

Revised June 6, 2015

# **BYLAWS**

## **ARTICLE 1 - Classes of Membership**

The Directors shall establish dues for all classes of Membership in the Indiana Division. All classes of membership shall be in accord with those set by the National IWLA Bylaws with the exception of the addition of the Senior Citizen class, which was set up by the Indiana Division and will be under the description set forth by the division. All memberships (other than Life memberships) shall expire December 31 of the year in which they are accredited **(unless the Chapter is using the Anniversary Membership Plan, in which case the expiration date will be one year from the date on which they became a member of the Chapter).**

a) Life and Patron membership dues shall be held as a perpetual trust, with the interest from such memberships being utilized to carry out the Objects of the Indiana Division in such manner as the Board of Directors shall determine from time to time.

b) The Senior Citizen class shall be limited to those 62 years or older.

c) Any National Life Member that is a member of an Indiana Chapter or Chapters shall only be required to pay State and Chapter dues, no National dues shall be assessed.

d) Any Indiana State Division Life Member that is a member of an Indiana Chapter or Chapters shall only be required to pay National and Chapter dues, no State dues shall be assessed.

e) Anyone that holds both National Life Membership and Indiana State Division Life Membership shall only be required to pay Chapter dues, no National or State dues shall be assessed.

f) Anyone who has paid Indiana Division dues to one Indiana Division Chapter shall not have to pay additional Indiana Division dues for the same year if they belong to more than one chapter.

## **ARTICLE 2 - Officers**

The officers of the Indiana Division shall consist of a President, a First Vice President, a Secretary, a Treasurer and four (4) Regional Vice Presidents.

a) Each Regional Vice President shall be a resident of the Region of Indiana established by the Board of Directors, and shall be a member of a Chapter in that Region, with only one Vice President for each Region.

## **ARTICLE 3 - Directors, State & National**

### Section 1. State Directors

The Board of Directors shall be as prescribed in Article VII of the Constitution of the Indiana Division. Not more than two (2) Directors-at-Large shall be members of the same Chapter. Insofar as possible, they shall be selected to represent all regions of the state.

### Section 2. National Directors

a) The Indiana State Division of the Izaak Walton League of America shall have National Directors as prescribed in the Constitution and Bylaws of the National Division of the Izaak Walton League of America.

b) The number of Indiana Division National Directors will be determined by the total number of members in the Indiana Division, based upon Division membership as of December 31st of the preceding year, and as prescribed by the Izaak Walton League of America National Constitution and Bylaws.

c) National Directors shall serve for a term of 3 years with 1/3 of the Directors being elected each year by the delegates at the Annual Meeting of the Indiana Division of the Izaak Walton League of America.

d) National Directors shall assume office immediately upon election, as required by the Izaak Walton League of America National Constitution and Bylaws.

e) Upon the absence of a National Director from two (2) consecutive regularly scheduled Board of Directors Meetings, the President shall declare the office to be vacant; and the unexpired term of office of any such vacancy shall be filled by the Board of Directors by a simple majority vote at the meeting such vacancy is declared.

## **ARTICLE 4 - Terms of Office**

### Section 1. Officers

a) After their election at the Annual Meeting of the Indiana Division, all Officers shall assume the rights, functions, and duties of their respective offices on September 1.

b) All Officers shall serve for a one (1) year period until their successors assume office or for a lesser period if the President declares the office vacant as provided in these Bylaws.

c) Upon the absence of an Officer from two (2) consecutive regularly scheduled Board of Directors Meetings, the President shall declare the office to be vacant; and the

unexpired term of office of any such vacancy shall be filled by the Board of Directors by a simple majority vote at the meeting such vacancy is declared.

d) In the case where the President is absent from two (2) consecutive regularly scheduled Board of Directors Meetings or where the President cannot complete the term of office, the First Vice President shall assume the office of President.

#### Section 2. Directors-at-Large.

a) All Directors-at-Large elected at the Annual Meeting of the Indiana Division shall immediately assume the rights, functions, and duties of their directorships.

b) All Directors-at-Large shall serve for a one (1) year period until their successors assume office or for a lesser period if the President declares the directorship vacant as provided in these Bylaws.

c) Upon the absence of a Director-at-Large from two (2) consecutive regularly scheduled Board of Directors Meetings, the President shall declare the directorship to be vacant; and the unexpired term of directorship of any such vacancy shall be filled by a simple majority vote at the meeting such vacancy is declared.

### **ARTICLE 5 - Duties of Officers**

#### Section 1. President.

a) It shall be the duty of the President of the Indiana Division to preside at all meetings of the Division and its Board of Directors.

b) The President shall be responsible for scheduling all meetings of the Indiana Division, including the Annual Meeting, and its Board of Directors. The Board of Directors Meetings shall be located, insofar as possible, in different Regions of Indiana during the year and insofar as possible, under sponsorship of Chapters of the Indiana Division.

c) The President shall appoint all committees, subject to the approval of the Board of Directors at the regularly scheduled meeting which next follows the President's assumption of office. The President shall be an ex-officio member of all committees except the Nominating Committee.

d) The President shall carry out such additional duties as the Board of Directors may prescribe, and such duties as ordinarily pertain to the administrative nature of the office.

e) The President shall serve as one of the Financial Officers of the Indiana Division.

f) The President shall report to all regularly scheduled meetings of the Indiana Division, with particular reference to official actions taken in the name of the Izaak Walton League of America.

g) Upon completion of the President's first term of office, the Indiana Division shall provide to the President a Life Membership in the Indiana Division and a Life Membership in the National Organization, unless the President already holds such Life Memberships.

## Section 2. Vice Presidents.

a) It shall be the duty of the First Vice President of the Indiana Division to preside in the absence of the President, and to perform such other duties of the President in the event of absence or disability of the President. The First Vice President shall serve as the Membership Officer of the Indiana Division, and shall chair the Membership Committee. The First Vice President shall coordinate the activities of the other Vice Presidents; but individual chapters shall not be specifically assigned to the jurisdiction of the First Vice President.

b) Chapters shall be allocated by the President as equitably as possible to the Regional Vice Presidents on a geographic basis.

c) All Vice Presidents shall contact, insofar as possible by attending Chapter meetings, all Chapter Presidents within their respective jurisdictions at least once between each regularly scheduled meeting of the Board of Directors, so as to foster close communication between the Chapters and the Indiana Division.

d) All Vice Presidents shall be responsible for organizing environmental activism among the Chapters within their respective jurisdictions, as directed by the Board of Directors and as administered by the President of the Indiana Division.

e) All Vice Presidents shall coordinate their efforts among themselves and with the Officers and Committee Chairs of the Indiana Division to help Chapters carry out the organizational and environmental policies of the Indiana Division and the National Organization.

f) All Vice Presidents shall report to all regularly scheduled Board of Directors Meetings with particular reference to official actions taken in the name of the Izaak Walton League of America and including the operational status and environmental activities of all Chapters within their respective jurisdictions.

## Section 3. Secretary.

a) It shall be the duty of the Secretary of the Indiana Division to transact all official communications with Indiana Chapters and with the National Organization on the Secretary's own cognizance, or at the direction of the President or the Board of Directors. Nothing in this function is to be construed, however, to preclude any communication

among any members, officers, or directors of local Chapters, the Indiana Division, or the National Organization.

b) The Secretary shall prepare and disseminate all meeting notices, and shall be responsible for the recording and publication of Minutes of all meetings of the Indiana Division and its Board of Directors.

c) The Secretary shall keep all current membership records.

d) The Secretary shall compile a current list of the name, address, and phone number of every member of the Board of Directors of the Indiana Division.

e) The Secretary shall compile a current list of the name, address, and phone number of the President and Secretary of every Chapter in the Indiana Division.

f) The Secretary shall compile a current list of the name, address, and phone number of the Executive Secretary, any additional staff personnel, and Committee Chairs of the Indiana Division, insofar as they exist.

g) The Secretary shall make membership records and lists available to all Directors in a timely fashion and to other Indiana Division members upon request.

h) The Secretary shall be responsible for such additional duties as may be assigned by the President or the Board of Directors.

i) The Secretary shall report to all regularly scheduled meetings of the Board of Directors, with particular reference to official correspondence with the National Organization.

#### Section 4. Treasurer.

a) It shall be the duty of the Treasurer of the Indiana Division to receive all moneys accruing to the Division, and to deposit such funds as directed by the Board of Directors.

b) The Treasurer shall, upon taking office, provide such bond as shall be specified by the Board of Directors.

c) The Treasurer shall promptly pay by check all obligations of the Indiana Division in accord with provisions as hereinafter provided.

d) The Treasurer shall provide an accounting of all Indiana Division transactions to the Annual Meeting and to all regularly scheduled meetings of the Board of Directors.

e) The Treasurer shall perform such additional financial duties as the President or Board of Directors may direct, and shall perform such other duties as ordinarily pertain to the office of Treasurer.

f) The Treasurer shall cause an audit of the Indiana Division transactions to be prepared and submitted to the Board of Directors upon retirement from the office of Treasurer.

g) The Treasurer shall surrender, to the duly qualified successor, all funds, records, property, and other assets of the Indiana Division entrusted to the Treasurer as directed by the Board of Directors.

#### **ARTICLE 6 - Financial Officers and Duties**

The Financial Officers shall be the President, Treasurer and Secretary. Each shall participate in all payments disbursed in fulfillment of the financial obligations of the Indiana Division in the following manner:

a) Every bill and statement of cost or expense shall be referred to the President who shall ascertain the proper authorization and source.

b) The Treasurer shall execute a voucher that indicates, with dated signatory approval of the President and Treasurer, the amount, recipient, and account(s) to be charged. This voucher is to be kept with attached bills, invoices, or claims by the Treasurer.

c) Upon receipt of an approved voucher, the Treasurer shall execute check payment and indicate the check number and date paid by signatory notation of the voucher. The Treasurer retains the original voucher in compliance with the strictest financial record retention requirements governing the organization.

d) All Checks will be signed by the Treasurer after being vouchered by the Treasurer and President.

e) The Secretary is also designated to sign checks or vouchers in case of the absence of the President or Treasurer.

#### **ARTICLE 7 - Funds**

The Treasurer of the Indiana Division shall deposit all funds of the Indiana Division in the name of the Indiana Division, Izaak Walton League of America, Inc., in such banks or other financial institutions as shall be designated by the Board of Directors. He or she shall make such disposition of any funds or assets of the Indiana Division as the Board of Directors may specify, and shall surrender any and all records, books and accountings in such manner and at such times as the Board of Directors may require.

An exception to the Indiana Division Treasurer depositing all funds is that the Youth Camp committee may have a checking account used solely for funds associated with the youth camp. The Youth Camp account must be in the Name of the Indiana Division of

the Izaak Walton League of America with the Divisions President and Treasurer as well as the Youth Camp Treasurer or chairperson as account holders able to sign checks. Copies of the check register, bank statements and vouchers with an explanation of expenditures attached to receipts for all expenditures shall be submitted to the Division Treasurer within 120 days of the final camp day each year. This account can be required closed and all funds deposited in the Indiana Division account by a majority vote of the Indiana Division Board of Directors.

### **ARTICLE 8 - Duties of Directors**

a) It shall be the duty of the Board of Directors to manage the Indiana Division in accord with the Objects of the Division and the Izaak Walton League of America, and in accord with such guidance as may be established by the Annual Meeting of the Division.

b) It shall also be the duty of the Board of Directors to guide the officers of the Indiana Division, and to issue such directions as are in keeping with the environmental policy as set forth by the Annual Meeting, and by resolutions and other criteria established by the Division and the Izaak Walton League of America, providing such interpretation as may be required in order to assure a responsive and relevant posture for maximum effectiveness.

c) The Board of Directors shall have authority to approve or reject any proposal or action of the Officers of the Indiana Division, or of any committee or representative of the Division within the Objects and policies of the Division and the Izaak Walton League of America.

d) The Board of Directors may create an Executive Board to act in its behalf between meetings of the Board of Directors, the actions of which shall be in keeping with the Objects of the Division, and with state and national resolutions and policies of the League, and in keeping with directives of the Board of Directors.

e) The Board of Directors shall approve an annual budget for the Indiana Division, accepting or amending the budget proposed by the Finance Committee, and shall exercise such control of the funds and assets of the Division as it judges are in the interest of the Indiana Division.

f) The Board of Directors may retain or hire an Executive Secretary and such additional staff as it considers feasible and prudent, and on such terms as the Directors judge will most adequately serve the purposes of the League.

### **ARTICLE 9 - Executive Board**

Section 1. Formation of the Executive Board.

At such times as an Executive Board may be created by the Board of Directors of the Indiana Division, such an Executive Board shall serve at the will and convenience of the Board of Directors. The Executive Board may be created, re-created, or disbanded by the Board of Directors at its meeting which immediately follows the adjournment of the Annual Meeting of the Indiana Division.

## Section 2. Purposes of the Executive Board.

- a) To pre-study and recommend to the Board of Directors on vital environmental issues or organizational needs of the Indiana Division.
- b) To provide a management continuity with an Executive Secretary of the Indiana Division.
- c) To take such actions on behalf of the Board as are in keeping with the Objects or environmental policies of the Indiana Division and the Izaak Walton League of America.
- d) To interpret the intent of the Board of Directors within such restrictions as the Board may impose, in order to create maximum public credibility and effectiveness in implementing the purposes, policies and Objects of the League.
- e) To report on any and all actions of the Executive Board to all meetings of the Board of Directors.

## Section 3. Composition of the Executive Board.

- a) The Executive Board, if created by the Board of Directors, shall consist of ten (10) members; four (4) ex-officio voting members shall be the President, the First Vice President, the Secretary, and the Treasurer of the Indiana Division, while the remaining six (6) voting members shall be elected by a simple majority vote from among the Board of Directors.
- b) The nominating committee for the six (6) elected members of the Executive Board shall consist of the newly-elected Vice Presidents of the Indiana Division. This nominating committee shall prepare a slate of no more candidates than existing vacancies on the Executive Board, and shall indicate that additional nominations may be made by the Board of Directors.
- c) Upon creation of an Executive Board, three (3) of the six (6) elected members shall be elected for one (1) year terms, while the other three (3) shall be elected for two (2) year terms; every election thereafter shall be for two (2) year terms of office.
- d) Upon creation or re-creation of an Executive Board, which shall include the newly elected ex-officio members, this Executive Board shall elect from among their number a Chair, and a Vice Chair, who shall not be any of the four (4) ex-officio members.



e) Members of the Executive Board shall elect from among their number a Recorder who shall record and publish the Minutes of the Executive Board Meetings.

f) An Executive Secretary of the Indiana Division shall not be a member of the Executive Board, but may be required to attend meetings.

g) Vacancies among the six (6) elected members of the Executive Board shall be filled by simple majority vote of the Board of Directors to fill unexpired terms.

h) A quorum of the Executive Board shall consist of at least six (6) of its members.

#### Section 4. Executive Board Meetings.

a) The Executive Board Chair shall call such meetings as will properly represent the Board of Directors, and shall establish the time and place in Indiana for such meetings.

b) The Executive Board shall be able to use conference calls and e-mail in place of face to face meetings to conduct Executive Board business. All actions taken by the Executive Board using said methods will be reported to the Board of Directors at the next board meeting.

c) Any five (5) members of the Executive Board may mandate the calling of a meeting by the Chair at such time and place in Indiana as they may specify.

d) The newly elected Executive Board will hold a meeting immediately following the adjournment of the Indiana Division Annual Meeting. The only order of business to be considered will be the election of a Chairperson, Vice Chair and Secretary. They will then adjourn and shall not meet again until the newly elected State Officers have been officially installed in their respective offices. The old Executive Board will continue in office and execute their duties until the newly elected Division Officers and Executive Board members have been officially installed in office.

e) Upon the absence of an elected Executive Board member from two (2) consecutive meetings, the Executive Board Chair shall declare the position vacant, and the unexpired term of such vacancy shall be filled by the Board of Directors by a simple majority vote at their next meeting.

### **ARTICLE 10 - Executive Secretary**

The duties of an Executive Secretary shall include public and press relations, initiation of new Chapters, development of promotional materials, legislative liaison, such technical assistance to committees of the Indiana Division as may be beneficial and feasible, coordination of major natural resource questions and hearings, intergroup cooperation, liaison with public agencies, educational projects, and such additional duties as the Board of Directors may specify. He or she shall also provide wherever possible the

coordinated support of the Indiana Division for other Divisions of the League, the National Organization, and for Chapters of the League in Indiana, in natural resource and environmental quality issues.

## **ARTICLE 11 - Committees**

Section 1. The standing committees of the Indiana Division shall be:

- a) Awards
- b) Finance
- c) Hospitality
- d) Membership
- e) Nominations
- f) Resolutions
- g) Youth Camp
- h) Division Web Page

Section 2. Additional committees may include the following, and such other committees as the President or Board of Directors may deem necessary:

- a) Environmental Education
- b) Environmental Pollution
- c) Forestry
- d) Litter and Defacement
- e) Resource Careers
- f) Wilderness and Natural Areas
- g) Wildlife

Section 3. Duties of Standing Committees.

a) It shall be the duty of the Awards Committee to solicit nominations from members and units of the League in Indiana for outstanding contributions to natural resource issues supported by the League or toward greater understanding of environmental qualities. The Committee's judgment shall be final in all cases, and its awards shall be announced and presented at Annual Meetings of the Indiana Division.

b) It shall be the duty of the Finance Committee to prepare and propose the annual budget of the Indiana Division. The Finance Committee shall meet before the last meeting of the calendar year prior to that for which the budget is proposed; and it shall submit its recommendations to the Board of Directors, including such expenditures as may be needed for carrying out the Objects of the Indiana Division in accord with the Constitution and Bylaws, and including estimates and sources of revenues for implementation.

c) It shall be the duty of the Hospitality Committee to plan and conduct the hospitality of the Indiana Division during National Conventions of the League.

d) It shall be the duty of the Membership Committee to maintain all possible contact with Chapters of the League in Indiana, and to provide all possible encouragement of increased membership. It shall accomplish this by calling attention to what the League is doing in conservation, and by citing the essential programs and drives which only a strong and growing membership can sustain.

e) It shall be the duty of the Nominations Committee to solicit and recommend candidates for all offices of the Indiana Division and for the Directors-at-Large. The Committee, shall consist of a minimum of at least four (4) members, one from each Region of the state, shall be appointed by the President of the Indiana Division not later than February 1 of the year in which the Annual Meeting is to consider its recommendations. Additional members may be appointed by the President. In announcing its creation, the Nominations Committee shall prepare to the best of its ability the general criteria and qualifications for each position to be filled, and shall indicate that additional nominations may be made by authorized delegates to the Annual Meeting, the Committee's recommendations notwithstanding. In fulfilling this function, the Indiana Division Secretary shall notify all Indiana Chapters whose officers can be determined that the Committee has been created for this purpose, and shall list all names and addresses of the Committee members. This notification shall be included with the official notice of the Spring Meeting of the Board of Directors. The Committee shall inform the Chapters of the officers and directorships which are to be filled, and shall provide instructions on how League members in Indiana can recommend candidates to the Committee for consideration. The Committee shall post a complete slate of its recommended candidates with not more than one candidate for each office or directorship to be filled; such posting to be at a conspicuous location at the main entrance to the place of voting, and not later than 8:00 p.m. of the eve of the election. The Nominations Committee may also recommend to the Annual Meeting the endorsement of individuals for posts in the Izaak Walton League of America, including National Officers and National Directors from Indiana.

f) It shall be the duty of the Resolutions Committee to propose new resolutions to the Annual Meeting of the Indiana Division and to its Board of Directors, where such resolutions reflect substantive supplemental policy needed before the Indiana Division can act upon issues of vital state importance. Resolutions must be understood as instruments: which break new ground; which re-examine or revise present policy; which must precede simple motions before action is possible; or which establish a Division policy to be reiterated at a National Convention of the League before further action can be taken within the Objects of the Izaak Walton League of America.

g) It shall be the duty of the Youth Camp Committee to organize and operate the annual program of summer camping sponsored by the Indiana Division. The Committee shall stress education in the outdoor values, respect for the environmental qualities and the natural community, the importance and vitality of physical fitness, the sense of healthy and stimulating relationships which can be built only through mutual understanding of the outdoor environment and its proper use and interpretation, and the concepts of both individual achievement and group interdependency. The program and purposes of the Izaak Walton League shall be explained and interpreted to provide a strong educational experience for youthful campers.

h) It shall be the duty of the Division Web Page Committee to maintain the Division's Web Page. To make sure all items on the page are current. All material on the Web Page shall be pre-approved by the Division President prior to placing it on the page. There is no limit as to the number of members serving on this committee, however no more than (3) three members, and the Division President shall have access to make changes to the page.

#### Section 4. Duties of Other Committees.

a) It shall be the duty of the Environmental Education Committee to cooperate with appropriate public and private agencies and organizations in the advancement of environmental education in Indiana. The Committee shall undertake such efforts as will enhance and expand both the amount and the quality of such education, stressing the need for better understanding of the ecological relationships of all components of the biosphere, and particularly man's impact upon that system.

b) It shall be the duty of the Environmental Pollution Committee to provide the main impetus toward abatement of air, water and land pollution from physical contaminants, noise, and visual discontinuities. The Committee shall cooperate with public and private agencies, and will be responsible for entering testimony and working for implementation of clean environmental standards and for continual improvement in those standards.

c) It shall be the duty of the Forestry Committee to carry out programs stressing the need for habitat enhancement for an abundance of wildlife and to point out obsolete concepts of wildlife management in order to improve public attitudes towards such matters as the relationships of predators and raptors to the overall wildlife community.

The Committee shall undertake habitat enhancement projects and assist public agencies in demonstrating re-forestation programs.

d) It shall be the duty of the Litter and Defacement Committee to stimulate interest and concern toward abatement of the littering of all land and water and toward the elimination of vandalism of public facilities. The Committee shall cooperate with other groups in the dissemination of educational materials to the Indiana Division and to the public.

e) It shall be the duty of the Resource Careers Committee to cooperate with the National Organization and the Federal resource agencies in soliciting and screening candidates for positions on public lands. This function may also be extended to similar cooperation with state and local agencies.

f) It shall be the duty of the Wilderness and Natural Areas Committee to provide all possible assistance in implementing the Indiana Nature Preserves Act, and to point out exceptional natural areas worthy of preservation in a natural state for scientific and educational purposes, and for the saving of outstanding places affording high quality visual perception experiences. The Committee shall cooperate with the relevant scientific organizations, shall file Indiana Division statements in support of proposed National Wilderness areas, and shall generate support for those types of proposals among other groups and agencies.

g) It shall be the duty of the Wildlife Committee to educate the public and members of the League on species of wildlife, including those which are endangered or increasingly rare, to point out the reasons for such conditions, and to recommend and implement policy which will preserve such species and the habitat upon which they depend for existence. The scope of the Committee shall include, but not be limited to, mammals, birds, and amphibious forms.

## **ARTICLE 12 - Chapters**

### Section 1. New Chapters.

New Chapters of the Izaak Walton League in Indiana are subject to approval by the President of the Indiana Division, by the Vice President in whose Region the new Chapter would be located, and by an existing active Chapter of the League if one exists within a 10 mile radius if an active Chapter exists and responds to notification.

### Section 2. Chapter Constitution and Bylaws.

Chapters must submit copies of their Constitution and Bylaws and any amendments to them to the Indiana Division Executive Board and the National Executive Board for approval.

### Section 3. Chapter Autonomy

In all matters not specified in the National Izaak Walton League of America, Constitution and Bylaws or in the Indiana Division, Izaak Walton League of America, Constitution and Bylaws, Chapters shall be autonomous. (independent and self governing) They shall set all rules and regulations governing all events, functions, activities and properties under their jurisdiction or possession.

### **ARTICLE 13 - General Rules**

The proceedings of the Indiana Division shall be governed by the latest edition of Roberts Rules of Order, except as otherwise provided. The President shall appoint a qualified parliamentarian on all points of order or disputed procedures dealing with rulings from the chair or the parliamentary rights of authorized delegates or directors.

a) There shall be no fixed order of business that tends to impair the wish or the right of any delegate or director to be heard at any meeting of the Indiana Division or its Board of Directors.

b) Rules for any meeting of the Indiana Division or its Board of Directors may be suspended on a two-thirds (2/3) vote of a quorum present.

c) A quorum of the Indiana Division Annual Meeting or special meeting shall be at least fifteen (15) authorized delegates from at least five (5) Indiana Chapters. A quorum of the Board of Directors shall be at least ten (10) Directors from at least five (5) Indiana Chapters.

### **ARTICLE 14 - Notification**

Notices of all meetings of the Indiana Division and its Board of Directors shall be made in writing at least thirty (30) days in advance. Written notification shall include but is not limited to: U.S. Postal Mail, Fax, E-mail, and publication in the Hoosier Waltonian. Notifications shall be sent by the Secretary, or someone designated to do so, to all Indiana Chapter Presidents and to all Directors of the Indiana Division whose names and addresses are reasonably available from records of the Division or the National Office of the Izaak Walton League of America. Notices shall contain at least the exact date and local time of the meeting, and the exact location including such directions as may reasonably be needed for access.

### **ARTICLE 15 - Special Meetings**

Special meetings of the Indiana Division, rules for delegate certification of which shall be the same as those for the Annual Meeting, may be called by agreement of at least three-fourths (3/4) of all the Officers, or upon a petition jointly signed by at least twenty (20) members of the League from at least ten (10) Indiana Chapters. Special meetings of

the Board of Directors may be called by the President of the Indiana Division with the concurrence of at least two (2) other Officers, or by at least ten (10) members of the Board of Directors.

## **ARTICLE 16 - Severance and Suspension**

### Section 1. Severance & Suspension

a) Any Chapter of the League in Indiana may be severed from the Indiana Division or be declared defunct upon a (3/4) three-fourths vote of the Board of Directors or upon a (2/3) two-thirds vote of the Indiana Division, provided that such impending action is included in the Notification of any meeting at which such action is to be considered in accord with Article 14 of the Bylaws.

b) This Article shall be invoked only for cause:

- 1) Two successive years in which a Chapter has no membership.
- 2) Actions which bring discredit to the organization.
- 3) Actions which are judged to be deliberate circumvention of requirements for membership in the Izaak Walton League of America or the Indiana Division.
- 4) Such additional actions held to be adverse to the principles and purposes of the League.

### Section 2. Suspension.

a) Any Chapter that has its Charter suspended shall turn its Charter over to the Division Secretary within (7) seven days from the date of suspension.

b) While under suspension a Chapter will not use the name of the Izaak Walton League on signs, stationary or in any public statements.

c) While under suspension a Chapter will submit to supervision by a committee appointed by the Indiana Division Board of Directors or the Indiana Division Executive Board.

d) While under suspension a Chapter will cease collection of membership dues until the Supervision Committee sets up an escrow account in the name of the Indiana Division Izaak Walton League of America. At this time the Chapter can start collecting dues again, however they will turn over all dues monies collected along with tally sheets and new member report forms to the Supervision Committee which will deposit monies in the escrow account and hold the forms until the Chapter Charter is either reinstated or permanently revoked. If the Charter is revoked the Supervision Committee shall return

the dues monies to those who have paid such monies to the escrow account. However if the Chapters suspension is lifted the dues along with the tally sheets and new member reports shall be sent on to the National Organization for processing.

e) While under suspension a Chapter will come into complete compliance to the terms of suspension which are set by the Indiana Division Board of Directors or the delegates at an Indiana Division Annual Meeting.

f) While under suspension a Chapter shall not be allowed to have a Chapter State Director or send delegates to State or National Conventions.

### Section 3. Chapter Supervision Committee.

The Committee appointed by the Indiana Division Board of Directors or the Indiana Division Executive Board shall be known as the Chapter Supervision Committee and shall supervise all actions of the Chapter under suspension.

a) The Supervision Committee will interpret the rules of suspension under which the Chapter must operate and give a list of the specific items with which the Chapter must come into full compliance with to qualify for lifting of the suspension and full restoration of all rights and privileges of the Chapter.

b) The Supervision Committee must approve of any disbursements of Chapter funds prior to said disbursement.

c) The Chapter under suspension must notify the Supervision Committee at least (72) seventy-two hours prior to any meeting of the Chapter, its Directors or Committees.

d) After (45) forty-five days from the date of a Chapter's suspension, the Supervision Committee must make a written report to the Indiana Division Executive Board, informing them of the Chapters progress in coming into compliance with the terms of suspension.

e) The Supervision Committee will make a written report to be read at the next Indiana State Division meeting (whether Board or Annual) recommending (1) one of (3) three things;

- 1) Lift the Suspension and restore to the Chapter its Charter and all previously suspended rights and privileges.
- 2) Continuation of the Chapters Suspension.
- 3) Permanent revocation of the Chapters Charter and proceed with all steps as for a dissolved Chapter.



f) The Supervision Committee will keep permanent records of its meetings, and turn them over to the Division Secretary when the committee is discharged.

#### Section 4. Indiana Division Izaak Walton League Suspension Reimbursement.

a) The Indiana Division Treasurer shall keep an account of all expenditures incurred by the Indiana Division due to the suspension of a Chapter. This shall include, but not be limited to; attorney fees, Executive Board expenses, and Supervision Committee expenses. These expenditures shall be paid back to the Indiana Division by the Chapter within (30) thirty days of the lifting of the Chapters suspension.

b) Should a Chapter find itself in financial difficulties an appeal may be made to the Indiana Division Executive Board whose decision will be final for an extension on the (30) thirty day reimbursement clause with proper documentation.

#### Section 5. Dissolution.

Rules of dissolution shall be those of Article VIII of the Constitution of the Indiana Division Izaak Walton League of America.

### **ARTICLE 17 - Nominations and Elections**

#### Section 1. Nominations.

The Chair of the Nominations Committee shall present a slate of candidates to the Annual Meeting selected by a majority vote of the Nominations Committee for all offices and Directors at Large of the Indiana Division, and otherwise in accord with Article 11 of the Bylaws.

a) Not more than (1) one nominee shall be submitted for each office or Director at Large to be filled.

b) The Chair of the Nominations Committee shall not be a candidate for any office in the Indiana Division, except as a Director at Large, if proposed.

c) Any Delegate to the Annual Meeting may nominate any additional candidate for any office or Director at Large before a vote is taken.

d) The Nominations Committee shall review and recommend endorsement by the Indiana Division of any candidate for National office or directorship of the Izaak Walton League of America.

#### Section 2. Elections.

Following any nominations from the floor, the Chair of the Nominations Committee shall call for a vote, which shall be decided by a simple majority of delegates present and voting.

- a) The candidates for Director at Large shall be presented as a group by the Chair unless a simple majority vote of delegates present shall decide otherwise.
- b) The Nominations Committee shall be discharged after the election.

## **ARTICLE 18 - Representation**

### Section 1. Meetings of the Indiana Division.

Every Chapter of the League in Indiana shall be entitled to voting representation at the Annual Meeting or any special meeting in accord with the following:

- a) The Secretary of the Indiana Division shall determine the authorized number of delegates to which a Chapter is entitled on the basis of the latest records of the Izaak Walton League of America as certified by the National Office, or upon the membership of the last day of the preceding year as certified by the National Office, whichever is the larger number.
- b) Every Chapter shall be entitled to (1) one voting delegate by virtue of its Charter.
- c) For each multiple of (25) twenty-five members in excess of the first (24) twenty-four, a Chapter shall be entitled to (1) one additional voting delegate. (i.e., up to (24) twenty-four members, a Chapter is entitled to (1) one voting delegate; from (25) twenty-five to (49) forty-nine members, it is entitled to (2) two voting delegates; ad infinitum.)
- d) Each Chapter shall be entitled to an alternate for each delegate.
- e) A delegate must be a member of the Izaak Walton League of America, the Indiana Division, and the Chapter represented.
- f) In order to exercise the voting franchise, a delegate must sign a registry prescribed by the Secretary, must provide proof of current membership to the Secretary, and must be vouched for by the President of the Chapter represented or by (2) two other officers of the Chapter.
- g) There shall be no proxy voting. Only a duly authorized alternate may vote in place of a delegate.
- h) Only delegates as prescribed above have any authorized standing for voting purposes at the Annual Meeting or special meeting of the Indiana Division.

## Section 2. Board of Directors.

Every Chapter of the Izaak Walton League in Indiana shall be entitled to (1) one member of the Board of Directors selected by and from among its own members. Additional members of the Board of Directors are as provided in Article VII of the Constitution.

- a) Each Chapter shall certify to the Secretary the name of its Director in order to qualify that Director for the Board of Directors, such certification to be as provided for in the Officer reporting forms of the Izaak Walton League of America, or as vouched for by the Chapter President.
- b) Each Director from a Chapter, each Director at Large, and each other person who qualifies as a Director shall sign a registry prescribed by the Secretary prior to exercising the voting franchise, and shall provide to the Secretary proof of current membership in the Izaak Walton League of America, the Indiana Division and the Chapter in which membership is held.
- c) There shall be no proxy voting of any Directors.

### **ARTICLE 19 - Disbursement of Division Lands**

Any land which belongs to the Indiana Division of the Izaak Walton League of America, Inc., and which the Division wishes to transfer to any person, group, Chapter, or entity, shall carry with the transfer of the property deed a clause stating that, if said property ever ceases to be used for the purpose for which the Division transferred it, then ownership of said property reverts back to the Indiana Division.

### **ARTICLE 20 - Amendments**

Amendments to these Bylaws may be made at any Annual Meeting of the Indiana Division upon at least (2/3) two-thirds vote of delegates present. Proposed amendments shall be submitted by mail to the President and Secretary of each Indiana Chapter at least (30) thirty days prior to presentation at the Annual Meeting.