

As amended November 19, 2015

NATIONAL CAPITAL CHAPTER
SOIL AND WATER CONSERVATION SOCIETY
An Educational and Scientific Organization

BYLAWS

ARTICLE I – NAME

The name of this organization shall be the National Capital Chapter of the Soil and Water Conservation Society (hereinafter referred to as the Chapter).

ARTICLE II - AREA

Section 1. Headquarters of the Chapter shall be in Washington, DC.

Section 2. The metropolitan area of Washington, D.C. shall constitute the area of the Chapter. Most members reside or work in the District of Columbia or in those parts of Virginia and Maryland near Washington, D.C.

ARTICLE III – OBJECTIVES

The objectives of the Chapter shall be the same as those of the Soil and Water Conservation Society (hereinafter referred to as the Society), as a nonprofit education and scientific organization dedicated to advancing the science and art of good land and water use worldwide.

ARTICLE IV – MEMBERSHIP

Section 1. Membership in the Chapter shall be limited to persons holding membership in the Society.

Section 2. Upon payment of Chapter dues, person who qualify under Section I shall be members in the Chapter and each shall have one vote.

Section 3. Membership in the Chapter shall end upon termination of membership in the Society, failure to pay Chapter dues within 60 days after the membership anniversary date as set by the Society or resignation.

Section 4. Annual dues of the Chapter shall be an amount set by the Executive Council as approved by a majority vote of the Chapter members who cast ballots. Society and Chapter dues shall be payable together to the Society Headquarters.

ARTICLE V – OFFICERS

Section 1. Officers of the Chapter shall be President, President Elect, Vice President, Secretary and Treasurer.

Section 2. The officers shall be elected annually from the membership and shall perform the duties of their respective officers until their successors take charge. Terms of the officers shall be two-years, from January 1 following the election to December 31 of the next year. Vacancies between elections shall be filled as provided under Article VI.

Section 3. The President shall have general responsibility for the affairs of the Chapter, preside at Chapter meetings and sessions of the Executive Council (see Article VI), ensure the timely election of Chapter officers, and appoint committees and representatives provided under Articles VII and VIII. The President may delegate responsibilities to carry out activities of the Chapter as he or she, and the Executive Council, deem appropriate.

Section 4. The President –Elect shall automatically become President when the President's term expires (or the position otherwise becomes vacant). The President-Elect may plan activities to become effective at the time he or she becomes President. In the absence of the President, the President-Elect shall assume the responsibilities and perform the duties of the President. The President-Elect shall have primary responsibility for membership and chapter development.

Section 5. The Vice President shall take primary responsibility for planning or arranging for Chapter programs and activities. In case of a vacancy in the office of President-Elect, the Vice President shall serve as President-Elect. In the absence of both the President and President-Elect, he or she shall assume the responsibilities of the President.

Section 6. The Secretary shall give notice of Chapter meetings and other activities to all Chapter members, keep a record of all business meetings, be responsible for all Chapter correspondence, keep the master copy of the bylaws, membership list and other records belonging to the Chapter or pertaining to its business, and perform other duties incident to the office of Secretary.

Section 7. The Treasurer shall receive and disburse all funds of the Chapter, keep account or all financial transactions, and report at each business meeting the financial status of the Chapter. The treasurer also shall arrange with Society headquarters for proper notice of dues payments and alert the President-Elect periodically of delinquent members so they may be encouraged to rejoin. The Treasurer also shall receive any and all contributions to the Chapter, either for meeting SWCS objectives generally or earmarked for specific projects or aims; shall invest these and other funds as authorized or approved by the Executive Council; and shall keep account of all transactions, expenditures and transfers of such funds which may be authorized by the Chapter, Executive Council or a committee established by or reporting to the Chapter officers. The accounts of the Treasurer shall be audited at least annually or as deemed necessary by the Executive Council. The Treasurer may be bonded in such amounts as the Executive Council may determine, at the cost of the Chapter. The Treasurer is thus responsibility for check signing authorities, transfer of funds between accounts, etc. The Treasurer shall also maintain information on 501(c)(3), nonprofit status and a Federal Tax ID number.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, immediate Past President and three council members elected under Article VII.

Section 2. The Executive Council shall be the legal representative of the Chapter and shall have, hold and administer all funds and property of the Chapter which shall be in the direct custody of the Treasurer.

Section 3. Vacancies in Chapter offices occurring between elections shall be filled by appointment by the Executive Council, except as provided in Article V, Sections 4 and 5.

Section 4. The Executive Council shall meet at least quarterly for the transaction of its business and at other times as determined by the President, and shall have power to act on matters that arise between regularly scheduled Chapter meetings and are not otherwise specifically provided for in the bylaws.

Section 5. The Executive Council shall direct the policies of the Chapter within the framework of the Society, in support of the education and scientific objectives of the Society, in coordination with the Society's Board member representing the Northeast Region. The Executive Council shall develop or review operating plans and budgets; give counsel and guidance to, and coordinate the work of, committees; decide Chapter business not requiring action by the membership; and perform similar duties. The executive Council shall approve and formal statement of the policy or position of the Chapter on any issue. Executive Council members or other members appointed by the President may speak for the Chapter.

Section 6. The Executive Council shall encourage active participation of officers, committee chairpersons and other numbers in Chapter, regional and international workshops, meetings, other events, and initiatives.

ARTICLE VII – ELECTIONS

Section 1. A Nominating Committee will be established, not later than October 1, to begin development of nomination for a slate of officers for the next year.

Section 2. For the officers of the President-Elect, Vice President, Secretary, Treasurer and council member(s), the Nominating Committee shall consider a diverse representation of members from the various agencies and groups represented in the Chapter.

Section 3. One council member shall be elected each year for a term of three years. In addition, one shall be elected to fill each council member vacancy that has occurred during the Year, to complete the unexpired term.

Section 4. Before any member is nominated for an office or council member position in the Chapter, the member shall certify in writing that he or she is willing to serve.

ADDENDUM

APPROVED JUNE 2003

NORMAN A. BERG AWARD

The Norman A. Berg Award is given in recognition of distinguished service and leadership in the conservation field over a long and sustained period of time. Accomplishments of the nominee should be significant at work or in volunteer service at a regional, national or international level.

CRITERIA:

- Any Chapter member or non-member may be nominated by the nominating committee. The nominating committee is made up of the Chapter Officers.
- Officers at the national and chapter level and Board members are also eligible during their terms of office.
- The nominee must have performed distinguished service to further the work of conservation on a sustained basis for at least 10 years. This service may have been performed at the regional, national or international level, or any combination thereof.
- The nominee's service should include activities that help to further the conservation movement.
- The award will be given to recognize and honor one's continued commitment to furthering conservation.

NOMINATION PROCEDURE:

- Nominations shall be by petition, signed by at least three chapter board members. Names of petitioners must be printed as well as signed.
- Submit one copy of the petition, Award Nomination Questionnaire and supporting material.
- The supporting material must clearly document the above criteria, including such items as membership in conservation organizations; time span during which the distinguished service was rendered; offices, committee, and other positions held at the chapter and international levels; and other information, in narrative form, identifying the nominee's commitment to conservation.