

Pennsylvania Ducks Unlimited Bylaws



PENNSYLVANIA DUCKS UNLIMITED BY-LAWS

March 12, 2005

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Preface: The by-laws of Pennsylvania State Ducks Unlimited have been established to help carry out the national policies of Ducks Unlimited, Inc. and its operating procedures as described in the current Operating Manual. All operating procedures and policies described in the Operating annual shall be in force and incorporated as part of these by-laws.

1.0 Ducks Unlimited Chapter

- 1.1 **Definition:** Each Ducks Unlimited Area Chapter may be comprised of, but not limited to, one or more cities or towns. Chapter boundaries may change as new chapters are organized with population, number of volunteers and interest in Ducks Unlimited being factors determining the number of chapters in a given area. All chapter functions shall be the responsibility of that Chapter's area committee, chairman and officers.
- 1.2 **Function:** In its respective area, each chapter shall promote interest and membership in Ducks Unlimited and shall conduct at least one major event (must net/net \$2500) annually with the approval of the state council. Each chapter shall cooperate with the State Council in executing specific state and/or national programs.
- 1.3 **Committee Member Eligibility:** Any national member of Ducks Unlimited, in good standing, shall be eligible to serve on an area committee provided he/she first receives approval of the majority of that chapters officers.
- 1.4 **Requirements of a Committee Members:** Ducks Unlimited chapters are working committees. Each committee member must agree to maintain national membership in Ducks Unlimited, actively and constructively participate in the annual program of the chapter, and recruit new Ducks Unlimited members.
- 1.5 **Chapter Officers:** Each established chapter shall have a minimum of three officers. These titles shall be Area Chairperson, Secretary/Publicity Chairperson and Treasurer.
 - 1.5.1.1 **Area Chairperson's Duties:** Each Area Chairperson shall be responsible for the development of the activities of Ducks Unlimited in their local area. He/She shall call meetings, appoint officers and sub-committees and shall perform all duties incident to the office of Area Chairperson, including the preparation and conduct of an annual Ducks Unlimited sportsperson's event. Each Area Chairperson is responsible for maintaining an active and effective committee and shall conduct an annual review of that committee for the purpose of making new appointments and removal of non-productive committee members. He/she is also permitted to make further appointments as the committee grow as he/she may deem necessary to continue the smooth operation of the organization. Such appointments may include, but are not limited to, drawings, auctions, ticket and sponsor chairpersons.

Specific Duties of an Area Chairman are as follows:

 - a. Develops and implements membership recruiting programs locally.
 - b. Develops and implements fund raising actives locally.
 - c. Insures that membership lists and the bulk of the monies raised at each event held by their chapter, are sent to National Headquarters within 10 days following the event with the assistance of the Area Treasurer, the Area Chairperson provides the final remittance and financial report within thirty days following the event Each committee may retain \$200 or 3% of the event N/N for start-up funds.
 - d. Represents Ducks Unlimited, Inc. in meetings with local governmental organizations, as well as local conservation groups, within the established policy of the Ducks Unlimited Board of Trustees.

Specific Duties of an Area Chairman (Con't):

- e. Develops and implements public relations programs locally in accordance with the National organization policies and activities.
- f. Responds to inquiries of members and potential members.
- g. Advises and informs the Zone Chairman of activities locally.
- h. Makes suggestions and recommendations for the improvement of Ducks Unlimited.
- i. Attends and participates in the State Committee's annual convention.
- j. Area Chairperson and Area Treasurer are responsible for meeting the 10/30 requirements.
- k. Area Chairperson should attend at least one State Council meeting / State Council Conference Call per year.
- I. Responsible for coordinating with Area Treasurer and maintaining a current Bank Record Authorization and Bank Account Acknowledge Policy form with the chapter and State Chairperson.

Relationships:

- a. Reports to Zone Chairperson.
- b. Cooperates and coordinates with the Regional Director.
- c. Maintains contact with local government officials and with local conservation group officials.

1.5.2 **Area Secretary/Publicity Chairperson's Duties:** Each Area Secretary/Publicity Chairperson shall notify committee persons of the time, date and place of any meeting called by the Area Chairperson. They shall maintain a complete and permanent record of the minutes of meetings at which any business is transacted, including a roll call of Committee persons present and absent at each meeting. They shall maintain and preserve a copy of any event notice, event ticket, event program, donation book or other items used in conjunction with any fund-raising event and also any list of event attendance, prize donors, ad purchasers, head table guests, prize lists, auction lists, news releases, statements, memorandums, etc., pertinent to current or prior chapter activities, including copies of any newspaper articles or other publicity. They shall keep the State Chairperson promptly advised of any additions, deletions or changes of address of the committee members in their chapter.

1.5.3 **Area Treasurer's Duties:** Each Area Treasurer shall receive and safely keep all funds generated by their chapter. They shall keep accurate records of their chapter's financial activities. They shall maintain a chapter bank account on which only they and the Area Chairperson can draw. They shall serve without bond. They shall promptly pay all bills related to the activities of their chapter. They shall promptly forward all proceeds and pertinent financial statements relating to the fund raising events of their chapter.

More specific duties of the Area Treasurer may include the following:

- a. Shall supervise printing and delivery of fund raising event tickets to the committee Ticket Chairperson.
- b. Receives money for the event tickets sold and keeps a running audit on sales status prior to the event
- c. Receives money for raffle tickets sold.
- d. Receives payment immediately upon conclusion of the auction from the highest bidder on each item in the auction.
- e. Pays all just bills promptly for the event by check.
- f. A check for the majority of the estimated net proceeds, a complete membership list and all credit card receipts shall be forwarded to National Headquarters within ten days of the event with the balance retained pending payment of the bills. Forwards a check for the balance of the net proceeds along with a completed financial report within thirty days of the event date.
- g. Retains a balance not to exceed \$200 or 3% of the net proceeds (whichever is greater) as start up funds for the following year's event.

Area Treasurer's Duties (con't)

- h. Responsible for coordinating with Area Chairperson and maintaining a current Bank Record Authorization and Bank Account Acknowledge Policy form with the chapter and State Chairperson.

1.5.4 Election of Chanter Officers:

- a. **Established Chapters:** It is recommended that the Area Chairperson, Area Secretary/Publicity Chairperson and Area Treasurer shall be appointed by the State Chairperson upon the recommendation of the Area Committee. The meeting to elect these officers can be held at any time during the year. The Area Chairperson, if they so desire, may appoint a nominating committee to designate a slate of candidates. However, this shall not necessarily preclude nominations from the floor.
- b. **New Chapters:** When a new chapter is being organized, the State Chairperson shall appoint an acting Area Chairperson who will be responsible for conducting an initial sportsperson's event. Following the initial event, the acting Area Chairperson may review any appointments of the committee members who in his/her opinion contributed significantly to the success of the event, provided they meet the qualifications for area committee member. The acting Area Chairperson, if he/she so desires, may appoint a nominating committee to designate a slate of candidates for the succeeding terms. However, this shall not necessarily preclude nominations from the floor. It is recommended the officers be installed as soon as possible following the first event. New chapters shall be entitled to a cash advance of not more than \$200 in start up funds if deemed necessary by the State Chairperson and Regional Director. Start up funds can be obtained by the committee members purchasing their dinner tickets as soon as possible. This will give significant capital to cover chapter formation expenses.

- 1.5.5 **Eligibility:** Any Area Committee member in good standing shall be eligible for any chapter office. Any Area Committee member in good standing shall be eligible to vote in his chapter's elections. State officers shall not be disqualified from holding chapter office.

- 1.5.6 **Tenure of Officers:** Chapter officers shall be elected to two year terms and shall be limited to a maximum of two such consecutive terms in any office. Service beyond 4 years shall be at the discretion of the State Chairperson. Incoming and outgoing Area Chairpersons, during election years, should attend the State Convention and the State Council Meetings.

- 1.5.7 **Vacancy:** If a chapter office becomes vacant, the expired term shall be filled by election and the partial term shall not count as a full term for the purposes of tenure.

2.0 State Council

- 2.1 **Composition:** The State Council shall consist of the State Chairperson, State Council Chairperson, State Vice-Chairperson, State Sponsor Chairperson, State Treasurer, State Secretary, State Publicity Chairperson, State Major Gifts Chairperson, State Trustees, Trustee Emeriti, Honorary Trustees, District and Zone Chairperson's, and other members designated by the State Chairperson. All members of the National Board of Directors of Ducks Unlimited, Inc., who reside as the State of Pennsylvania shall serve as ex-officio members of Council.
- 2.2 **Function:** The State Council shall function as a policy formulating and leadership group promoting, conducting and supervising the activities of Ducks Unlimited within the state, shall review the format and details of prospective fund raising events within the state, shall allocate financial, membership and sponsorship goals among the chapters; shall safeguard and be held accountable for all funds accruing as a result of activities within the state. The State Council shall meet a minimum of at least twice a year. All such meetings shall be governed by Roberts Rules of Order.

State Council (con't):

- 2.2.1 **Voting:** All State Council members are strongly encouraged to attend State Council Meetings. When a vote is required, all members in good standing and in attendance will be permitted to vote.

State Officers:

- 2.3.1 **Duties of the State Chairperson:** The State Chairperson develops and fosters the activities of Ducks Unlimited, Inc., within the state. His/her specific duties are as follows:
- a. Develops and implements membership recruitment programs within the state.
 - b. Develops and implements fund raising activities in the state
 - c. Should make every effort to attend and participate in the annual State, Regional and District meetings. Attends the National Convention and National Leadership Conferences.
 - d. Represents Ducks Unlimited, Inc. in meetings with the state and local governmental organizations, as well as local conservation groups, within the established policy of the Ducks Unlimited Inc. Board of Trustees
 - e. Develops and implements public relation programs within the state in accordance with the national organization's and activities.
 - f. Responds to inquiries of members and potential members.
 - g. Advises the Regional Vice-President of activities in the state
 - h. Makes suggestions and recommendations for the improvement of Ducks Unlimited.
 - i. Insures that the State Treasurer maintains adequate records and promptly forwards funds to the National Headquarters' as prescribed in administrative procedures.
 - j. Appoints the State Treasurers, State Council Chairperson, State Vice-Chairperson, State Sponsor Chairperson, and State Major Gifts Chairperson with the approval of the Regional Vice-President. Also, appoints the State Publicity Chairperson, State Ladies Coordinator, State Shooting Chairperson, State Golf Chairperson, and State Greenwing Chairperson.
 - k. Requests an annual grant of up to 2% of collected membership funds, as required, from National Headquarters.

Relationships of the State Chairperson are:

- a. Appointed by the President of Ducks Unlimited, Inc. upon recommendation of the Regional Vice-President
- b. Reports to the Regional Vice-President
- c. Coordinates with the Regional Directors.
- d. Supervises the activities of the State Vice-Chairperson.
- e. Maintains contact with the state and local governmental officers and with local conservation group officers.

2.3.2 Duties of the State Vice-Chairperson:

- a. Develops and fosters the activities of Ducks Unlimited, Inc. within his/her region of the State.
- b. Develops and implements fund raising activities in his/her region.
- c. Attends and participates in the annual State Convention, Regional Meeting and Periodic State Council Meeting. Attends the Annual National Convention if possible. Identifies and publicizes areas of excellence and assists in problem resolution within his/her region.
- d. Represents Ducks Unlimited, Inc. in meetings with state and local governmental Organizations, as well as local conservation groups, within the established policy of the Ducks Unlimited Board of Trustees.
- e. Represents Ducks Unlimited, Inc. in meetings with state and local governmental Organizations, as well as local conservation group, within the established policy Of the Ducks Unlimited Board of Trustees.
- f. Advises and informs the State Chairperson of all Ducks Unlimited activities in his/her region.

Duties of the State Vice-Chairperson (con't):

- g. Makes suggestions and recommendations for the improvement of Duck Unlimited.
- h. Follows the philosophy of the State Chairperson and policies of Ducks Unlimited, Inc.
- i. Seeks contacts for new chapters in his/her region and reports his information to The Regional Director responsible for the area. Assists in the organization of Sponsor functions in all chapter in his/her region.
- j. Assist the State Chairperson in maintaining lines of communication between the State Chairperson and District and Zone Chairperson.
- k. Assists in State Conservation Chairperson's program and committees.
- l. Meet with the State Chairperson and Regional Directors to reapportion districts and zones.
- m. Develops and recommends personnel for the position of Zone, District and Vice-Chairperson positions.
- n. Prepares and sends letters of congratulations and thanks with copies sent to the State Chairperson, Area Chairperson and newspapers if applicable.
- o. Communicates with the State Chairperson regularly for the purpose of keeping the State Chairperson abreast of current State and National concerns.

2.3.3 **Duties of the State Treasurer:** The State Treasurer maintains a bank account for the collection and disbursement of operating funds within the state and maintains records of such transactions. His/her specific duties are as follows:

- a. Recommends to the State Committee the depository for the State Operating Account.
- b. Prepares application, for the State Chairperson, for the 2% rebate from National Headquarters. Upon receipt of the 2% rebate, deposits it in the "State Operating Account". Makes disbursements as authorized by the State Chair.
- c. Maintains detailed records of expenditures made from the 2% allocation, and prepares annual disbursement record.
- d. Prepares timely reports for the Treasurer of Ducks Unlimited in the form prescribed.
- e. Responsible for collecting and maintaining up to date Bank Record Authorization and Bank Account Policy Acknowledge forms for all current chapters.
- f. Responsible for coordinating with Regional Vice-President concerning State Chapter audits.

The relationships of the State Treasurer are as follows:

- a. Appointed by the State Chairperson with approval of the State Council and the Regional Vice-President. Emergency appointment can be made by the State Chairperson followed By notification to the State Council. Nominations and approvals will follow at the next State Council meeting.
- b. Reports to the State Chairperson.
- c. Works with the Treasurer and the Executive Vice-President of Ducks Unlimited, Inc. in Matters relating to Ducks Unlimited, Inc. operations.

2.3.4 **Duties of the State Secretary:**

- a. Maintains the official records of the State Council.
- b. Issues notices of meetings of the State Council, State Committee and special meetings called by the State Chairperson and State Council Chairperson.
- c. Prepares and distributes agendas for the State Council and State Committee meetings.
- d. Distributes the minutes of the State Council and State committee meetings.
- e. Carries out such duties as may be prescribed from time to time by the State Chairperson, State Council Chairperson and the State Council.
- f. Supervises and coordinates revision, production and distribution of the By-Laws and The State Directory.

Duties of the State Secretary (con't):

Relationships of the State Secretary.

- a. Appointed by and reports to the State Chairperson.
- b. Works with the State Chairperson and the State Council Chairperson.
- c. Cooperates and coordinates with the Regional Directors.

2.3.5 Duties of the State Sponsor Chairperson:

- a. Initiates and coordinates annual program to increase the number of Sponsors within the state.
- b. Coordinates local sponsor programs with the Area Chairperson.
- c. Notifies Area Chairpersons of lapsed sponsors and possible membership upgrades near the end of each fiscal year.
- d. Maintains an up-to-date record of all state sponsor records.
- e. Furnishes sponsorship statements, as required to the State Council at the State Convention.

Relationships of the Sponsor Chairperson:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors.
- c. Assists Area Chairpersons in developing sponsor programs.
- d. Coordinates and cooperates with the Membership Service Department, National Headquarters.

2.3.6 Duties of the State Publicity Chairperson:

- a. Assists in generating local publicity on Ducks Unlimited to support the state's fundraising efforts as developed by the Director of Communications and approved by the Board of Directors.
- b. Develops ideas and programs to increase the visibility of Ducks Unlimited the state.
- c. Generates positive awareness of Ducks Unlimited's Wetlands America Program and State Conservation Committee activity dedications.
- d. Organizes efforts by volunteers to place Ducks Unlimited service announcements On local network cable and PBS television stations, local radio and local print media.
- e. Develops strategies to increase local media coverage of Ducks Unlimited to enhance fund raising and membership drives.
- f. Identifies methods to increase involvement of volunteers in an effort to enhance visibility of Ducks Unlimited in the state.
- g. Identifies opportunities for Ducks Unlimited presence at local/state sportsmen's shows, outdoor shows and similar gatherings.
- h. Prepares and publishes at least two state newsletters annually.
- i. Develops and implements programs to obtain advertisements for the specific purpose of defraying the production costs of the newsletter.
- j. Responsible for the distribution of the newsletter to all volunteers and the Ducks Unlimited members within the state.
- k. Distributes the newsletter to other individuals and conservation groups at their discretion.
- l. Actively solicits articles from volunteers and state leadership for the purpose of publicizing state and national fundraising and conservation goals.

Relationships of the Publicity Chairperson are as follows:

- a. Appointed by and reports to the State Chairperson
- b. Cooperates and coordinates with the Regional Directors.

2.3.7 Duties of the State Greenwing Chairperson:

- a. Works with the State organization to develop and implement the Greenwing Programs, such as Greenwing Legacy Dedication, and recruitment activities of Ducks Unlimited, Inc. within the state.
- b. Attends and participates in the State Convention, district and zone meetings.

Duties of the State Greenwing Chairperson (con't):

- c. Advises and informs the State Chairperson on the status of Greenwing programs and activities within the state.
- d. Provides the State Publicity Chairperson with information on Greenwing activities.

Relationships of the State Greenwing Chairperson:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors.
- c. Maintains contact with the District and Zone Chairpersons.

2.3.8 Duties of the State Major Gifts Chairperson:

- a. Develops and oversees the major gifts recruitment programs throughout the state in accordance with Ducks Unlimited, Inc. policies and guidelines and in conjunction with state and local committee representatives.
- b. Organizes and implements a major gift public relations program within the state, encouraging participation in the Life Sponsor program, or above, in accordance with established national policies and guidelines.
- c. Encourages volunteers within the state to help identify potential major donor candidates from existing Ducks Unlimited members and the general public.
- d. Attends and participates in the annual State Convention.
- e. Assists National Headquarters Development Department in corporate and foundation presentations for major gifts support within the state.
- f. Organizes and coordinates annual gifts events for the purpose of recruiting new donors.
- g. Coordinates activities of State Feather Society Chairperson (s) appointed by the State Chairperson.

Relationships of the State Major Gifts Chairperson are as follows:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors.
- c. Maintains communication with regional officers and volunteers on the status and Progress of major donor programs within the state.

2.3.9 Duties of the State Ladies Coordinator:

- a. Works with the state organization to develop fund raising activities within the state.
- b. Attends and participates in the annual State Convention, district, and zone meetings.
- c. Advises and informs the State Chairperson on ladies fundraising activities.
- d. Provides the State Publicity Chairperson with information on ladies activities.

Relationships of the State Ladies Coordinators are as follows:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors
- c. Maintains contact with District, Zone and Area Chairpersons.

2.3.10 Duties of the State Golf Chairperson:

- a. Works with the state organization to develop and implement Ducks Unlimited sanctioned golfing events at the local, area and state levels, for fundraising purposes.
- b. Advises and informs the State Chairperson of golf fundraising activities.
- c. Develops contacts with the state golf industry and public, club pros, industry representatives, trade publications and others.

Relationships of the State Golf Chairperson are as follows:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors
- c. Maintains contact with District, Zone and Area Chairpersons.

2.3.11 Duties of the State Shooting Chairperson:

- a. Works with the state organization to develop and implement Ducks Unlimited sanctioned shooting events, such as trap, skeet, sporting clays and Ducks Unlimited fun shoots, fro fundraising activities.
- b. Advises and informs the State Chairperson on shooting fund raising activities.
- c. Develops contacts with the state shooting industry and the public, including gun clubs, shooting organizations (ATA, NSSA, USSCA, etc), trade publications, firearms dealers, industry representatives, and others.

Relationships of the State Shooting Chairperson are as follows:

- a. Appointed by and reports to the State Chairperson.
- b. Cooperates and coordinates with the Regional Directors.
- c. Maintains contact with the District, Zone and Area Chairpersons.

2.3.12 Duties of a District Chairperson:

- a. Develops and fosters the activities of Ducks Unlimited, Inc. within the prescribed area composing their assigned district within the state.
- b. Develops and implements fundraising activities within the state.
- c. Supports the Regional Director and one Chairperson in the formation of two new Quality DU chapter in each of the Zones within their district during their tenure.
- d. Develops and implements membership and sponsor/patron recruiting programs within the district
- e. Advises and informs the State Vice-Chairperson regarding activities within their district.
- f. Develops and implements public relations programs within their district, in accordance with the national organization's policies and guidelines.
- g. Serves as Chairperson for the District committee.
- h. Coordinates programs of Zone and Area Committee within their district
- i. Assists in the collection and forwarding of National Headquarters of funds and reports generated by Area Committees within their district
- j. Attends banquets and fundraising events as a representative of the State Committee.
- k. Serves as a member of the State Committee and State Council.
- l. Attends and participates in the annual State Convention, Regional, District and Zone meetings.
- m. Makes suggestions and recommendations to the State Chairperson for the improvement of Ducks Unlimited.
- n. Responds to inquires of members and potential members.
- o. Prepares one article for the state webpage each year.

Relationships of the District Chairperson are as follows:

- a. Appointed by and reports to the State Chairperson
- b. Cooperates and coordinates with the Regional Directors
- c. Should be a Ducks Unlimited Sponsor.

2.3.13 Duties of a Zone Chairperson:

- a. Develops and fosters the activities of Ducks Unlimited, Inc. within the prescribed Area composing their assigned zone within the state.
- b. Initiates one new area committee per year by identifying potential volunteer water fowlers and conservationists and working with the Regional Director and District Chairperson to charter the chapter.
- c. Coordinates and perhaps arbitrates gifts solicitation between communities that are nearby and having problems with overlap.
- d. Attends at least one committee meeting with each committee in their zone for the purpose of improving fund raising efficiency.
- e. Accompanies the Regional Director to organizational meeting of potential new chapters within their zone. Maintains periodic contact with the new Area Chairperson.

Duties of a Zone Chairperson (Con't):

- f. Attends all dinners and sponsor functions in their zone, observing and taking notes for the recommendations that might improve the event.
- g. Insures that all materials needed by the chapter (i.e. prints, guns, film, literature, etc.) are ordered through the Regional Director.
- h. After the fund raising event, calls or visits the Area Chairperson within one week and assists with post dinner reporting, if necessary.
- i. Insures that the Area Chairperson sends the membership list and money to cover the majority of funds raised to National Headquarters within ten days of the event.
- j. Insures that the balance of funds and the event report form are forwarded to National Headquarters no later than thirty days following the event
- k. Advises and informs the District Chairperson, State Vice-Chairperson and State Chairperson regarding activities within their zone.
- l. Arranges for and chairs one zone meeting annually.
- m. Should attend State Council and State Committee meetings.
- n. Prepares one article for the State Newsletter each year.

Relationships of the Zone Chairperson are as follows:

- a. Appointed by the State Chairperson.
- b. Reports to the District Chairperson.
- c. Supervises the activities of the Area Chairperson within their zone.

2.3.14 Duties of the State Council Chairperson:

- a. Coordinates with the State Secretary and notifies all State Council members of scheduled meetings including time, date and location.
- b. Presides over the State Council meeting.
- c. Maintains a complete and permanent record of the minutes of State Council meetings including a roll call of the council members present or absent at each such meeting.

Relationships of the State Council Chairperson are as follows:

- a. State Council Chairman is the State Chairperson whose term has most recently expired or appointed by the current State Chairperson if the most recent State Chairperson elects not to save or is unable to fulfill the position.
- b. Reports to the State Chairperson.
- c.

2.4 Appointment of State Officers:

- 2.4.1 **State Chairperson:** The State Chairperson shall be appointed by the National President upon the recommendation of the Regional Vice-President. The initial recommendation to the Regional Vice-President relative to the appointment of the State Chairperson shall be made by State Council Chairperson as a result of the State Council's recommendation. Nominees for the State Chairperson will be evaluated by a nominating committee, to consist of present and 3 previous State Chairpersons. These recommendations will be made to the State Council at its mid year [spring] meeting at which time the final selection will be made. (Sec attached form to be used as a tool to aid the nominating committee.)
- 2.4.2 **State Vice-Chairperson:**
The State Vice-Chairperson shall be appointed by the State Chairperson with the approval of the Regional Vice-President
- 2.4.3 **State Council Chairperson:**
Appointed by the State Chairperson. This position is to be filled by the State Chairperson whose term has just expired.
- 2.4.4 **State Sponsor Chairperson:**
The State Sponsor Chairperson shall be appointed by the State Chairperson with the approval of the Regional Director.

- 2.4.5 **State Treasurer:**
The State Treasurer shall be appointed by the State Chairperson with approval of the State Council and the Regional Vice-President
- 2.4.6 **State Major Gifts Chairperson:**
The State Major Gifts Chairperson shall be appointed by the State Chairperson With the approval of the Regional Vice-President
- 2.4.7 **State Secretary:**
The State Secretary shall be appointed by the State Chairperson with notification to the Regional Vice-President
- 2.4.8 **State Ladies Coordinator:**
The State Ladies Coordinator shall be appointed by the by the State Chairperson with notification to the Regional Vice-President
- 2.4.9 **State Golf Chairperson:**
The State Golf Chairperson shall be appointed by the State Chairperson with notifications to the Regional Vice-President.
- 2.4.10 **State Shooting Chairperson:**
The State Shooting Chairperson shall be appointed by the State Chairperson with notification to the Regional Vice-President.
- 2.4.11 **State Publicity Chairperson:**
The State Publicity Chairperson shall be appointed by the State Chairperson with notification to the Regional Vice-President
- 2.4.12 **State Greenwing Chairperson:**
The State Greenwing Chairperson shall be appointed by the State Chairperson with notification to the Regional Vice-President
- 2.4.13 **District Chairperson:**
A District Chairperson shall be appointed by the State Chairperson.
- 2.4.14. **Zone Chairperson:**
A Zone Chairperson shall be appointed by the State Chairperson.
- 2.5 **Eligibility for State Officers:** Any chapter committee member, in good standing having completed at least two years of office, is eligible for state office.
- 2.6 **Tenure of Office:**
With the exception of the District and Zone Chairperson, State Officers shall be appointed to a two year term and shall be limited to a maximum of two such consecutive terms in any one office. The term shall begin with the first day of July and end the last day of June after the State Council meeting at which the appointed shall be announced.
- 2.7 **Vacancies:**
If a State Office becomes vacant, the un-expired term shall be filled in accordance with the procedures set forth in 2.4 and the partial term shall not count as a full term for the purpose of tenure.

3.0 **Executive Committee:**

The State Council may create an executive committee for the purpose of clarification of recommendations and/or problems which may effect the operation of the state organization. The Executive Committee shall present the results of it's meeting to the State Council for acceptance. Where necessary a list of pros and cons shall also be presented. The Executive Committee shall consist of the State Chairperson, State Council Chairperson, State Vice-Chairperson, State Secretary, State Treasurer, State Trustees, State Sponsor Chairperson, and ex-officio members of the board of Directors of Ducks Unlimited, Inc. who are residents of the State. Regional Directors, though not official members of the committee, are required to attend to offer advise and guidance, especially in times of leadership transition. The State Council Chairperson shall serve as chairperson of the executive Committee. The Executive Committee shall be the nomination committee for the state officers, other than the State Chairperson, who require the approval of the Regional Vice-President and shall set the ballet for nomination. This committee shall be responsible to appoint an interim State Chairperson until formal nominations can be made and voted on by State Council. The State Secretary shall mail the nomination ballot to all members of the State Council 15 days prior to the date of elections.

4.0 **Fiscal Year:**

All operations within the state shall be based upon the first day of July through the last day of June time frame.

5.0 **Handling of Ducks Unlimited Funds:**

- 5.1 All contributions received shall be promptly forwarded to the Membership Services Department of National Headquarters. Funds collected by the local committee are to be forwarded to membership Services Department without delay, accompanied by necessary records.
- 5.2 Within ten days after the conclusion of a Ducks Unlimited fund raising event, the Treasurer shall mail a check for the majority of the event's income and a complete membership list to National Headquarters. Within thirty days after the conclusion of the event the balance of the event's income (minus 3% of the income, or \$200, whichever is greater) and a completed financial report shall be mailed to National Headquarters.
- 5.3 Under no circumstances should the Regional Director be asked to handle any chapter funds. This is contrary to national policy.

6.0 **Voting:**

- 6.1 Voting by proxy or absentee ballot in any State Council, District, Zone or Chapter meeting is prohibited.
- 6.2 A simple majority of those attending any meeting (must have at least five members present) shall be considered to be sufficient for passage of any matter brought up for a vote except as stated elsewhere in these by-laws.

7.0 **Statements to Government Officials. Agencies and Media:**

No State Trustee, State Officer or committee member shall make any statement that may be construed to be Ducks Unlimited policy, position or opinion on any subject other than those covered in the Ducks Unlimited Manual. Government officials and reporters for the media, knowing of a person's affiliation with Ducks Unlimited frequently interpret a private opinion with regard to conservation, wildlife or related matter as an official position of Ducks Unlimited. Every Trustee, State Officer or committee member has the responsibility to preface any remarks they may make to this regard as being their own personal remarks and not the official position of Ducks Unlimited.

8.0 **National Delegates and State Trustees:**

- 8.1 Trustees and Trustees Emeritus are members of the National Board who represent the state and who are directly accountable to the Board for the performance of the State Organization.
- 8.2 Trustees act as liaison between the National and State Organizations keeping the latter informed periodically on matters of national policy.
- 8.3 The Trustees serve at the pleasure of the National Board from which they derive their powers.

National Delegates and State Trustees (con't):

8.4 The Trustees attend all meetings of the State Council and shall be automatically notified of the same by the State Council Chairman.

8.5 Each Trustee or State Officer, in addition to their other duties, shall remain active in the affairs of their local chapter. As an active committee person they shall be entitled to vote on any questions arising in a chapter meeting. However, Trustees or State Officers shall not serve on a chapter nomination committee, shall not make nominations from the floor in any election, and shall not vote in any chapter election. Trustees shall be appointed by the State Council and may serve as chapter officials.

9.0 Policy on guests at Ducks Unlimited Events:

Members of the State Council and Area Committees are encouraged to attend Ducks Unlimited events in areas other than their own. The cost to be charged to visiting committee members at these events is not to exceed the cost of the regular ticket. Visiting committee members should advise the host Area Chairperson in advance of their plans to attend. Visiting officers and committee members should be accorded all the amenities of the other attendees of the event.

10.0 Policy of pricing Banquet and additional Event Tickets:

10.1 Primary event tickets are to be priced to include a \$25 "Contribution to Conservation", referred to as a membership, per person or couple (man/woman) if a couples event. Discounting of tickets in any fashion would not be fair (competition for raffle, auction items, etc.) to those attending the event that have paid full ticket price.

10.2 A member may apply second, third, etc. contributions in one of four ways:

- A. Upgrade a personal membership
- B. Assignment of the membership to a friend.
- C. Assignment of a gift membership to a school, library, hospital, etc., or
- D. Assignment of a \$10 Greenwing membership to two people under the age of 18.

10.3 Although not mandated it is highly recommended that subsequent chapter events also charge a \$25 "Contribution to conservation"

11.0 Amendments to the By-Laws:

The by-laws may be amended as deemed necessary by a two-thirds (2/3) majority of the State Council provided the proper notice of any change is contained in an official notice of a State Council meeting mailed at least fifteen (15) days in advance of such meeting.

12.0 Conflict with the Operating Manual:

In the event that any part of these by-laws is in conflict with any portion of the Ducks unlimited operating Manual, the Operating Manual shall supersede that part of these by-laws.

JUDGING THE QUALITIES OF STATE APPOINTMENT FOR PENNSYLVANIA DUCKS UNLIMITED

Name _____ Address: _____

Phone: _____ Present Position _____ Member since _____

<u>Position Held</u>	<u>How Long</u>	<u>Points</u>	<u>Total</u>
Area Chairmen	_____	5/year, max. 15	_____
Secretary	_____	1max.	_____
Treasurer	_____	1max	_____
Auction Chairperson	_____	1max	_____
Raffle Chairperson	_____	1max	_____
Advertising Chairperson	_____	1max	_____
Ticket Chairperson	_____	1 max	_____
District Chairperson	_____	5/year, max 5	_____
Zone Chairperson	_____	4/year. max 12	_____
National Trustee	_____	7 maximum	_____

Has the nomination:
Assisted in starting new chapters?

How many: _____ Where: _____ I/Chap., max 20 _____

Started or hosted other types of DU Events?

How many: _____ Where: _____ I each, max 5 _____

Attended District Meetings?

How many: _____ I each, max 5 _____

Attended State Conventions?

How many~ _____ I each, max 5 _____

Attended National Conventions?

How many: _____ 1 each, max 5 _____

Held other positions in DU?

Total Points _____



BANK RECORD AUTHORIZATION

Instructions: Please provide the requested information necessary for the completion of this form for each bank account maintained by your chapter. This form is to be signed by at least two authorized signatories to the account, one of which shall be either the Area chairman or the Treasurer.

We hereby authorize that Ducks Unlimited, Inc., its State Chairman,

State Treasurer and staff representatives be granted access to all records of the _____ Chapter of Ducks Unlimited, Inc., chapter number _____, including, but not limited to, all records, receipts, cancelled checks, deposit slips and other information and copies thereof relating to checking account number _____ held by or at the _____ Bank in _____ (city), _____ (state), and to receive and/or make copies of all such records and other material as they shall determine.

This Authorization is made this _____ day of _____, 2000 and shall continue until such time as Ducks Unlimited, Inc. determines it no longer needs access to such records.

Signed _____	Signed _____
Print _____	Print _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____



BANK ACCOUNT POLICY ACKNOWLEDGEMENT

Instructions: Please read the policy listed below and provide the requested information necessary for the completion of this form for the bank account maintained by your committee/chapter (State or Local). This form is to be signed by the Chairman.

It is the policy of Ducks Unlimited, Inc. that each State Committee and Local Chapter bank account be handled in the following manner. Checks drawn on the account, or other withdrawals from such account, shall require the signature of at least two chapter members, one of which shall be either the chairman or the Treasurer. The account and its funds shall be managed in accordance with the policy contained in the Ducks Unlimited, Inc. Operating Manual.

The _____ Committee/Chapter of Ducks Unlimited, Inc., Committee/Chapter number _____, maintains account number

_____ at the _____ Bank in _____ (city), _____ (state).

Furthermore, the following persons have signatory authority on the above named account (please print names):

1. _____ 2. _____
3. _____ 4. _____

As Chairman of the _____ Committee/Chapter of

Ducks Unlimited, Inc., I, _____, hereby agree to Handle all funds in accordance with the state policy outlined in the Ducks Unlimited, Inc. Operating Manual.

By: _____

Date: _____