

**NATIONAL BOBWHITE & GRASSLAND INITIATIVE TECHNICAL
COMMITTEE
BYLAWS**

As amended by membership – Virtual Vote 20 June 2023

ARTICLE I. NAME, DESCRIPTION AND AFFILIATION

Section 1. Name. The name of this organization shall be the NATIONAL BOBWHITE AND GRASSLAND INITIATIVE TECHNICAL COMMITTEE (hereinafter referred to as the NBGITC).

Section 2. Description. The NBGITC is a technical and leadership alliance of state and provincial wildlife agencies with stewardship authority for wild Northern Bobwhites (Colinus virginianus) (hereinafter referred to as bobwhite(s)), and of federal, state, and private conservation partners working on associated species and their native habitats. The NBGITC shall have membership primarily from states or provinces that have current or historic populations of wild bobwhite. The primary missions of the NBGITC are to support the National Bobwhite & Grassland Initiative (NBGI) and to serve the member states through technical assistance, information transfer and interaction with the NBGI Management Board. The groups mission is a partnership to restore and maintain wild bobwhite quail, associated species, and their native habitats through science-based research and management to support healthy wildlife, soil, air, and water for the benefit of society.

Section 3. Criteria for Affiliation. Members shall consist of dues-paying students or professionals (minimum bachelor's degree, or currently enrolled as a student, in Wildlife or related science or art) employed by a state, provincial or federal agency, conservation group, or private company that has an interest in the conservation of wild bobwhites, associated species, and their native habitats or is self-employed with a professional interest in the conservation of wild bobwhites, associated species, and their native habitats. The NBGITC Steering Committee (hereinafter referred to as Steering Committee) may decline or revoke membership of any person by returning dues.

ARTICLE II. OBJECTIVES AND STRATEGIES

Section 1. Objectives.

- a. Identify factors responsible for population declines of bobwhites and other associated early successional wildlife species.
- b. Identify gaps in knowledge about bobwhite population dynamics, ecology, habitat management and the socioeconomics of quail hunting and habitat enhancement.
- c. Develop and implement solutions to specific grassland taxa and their populations, habitats, and management problems.
- d. Prioritize regional research and management efforts.
- e. Provide sound, scientifically based information to stakeholders, administrators and policy makers.
- f. Perpetuate the tradition of wild bobwhite quail hunting.

Section 2. Strategies.

- a. Provide national leadership, technical guidance, and energy to advance the National Bobwhite & Grassland Initiative.
- b. Provide leverage opportunities for enhanced collaboration among individual members, hunters and other wildlife enthusiasts, agencies and organizations focused on problems related to the management of bobwhites and associated taxa.
- c. Provide an annual meeting of the NBGITC as a forum for the exchange of ideas and actions to achieve objectives.
- d. Recognize and commend outstanding professional achievements in and contributions to bobwhite quail and grassland management.
- e. Address specific resource concerns, policy and management issues, research priorities and outreach needs through NBGITC Subcommittees comprised of experts in specific areas of bobwhite and grassland conservation and management.
- f. Promote and facilitate coordinated research activities of regional and national significance.
- g. Provide information to policymakers to influence land-use policy for the benefit of bobwhites and grasslands.
- h. Utilize newsletters, web pages, magazine articles and other media to disseminate information.
- i. Report to the NBGI Management Board two times per year.

ARTICLE III. NBGITC YEAR

Section 1. Operating Year. The NBGITC operating year shall run from the close of one year's annual meeting to the close of the following year's annual meeting.

Section 2. Fiscal Year. The NBGITC Steering Committee shall have the power to determine the fiscal year of the NBGITC.

ARTICLE IV. NBGITC VOTING MEMBERSHIP

NBGITC voting membership shall consist of those members who have paid dues of \$35 for the current operating year. Only NBGITC voting members may hold office, vote on official matters affecting the NBGITC and officially represent the NBGITC on business matters.

ARTICLE V. COMMITTEES, ELECTIONS AND OFFICERS

Section 1. NBGITC Steering Committee. The Steering Committee shall be comprised of 12 members of voting status and 1 member of non-voting status. Four (4) elected, voting members shall be NBGITC members in good standing belonging to the Association of Fish and Wildlife Agencies (AFWA), to include 1 representative from the Southeastern Association of Fish and Wildlife Agencies (SEAFWA), 1 representative from the Midwest Association of Fish and Wildlife Agencies (MAFWA), 1 representative from the Northeastern Association of Fish and Wildlife Agencies (NEAFWA), and 1 representative from the Western Association of Fish and Wildlife Agencies (WAFWA). Three (3) elected at-large members who serve as the chair-elect, chair and past chair of the Executive Committee. One (1) elected voting membership shall be from academia and 1 elected voting membership shall be at-large. The term of these 9 elected positions shall be 2 years and be filled by election by the NBGITC membership. The Steering Committee shall also be comprised of 1 non-elected voting membership held in perpetuity by an

appointed representative of Clemson University College of Agriculture, Forestry and Life Sciences. The Steering Committee shall also be comprised of 2 elected voting memberships from non-governmental organizations (NGO), one of whom shall be from a non-game conservation group. These 2 NGO members shall serve 2-year terms. The Steering Committee shall also be comprised of 1 non-voting, non-elected membership held in perpetuity by the Director of the National Bobwhite & Grassland Initiative (NBGI).

Duties of the Steering Committee include, but are not limited to financial management, promulgation of bylaws, conducting the annual business meeting, conducting the annual election, coordination of annual meeting series, guiding Standing and Ad hoc Subcommittees, annual review of Chair and Vice Chair positions and maintenance of membership list.

Section 2. Executive Committee. The Executive Committee of the NBGITC Steering Committee shall consist of 3 positions, in the form of a Chair (who will head the Steering Committee), Chair-Elect and Past Chair. The Executive Committee shall address day-to-day operations that in their view do not require decision-making by the entire NBGITC Steering Committee. Upon conclusion of the respective Executive Committee member 2-year terms, the Chair shall assume the Past-Chair position and shall be succeeded by the Chair-Elect. If the Chair resigns or is unable to serve, the Chair-Elect shall assume the position of Chair, and the Chair-Elect position shall be filled by election at the next annual business meeting. If the Chair-Elect resigns or is unable to serve, the position shall be filled by election at the next annual business meeting.

The Chair and the NBGI Director serve as Ex Officio members of, and staff to, the NBGI Management Board. The Chair and the NBGI Director represent the NBGITC at meetings of the AFWA Resident Game Bird Working Group and other meetings as necessary. NBGITC Steering Committee representatives of SEAFWA, MAFWA, WAFWA and NEAFWA shall represent the NBGITC at meetings of their respective regional associations. They shall also organize the State Quail Coordinator's Meeting held during the NBGITC annual meeting. The chair of the State Quail Coordinator's Meeting shall be the corresponding NBGITC Steering Committee Regional Representative of the Annual Meeting's host state. If the host state serves on multiple associations, the association that has not been represented as the Coordinators Meeting Chair the longest shall be selected.

In order to be enacted all matters upon which the Steering Committee votes must pass on a majority of votes. Any Steering Committee member, except the Chair, may identify a proxy by informing the Chair prior to a meeting. If a member is not able to attend a meeting in which issues will be voted upon, he/she shall be afforded the opportunity to vote by absentee ballot within a reasonable period of time before which the matter must be resolved.

Section 3. Elections. The Steering Committee election shall take place at the annual business meeting.

CLAUSE A - A 3-member Nominations and Election Subcommittee, chaired by the Steering Committee Past Chair, shall be selected by the Steering Committee and shall prepare a slate of at least 2 candidates for each of the positions to be elected that year.

CLAUSE B - All nominees must be Voting Members.

CLAUSE C - Prior approval shall be obtained from said candidates.

- CLAUSE D - Nomination slate shall be submitted to the membership at least 30 days prior to the annual business meeting.
- CLAUSE E - Additional nominees may be added to the Nominations and Election Subcommittee's slate upon the signed support of 6 or more members, provided prior approval has been obtained from each nominee.

Section 4. Balloting. Ballots shall be received and counted by the Nominations and Election Subcommittee.

- CLAUSE A - Eligibility to vote during annual business meeting is established by membership paid for at, or within 3 months following, the previous annual business meeting.
- CLAUSE B - Absentee ballots must be received by the Nominations and Election Subcommittee Chair at least 12 hours prior to the annual business meeting. To be valid, absentee ballots must be signed if they are paper ballots or contain electronic signature or originate from the members email address of record if they are email ballots.
- CLAUSE C - Balloting by proxy is not allowed.
- CLAUSE D - The candidate receiving the largest number of votes on the written/electronic ballot shall be declared elected. No one may hold more than 1 elective position simultaneously.
- CLAUSE E - In the event of a tie vote, the tie will be broken by toss of a fair coin.
- CLAUSE F - For ballot counting purposes, the Steering Committee Chair shall appoint a replacement for any member of the Nominations and Election Subcommittee who has been nominated for an office.
- CLAUSE G - If, as a result of extenuating circumstances, the annual business meeting is not held prior to October 30, the expired terms of officers shall be extended until the next annual business meeting.

Section 5. Officers. Officers of the NBGITC shall consist of the Steering Committee and Chairs of Standing Subcommittees of the NBGITC.

Section 6. Standing Subcommittees. Standing Subcommittees shall consist of:

- a. Policy
- b. Habitat Management
- c. Science

The overall responsibility of Standing Subcommittees is to (1) provide expertise, leadership, and guidance for the NBGI at national and regional levels, (2) propose actions to be considered by the NBGITC Steering Committee and (3) facilitate or conduct approved actions. The Policy Subcommittee works on USDA Farm Bill and energy policy and cropland issues as well as federal, state, and other regulatory issues relating to grasslands and associated taxa. The Science Subcommittee works on improving the biological and scientific foundation of the NBGI, establishment of regional and national research priorities, translocation guidelines, research and monitoring related to habitat management, the Coordinated Implementation Program (CIP), and publication of the National Quail Symposia Series. The Habitat Implementation Subcommittee works on communication of current practices regarding grassland restoration range wide, general technical assistance to agencies and stakeholders, outreach, and training of best management practices for natural community disturbance and implementation, and guidance for the Habitat

Management Services Center of the NBGI.

Each Standing Subcommittee shall be headed by a Chair and Vice Chair, to be elected by a majority vote of voting members in attendance at the Subcommittee meeting of the annual NBGITC meeting. Each Subcommittee Chair shall solicit nominations from their Subcommittee voting members and conduct the election. Newly elected nominee(s) must be approved by the Steering Committee before serving. The Subcommittee Chair and Vice Chair shall serve two-year terms and upon conclusion of a term the Vice Chair shall assume the Subcommittee Chair position. When a Standing Subcommittee Chair resigns, the Vice Chair shall immediately assume the Subcommittee Chair position and the Vice Chair position shall be filled by election at the next annual meeting. If both the Subcommittee Chair and Vice Chair resign, the Steering Committee Past Chair shall solicit nominations from the Standing Subcommittee voting members and conduct the election. Chair and Vice Chair positions for all Standing Subcommittees shall be reviewed annually by the Steering Committee. Each Standing Subcommittee Chair shall invite persons from the membership to form the Standing Subcommittee.

Working Groups serve as small teams reporting to at least one Subcommittee. They are designed to complete specific goals and objectives on behalf of the partnership. Working Groups may be initiated or abolished by a majority vote of the Subcommittee and/or the Steering Committee. Any recommendations for action are presented to the Subcommittee and the Steering Committee. Working Groups and a Subcommittee Chair shall be selected by the Steering Committee after reviewing requests for such action submitted by the membership. Funding requests from the Standing Subcommittees and Working Group must be approved by the Steering Committee before being implemented.

Ad hoc Subcommittees may be initiated by a majority vote of the Steering Committee to investigate specific problem areas and make recommendations to the Steering Committee. Ad hoc Subcommittees and a Subcommittee Chair shall be selected by the Steering Committee after reviewing requests for such action submitted by the membership. Funding requests from the Standing and Ad hoc Subcommittees must be approved by the Steering Committee before being implemented.

Section 7. Resignation. Any Steering Committee member, Standing Subcommittee, Working Group or Ad hoc Subcommittee Chair may resign at any time by giving notice to the Steering Committee Chair. Voting members may resign at any time by giving notice to the Secretary-Treasurer or shall be considered to have resigned if annual dues are not paid within one year after the annual meeting.

ARTICLE VI. MEETINGS

Section 1. Annual Business Meeting. A meeting of the NBGITC shall be held annually. The host state shall be determined by the Steering Committee after reviewing requests from member states, with a general rotation among the SEAFWA, MAFWA, WAFWA and NEAFWA states.

CLAUSE A - TIMING AND PURPOSE - The NBGITC annual meeting shall be held in August – October, or as determined by the Steering Committee. The purpose shall be for conducting business, electing officers, and receiving reports from NBGITC Subcommittees and member states.

- CLAUSE B - MEETING NOTICE - The dates for the annual meeting shall be determined by the Steering Committee and the membership shall be informed of these dates at least 4 months prior to the annual meeting.
- CLAUSE C - AFFILIATION – Sponsorship of, or donations to, meetings shall be limited to entities whose primary focus or interest is restoration of wild bobwhites and associated species by habitat management, as determined by the Steering Committee.
- CLAUSE D - QUORUM - A quorum for conducting business at the annual meeting of the NBGITC shall consist of at least 50 percent of the voting members, or at least 40 voting members, whichever is less.
- CLAUSE E - MEETING RULES - During sessions in which matters will be voted on, order of business and parliamentary procedures shall follow Robert’s Rules of Order, latest revision.
- CLAUSE F - BYLAWS - NBGITC Bylaws shall be available for inspection during every meeting. Any revisions must be approved by a majority vote of the NBGITC before becoming effective.
- CLAUSE G - ANNUAL MEETING COORDINATOR - The quail program coordinator from the host state wildlife agency shall serve as the Annual Meeting Coordinator and Treasurer and shall coordinate with the NBGITC Secretary-Treasurer concerning the meeting’s finances.

Section 2. Steering Committee Meetings. The Steering Committee shall meet at least twice annually, as coordinated by the Chair. Additional meetings may be scheduled as needed. A member of the host state for the upcoming annual meeting shall be invited to attend the Steering Committee meetings.

Section 3. Standing Subcommittee, Working Group, and Ad Hoc Subcommittee Meetings. These Subcommittees and Working Groups shall meet at the annual meeting and shall provide a report to the membership before the conclusion of the meeting. Meetings of these Subcommittees and Working Groups may also be held at any other time as needed.

ARTICLE VII. MANAGEMENT AND FINANCES

Section 1. Dues. An annual membership fee shall be included as part of registration for the annual meeting or can be sent in separately within 3 months following the annual meeting.

Section 2. Finance. The funds of the NBGITC shall be under the supervision of the Steering Committee and shall be handled by the Secretary-Treasurer. The financial records of the NBGITC shall be periodically examined by the Audit Subcommittee.

- CLAUSE A - AUDIT SUBCOMMITTEE - This subcommittee shall consist of a Subcommittee Chair and at least two additional members. The Subcommittee Chair shall be appointed by the Steering Committee Chair and can be anyone except the Steering Committee Chair or the Treasurer. The Audit Subcommittee shall review the financial records and support documents of the Treasurer and Annual Meeting Treasurer at least annually. The Audit Subcommittee shall also review these records and documents prior to any change in the office of the Treasurer.

Section 3. Reports and Files.

- CLAUSE A - STEERING COMMITTEE CHAIR - The Steering Committee Chair shall be responsible for maintaining historical records, meeting minutes, annual meeting summary reports and other important papers. The NBGI website will also serve as a digital repository of documents.
- CLAUSE B - SECRETARY - The Secretary shall provide records and reports as necessary to record and provide minutes of Steering Committee meetings. The Member-at-Large shall perform the duties of Secretary.
- CLAUSE C - TREASURER - The Treasurer shall provide records and reports as necessary to provide sound accounting for accounts associated with the NBGI Technical Committee. The Chair-Elect shall perform the duties of Treasurer.
- CLAUSE D- ANNUAL MEETING COORDINATOR - The Annual Meeting Coordinator shall be responsible for submitting an annual meeting financial report to the Treasurer within 45 days after the conclusion of the annual meeting. The Coordinator shall also provide an Annual Meeting Proceedings to the Steering Committee Chair within 6 months after the conclusion of the annual meeting. The proceedings shall include Steering Committee minutes, business meeting minutes, state reports, Subcommittee reports, poster/paper abstracts and other information as appropriate.
- CLAUSE E -STANDING SUBCOMMITTEE CHAIRS - Each Standing Subcommittee Chair shall submit an annual report of subcommittee activities in printed format to the Annual Meeting Coordinator within 30 days following the conclusion of the annual meeting to be included in the annual meeting's proceedings. This report shall be summarized verbally during the business meeting of the NBGITC annual meeting.

ARTICLE VIII. RESOLUTIONS AND PUBLIC STATEMENTS

Resolutions of the NBGITC, if submitted to the membership at least 30 days prior to the annual business meeting, may be proposed at the annual business meeting and passed by a majority vote. Resolutions not submitted to the membership at least 30 days prior to the annual meeting can be brought forward for a majority vote only if 2/3rd majority approve.

A resolution passed by the NBGITC shall become the official position of the NBGITC, until rescinded. Other public statements or letters on behalf of the NBGITC may be issued with prior approval of the Steering Committee.

Only NBGITC officers shall officially represent the NBGITC on business matters except that an approved designee of the Steering Committee shall have the authority to represent the NBGITC.

ARTICLE IX. AWARDS

Awards may be given annually, at the discretion of the Steering Committee, to an individual and/or group that has made outstanding contributions to the knowledge or management of bobwhites. These awards may include: an individual award to be called the Chuck Kowaleski Leadership Award and a group award to be called the NBGITC Group Achievement Award.

The Steering Committee shall also have the authority to approve one (1) Legacy Landscape

designee annually on behalf of the NBGITC / NBGI per the rules and application process outlined and agreed upon by the Steering Committee in 2013.

Each member state of the NBGITC shall also have the authority to present one (1) within-state recognition award annually on behalf of NBGITC and NBGI to a person (s) / entity within their state deserving of special recognition. These awards shall be called “Fire Bird” awards. The NBGI Director shall have the opportunity to recognize a person(s) / entity with a “Director’s Fire Bird” award.

Nominations shall be presented to the Nominations and Election Subcommittee Chair in writing no later than 30 days prior to the annual business meeting. The Steering Committee is not limited to these nominations in selecting the recipient.

The awards shall consist of a plaque or appropriate substitute which shall be presented at the annual meeting, if possible, for the recipient to retain permanently.

During years when the National Quail Symposia is held, the Science Subcommittee Chair shall direct the call for nominations, the selection of recipients, and the procurement of the following awards for the National Quail Symposia Series: Recognition of Excellence and In Memoriam Awards. The awards shall be presented by the Science Subcommittee Chair, or a designee, at the National Quail Symposia.

ARTICLE X. DISSOLUTION

The NBGITC may be dissolved upon 3/4th majority vote of the voting membership. Upon dissolution, the Steering Committee may donate any financial assets of the NBGITC to a non-profit management or research organization dedicated to the preservation of wild Northern Bobwhites and associated species.