, President and newsletter editor should be notified. A method of accomplishing that should be developed.

The committee will maintain an updated membership list with expirations. A program of reminder of renewals should be developed.

Newsletter: This person should have at least one other member on the committee. It is the most important contact with new and current members of WOCA and should reflect the professionalism of WOCA. Members are encouraged, and recruited, to provide copy for each newsletter. There should be four newsletters each and every year.

Awards: The chairperson will be responsible for recommending awards to persons who have been of service to WOCA each year. The committee will also make a recommendation of a person who has served the outdoor communicators through work or deed in the past.

The committee should develop criteria for awards, and the criteria should be recommended to the membership for approval.

Article X—Amendments: Amendments to the constitution may be made by submitting such suggested amendments on the floor at any regular meeting of the Association. The proposed amendments shall be voted upon at the next regular meeting of the Association. Amendments to the constitution shall require a two-thirds vote of the active membership, a quorum being present.

Article XI—Meetings. An Annual Meeting shall be conducted each year.