

BY-LAWS OF THE CHIPPEWA VALLEY CHAPTER
of the Wisconsin Woodland Owners Association

A non-profit corporation under the statutes of Wisconsin

ARTICLE I – NAME

Section 1. The name of this organization shall be THE CHIPPEWA VALLEY CHAPTER OF THE WISCONSIN WOODLAND OWNERS ASSOCIATION, INCORPORATED.

ARTICLE II – OFFICES

Section 1. The principal office and place of business of the Chapter shall be the home/office of the current Co-President - General unless otherwise designated by the Board of Directors.

ARTICLE III

Section 1. The purpose of the Chapter is to advance the interest of woodland owners and to provide a forum for the ongoing education of woodland owners in regard to the wise use and management of their woodlands and all related resources.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. All memberships are family memberships.

Section 2. Membership in the Wisconsin Woodland Owners Association is a requirement for Chapter membership. The only other requirement is current payment of Chapter dues.

Section 3. Memberships are on a calendar year basis with dues payable January 1 of each year.

Section 4. No dues or fees are refundable.

ARTICLE V – OFFICERS

Section 1. The Chapter shall have a Co-Presidents, Co-Vice Presidents, Co-Secretaries, and Co-Treasurers elected from the membership. Co-leaders will mean two leaders per position. Their duties are as follows:

a) Co-President – General: Shall be responsible for:

- Calling and presiding over all business meetings including the Annual Meeting.
- Chief Executive Officer of the Chapter with authority to carry out all duties that might be assigned by the Chapter.
- Writing the President's Message, meeting notices, and other articles for the quarterly newsletter, and Chapter Reports for the magazine.
- Communicating with Members at Large (MAL) when necessary.
- Assisting with the development of the quarterly newsletter.

Co-President – Events: Shall be responsible for:

- Coordinating the chapter annual meeting, field days, conferences, picnics, and planning meeting(s).

- Appointing committees when necessary.
 - Developing the annual event brochure and annual meeting agenda.
 - Publicizing Chapter events.
 - Assisting with the development of the quarterly newsletter.
- b) The **Co-Vice Presidents** shall be responsible for:
- Learning the roles/responsibilities as successor to the Co-Presidents.
 - Assisting and/or representing officers when called upon.
 - Helping with the facilitation of Chapter meetings and events.
 - Assisting with the development of the quarterly newsletter.
- c) The **Secretary** shall be responsible for:
- Recording the minutes of the meetings and provide typed copies to each member of the Board of Directors.
 - Performing other correspondence duties as requested by the Co-Presidents.
 - Acting as the custodian of minutes and correspondence.
- Co-Secretary shall be responsible for:
- Learning the roles/responsibilities as successor to the Secretary.
 - Assisting with the development of the quarterly newsletter.
- d) The **Treasurer** shall be responsible for:
- Maintaining all financial records by acting as the custodian of the funds and providing supervision of the financial affairs of the Chapter.
 - Maintaining all membership records and records of annual dues payments.
 - Providing financial statements at the annual meeting, when requested by the Board of Directors, and at the end of the WWOA fiscal year (June 30) to the State WWOA office.
 - Developing the annual Chapter membership report.
- The Co-Treasurer shall be responsible for:
- Learning the roles/responsibilities as successor to the Treasurer.
 - Assisting with the development of the quarterly newsletter.
 - Assisting with the development of the annual Chapter membership report.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the eight elected officers for the current year, the President for the preceding term (Past-President or Co-Presidents), plus one Member-at-Large from each of the counties represented within the Chapter boundaries.

- a) The **Past President or Co-Presidents** shall be an advisor to the Co-Presidents formally as a member of the Board of Directors, and informally as may be indicated and appropriate.
- b) Each **Member-at-Large** shall represent the Chippewa Valley Chapter of Wisconsin Woodland Owners Association members in his/her county and serve as a contact for

them. They shall also be responsible for planning and policy discussions as members of the Board, and for assisting the Co-Presidents in other appropriate ways as requested.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. An annual election of officers will be held at the Annual Meeting.

Section 2. The Board of Directors will act as a nominating committee and will submit a name for each office to be filled, each nominee having acknowledged, in advance, his/her willingness to serve as an officer.

Section 3. Nominations will be encouraged from the general membership, but no member may be considered duly nominated unless he/she has indicated a willingness to serve.

ARTICLE XIII – TERM OF OFFICE

Section 1. An officer's term is one year.

Section 2. Officers may be elected to serve additional terms in the same office.

ARTICLE IX – FISCAL YEAR

Section 1. The fiscal year of the Chapter shall begin January 1 and end December 31.

ARTICLE X – ANNUAL MEETING

Section 1. An Annual Meeting of the general membership shall be held on call of the Co-President - General no later than 90 days after the close of the fiscal year, at the time and place designated by the Board of Directors.

Section 2. Notice of Annual Meeting will be mailed/emailed to all members at least two weeks in advance.

Section 3. A quorum for the transaction of business shall consist of those members present.

ARTICLE XI – COMMITTEES

Section 1. The Co-President - Events may from time to time appoint such committees as may be needed to facilitate the effective operation of the Chapter.

ARTICLE XII – SALARIES

Section 1. No member of the Board of Directors shall receive compensation for services to the Chapter.

ARTICLE XIII – AMENDMENTS

Section 1. Amendments to the Bylaws may be adopted by the Board of Directors subject to amendment or repeal by the membership at the next Annual Meeting.

Section 2. Amendments require a majority vote of those members present at the Annual Meeting.

Section 3. Any amendments adopted by the Board of Directors to be presented at the Annual Meeting must be published in the Newsletter preceding the Annual Meeting. Alternatively, any such amendments may be otherwise published and sent to members, but at least two weeks in advance of the Annual Meeting.

Revised: November 4, 2024

Approved by Annual Meeting: January 11, 2025