

# **BYLAWS OF THE COLORADO WEED MANAGEMENT ASSOCIATION**

*Amended November 2022*

## **ARTICLE I. NAME**

The name of this organization shall be the “Colorado Weed Management Association” (CWMA) hereinafter called the “Association”.

## **ARTICLE II. OFFICE**

The principal office shall be located within the State of Colorado as determined by the Board of Directors, hereinafter called the “Board”.

## **ARTICLE III. MISSION and OBJECTIVES**

### Section 3.01 MISSION

The mission of the Colorado Weed Management Association is to strengthen the field of science-based invasive species management.

### Section 3.02

The organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for office.

### Section 3.03

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE IV. MEMBERSHIP**

### Section 4.01 MEMBERSHIP

Membership shall be open to anyone interested in the objectives of the Association.

### Section 4.02 MEMBERSHIP CLASSES

The Association shall have classes of voting members to be determined by the Board. Members shall qualify by the payment of dues set from time to time by the Board.

## **ARTICLE V. ORGANIZATIONAL STRUCTURE**

### Section 5.01 BOARD

- (a) The Board shall consist of the following:
  - (i) Officers:
    - (A) President
    - (B) President-elect
    - (C) Past-President.
  - (ii) 8 (Eight) Board Directors
- (b) No person may serve as a member of the Board by virtue of being an Officer of the Association and also as an elected member of the Board (Board Director). In such event, the Board Director position shall be declared vacant upon election to an officer position.
- (c) Each Officer and Board Director shall take office at the adjournment of the Annual Business Meeting and shall serve until a successor is elected or appointed and qualifies or until death or resignation from office. An Officer or Board Director may resign at any time by filing a written resignation with the Secretary/Treasurer of the Association.
- (d) Officers and Board Directors must be regular members of the Association in good standing.

## Section 5.02 ELECTIONS

- (a) The President shall appoint a Nomination Committee.
- (b) The Nomination Committee shall formulate and conduct the nomination and election processes to fill Board Director and Officer term openings.
- (c) Notice to the membership requesting nominations for the President-Elect and Board Directors shall occur on or before September 1 of the year prior to the elected term.
- (d) No member's name shall be placed in nomination without his/her prior consent.
- (e) All candidates for Board Director and Officers shall be an Association member in good standing for no less than one year.
- (f) All regular Association members are eligible to vote in elections.
- (g) Members may have the option of voting electronically as provided by the Board.
- (h) Election ballots shall be sent either electronically or by US Mail to all eligible voters 30 days prior to the Annual Business Meeting.
- (i) Election ballots will be sent to CWMA's principal office.
- (j) Election ballots shall be sent electronically or postmarked on or before 10 days before the Annual Business Meeting.
- (k) Election ballots shall be counted prior to the Annual Business Meeting by the Nomination Committee and overseen by the CWMA Past-President, President, and CWMA's Executive Director.
- (l) Election ballots shall be kept on file, at the principal office, for one year.
- (m) The Officer candidate receiving the largest vote count has been elected.
- (n) Board Director term opening(s) are filled with the candidate receiving the largest number of votes, each Board Director open position is then filled with the candidate that receives the next highest number of votes until all position openings are filled.
- (o) Formal election results will be announced, by the CWMA President, at the Annual Business Meeting, where, upon the conclusion of the Annual Business Meeting, new Officers and Board Directors shall begin their terms.
- (p) Nominees for President-Elect may be from the Association's membership and need not be currently serving as a Board Director.
- (q) Nominees for President-Elect agree that his/her election begins a three-year commitment of service through the offices of President-elect, President, and Past- President.

## Section 5.03 SECRETARY/TREASURER

- (a) The Association shall have a Secretary/Treasurer. The Secretary/Treasurer shall be elected from and by the Board.

- (b) The Secretary/Treasurer shall serve a one-year term but may be re-elected without limit throughout his/her term(s) as a Board Director.

#### Section 5.04 OFFICERS TERMS

- (a) The President-Elect shall serve a one-year term.
- (b) The President shall serve a one-year term.
- (c) The Past President shall serve a one-year term immediately following their term as President.

#### Section 5.05 DUTIES OF PRESIDENT

- (a) The President of the Association shall perform such duties as are authorized and directed by the Board.
- (b) The President shall preside at all meetings of the Association and at all meetings of the Board.
- (c) The President may appoint committees and sub-committees as are necessary to assist in carrying out the purposes, mission, objectives and general business of the Association.
- (d) The President shall appoint all Chairs and Co-Chair for all committees and sub- committees.
- (e) The President with the advice and consent of the Board, may appoint Board Advisors.
- (f) The President shall assist the Executive Director and Past-President with the annual election ballot count.

#### Section 5.06 DUTIES OF PRESIDENT-ELECT

- (a) The President-Elect shall serve in the absence of the President, or in case of a vacancy of the office or upon the President's resignation or disability.
- (b) The President-Elect shall, in addition to such other duties as the Board may, from time to time, assign, generally assist the President.
- (c) The President-Elect is responsible for planning and coordinating the Winter Training of the Association.

#### Section 5.07 DUTIES of PAST-PRESIDENT

- (a) The Past-President shall serve as an advisor to the Board
- (b) The Past-President shall serve on the executive committee

- (c) The Past-President shall be in charge of the Bylaws and see that they are maintained in an up-to-date order.
- (d) The Past-President shall assist the Executive Director and President with the annual election ballot count.
- (e) Other duties and responsibilities may be assigned from time to time by the President or Board.

#### Section 5.08 DUTIES OF SECRETARY/TREASURER

- (a) The Secretary/Treasurer shall have such powers and shall perform such duties as the Board may delegate to that office and shall review and approve the record of meetings of the Board.
- (b) The Secretary/Treasurer shall be responsible for the oversight of the person charged with the day to day financial activities of the Association. The day to day activities of the Association include:
  - 1) Collect and safely keep all dues and other funds paid to the Association.
  - 2) Make payment on all debts out of Association funds.
  - 3) Open such bank accounts as are required and obtain Board approval for the accounts.
  - 4) Keep accurate financial records including an adequate set of books
  - 5) Issue periodic financial statements and/or reports
- (c) Oversight shall mean periodic review and analysis of the financial information but shall not be interpreted to mean actual day to day supervision of the person charged with the day to day activities of the Association.
- (d) The Secretary/Treasurer shall serve as President if the President-Elect becomes unable to serve. This service shall not constitute his/her term as President. The Secretary/Treasurer shall relinquish their Board Director position and the Board shall elect a new Secretary/Treasurer at the next Board meeting.

#### Section 5.09 DUTIES OF BOARD DIRECTOR

- (a) Board Directors shall attend Board meetings.
- (b) Board Directors shall vote on motions to advance the mission of the Association.
- (c) Board Directors shall provide strategic direction and perform oversight of the Association's activities and operations.
- (d) Board Directors shall serve on at least one committee or Task Team.

#### Section 5.10 BOARD TERMS

- (a) The term for each Board Director shall be three (3) years. A Board Director shall serve no more than two (2) consecutive terms.
- (b) If a Board Director is elected to the post of President-elect, he/she shall immediately relinquish his/her seat as Board Director.

#### Section 5.11 BOARD DIRECTOR VACANCIES

- (a) The President with the advice and consent of the Board shall fill any Board Director vacancy occurring on the Board for the remaining term by appointment.

#### Section 5.12 RESIGNATION AND REMOVAL OF BOARD MEMBERS

- (a) Any Officer or Board Director may resign at any time. Such resignation shall be made in writing, submitted to the Secretary/Treasurer and shall take effect at the time specified therein, or if no time is specified, at the time of its receipt by the Secretary/Treasurer. The acceptance of a resignation shall not be necessary to make it effective.
- (b) Any Officer or Board Director may be removed, with or without cause, by a vote of a majority of the remaining members of the Board at any meeting of the Board, provided that notice of the meeting indicates the matter shall be considered and the Officer or Board Director shall have the opportunity to be heard. Any Officer or Board Director with more than two unexcused absences of regularly scheduled meetings in any one calendar year may be asked to resign from office by a vote of a majority of the Board.

#### Section 5.13 BOARD ADVISOR

- (a) The President may appoint Board Advisors with the advice and consent of the Board.
- (b) Board Advisors shall serve as non-voting advisors to the Board.
- (c) Each Board Advisor term shall be no longer than one year and shall expire prior to the Annual Business Meeting.
- (d) Board Advisors must be regular members of the Association in good standing.

#### Section 5.14 COMPENSATION

Members of the Board shall not receive compensation from the Association for their services as Officers, Board Directors or Board Advisor, but may receive reimbursement for expenses incurred if authorized by the Board.

## Section 5.15 CONFLICT OF INTEREST

- (a) Officers, Board Directors, and Board Advisors shall disclose any actual or potential conflicts of interest.
- (b) Officers and Board Directors shall abstain from voting when they have a conflict of interest relating to the issue being considered.

## ARTICLE VI. POWERS OF THE BOARD

### Section 6.01

The business and affairs of the Association shall be under the direction of the Board, which may exercise all powers of the Association and do all such lawful actions as are not prohibited by statute or by these Bylaws, including but not limited to:

- (a) Formulating the general operating policy of the Association;
- (b) Approving the annual budget of the Association;
- (c) Electing Secretary/Treasurer of the Association;
- (d) Drafting Bylaws as required and permitted under these Bylaws;
- (e) Determining, designing and directing such other matters as are relevant to the Association's purposes and functions.

## ARTICLE VII. COMMITTEES

### Section 7.01 EXECUTIVE-FINANCE COMMITTEE

The Executive-Finance Committee shall consist of the following:

- (a) President
- (b) President-elect
- (c) Secretary/Treasurer
- (d) Past-President
- (e) The Executive-Finance Committee may exercise the authority of the Board and may meet between Board meetings to conduct business for the Association. A majority of affirmative votes is required for action by this committee. The Board shall determine guidelines for Executive-Finance Committee actions. The President shall report such actions made by the Executive-Finance Committee to the full Board at its subsequent meeting for ratification.

## Section 7.02 NOMINATION COMMITTEE

The Nomination Committee shall be appointed by the President and shall conduct elections as established by the Association Bylaws.

## Section 7.03 OTHER COMMITTEES AND TASK TEAMS

Other Committees and short-term Task Teams may be appointed by the President as are needed.

## **ARTICLE VIII. ANNUAL BUSINESS MEETING AND WINTER TRAINING**

Each year an Annual Business Meeting shall be held at a place within the state of Colorado as established by the Bylaws and Board. Notice of this meeting shall be in the Association's publication and/or website. The Annual Business Meeting shall be held during the Winter Training whenever possible.

The Winter Training location shall be determined by the Winter Training Committee with the consent and approval of the Board.

## **ARTICLE IX. BOARD MEETINGS**

### Section 9.01 REGULAR MEETINGS

Regular meetings of the Board shall be held within the State of Colorado no less than four times per year at such place and on such date each year as the Board shall establish. Notice to the Board of any regular meeting shall be given in writing or by email at least five (5) business days in advance unless all Board Directors and Officers shall, in writing or by email, waive the requirements for notice and need not specify the business to be transacted.

### Section 9.02 SPECIAL MEETINGS

Special meetings of the Board may be called by the President of the Association or at the written request of five (5) Board Directors. The President or Board Directors calling the special meeting may fix the place for holding the special meeting. Notice of any special meeting shall be given in writing at least five business (5) days in advance unless all Board Directors and Officers shall, in writing or by email, waive the requirements for notice and shall specify the business to be transacted at the special meeting.



### Section 9.03 ELECTRONIC MEETINGS

Members of the Board may participate in any regular, executive or special meeting of the Board by telephone, electronically, or email by which all persons participating in the meeting may see or hear all communications. Participation in the meeting pursuant to this section shall constitute presence in person at such meeting. Notice of any meeting to be held with one or more members participating by telephone must be given to each Board Director and Officer not less than five (5) days prior to the date of such meeting.

### Section 9.04 ACTION WITHOUT A MEETING

Any action required which may be taken at a meeting of the Board may be taken without a meeting if the consent in writing, setting forth the action so taken, is signed by all directors. This consent shall have the same force and effect as a unanimous vote of the Board.

### Section 9.05 NOTICE WAIVER

Whenever any notice of a meeting of the Board is required to be given under provisions of these Bylaws, such notice shall be given by any means reasonably calculated to give actual notice to the director at his/her address as it appears on the records of the Association and, unless otherwise provided in the Bylaws, at least five (5) days before the date designated for such meeting. Notice shall be deemed given when the same is deposited in the United States mail with postage thereon prepaid, or delivered by email, hand, telegraph, fax or overnight express. Every notice of a special meeting shall set forth the business to be transacted at, and the purpose of, such special meeting. Presence at any meeting without objection shall also constitute waiver of any required notice.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

Meetings of the Association and its Board and the conduct of its affairs shall be governed by the laws of Colorado and the United States of America, the Articles of Incorporation not inconsistent with the foregoing, these Bylaws not inconsistent with either of the foregoing and the rules set out in the most current edition of "Roberts Rules of Order" to the extent they are applicable and are not inconsistent with any of the foregoing authorities or any special rules of order adopted from time to time by this Association.

## **ARTICLE XI. QUORUM**

### Section 11.01 BOARD

A majority of the voting membership of the Board shall constitute a quorum and shall have the power to transact business.

### Section 11.02 ASSOCIATION

All voting members of the Association in good standing who are present at the Annual Business Meeting shall constitute a quorum.

## **ARTICLE XII. DIRECTORS AND EXECUTIVE DIRECTOR**

The Board may, from time to time, designate its members to assist any one or more of the Officers in the conduct of the duties with a majority vote. The Board may, in addition, secure an Executive Director to be responsible for central office functions, the day-to-day operations of the Association, and such other activities as may be described in the Executive Directors' position description developed by the Board. No contracted labor may, while contracted by the Association, serve as a Director of the Association. The Board Directors will develop guidelines regarding contractors, performance review, and termination.

## **ARTICLE XIII INDEMNIFICATION**

The Association shall indemnify any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that such person, or person's testator or intestate, is or was a director, officer, or agent of the Association or serves or served any-other enterprise at the request of the Association, against all expenses, including attorneys' fees, judgments, fines and amounts paid or to be paid in settlement incurred in connection with such action, suit or proceeding, except in relation to matters in which such person shall be adjudged in such action, suit or proceeding to be liable for intentional wrongdoing or gross misconduct in the performance of a duty, to the full extent permitted by the Colorado Nonprofit Corporations Act. The indemnification provided by this Article VI shall not be exclusive of any other right of indemnification to which any person may be entitled, including without limitation under any statute, contract or resolution of the Board and indemnification under any policy of insurance.

## **ARTICLE XIV. INSURANCE**

The Association may purchase and maintain insurance in such amounts as the Board determine to be appropriate on behalf of any Board Director, Officer, or agent to insure against any liability asserted against such person by reason of the fact that such person is

or was a Board Director, Officer, or agent of the Association or serves or served any other enterprise at the request of the Association. The Association is also authorized to purchase and maintain insurance on its own behalf against any liability it may have.

#### **ARTICLE XV. FISCAL YEAR**

The fiscal year of the Association shall be the calendar year.

#### **ARTICLE XVI. BYLAWS**

The Association may adopt Bylaws.

Amendments to the Bylaws shall be drafted by a committee chaired by the Past-President. Bylaw changes will then be reviewed by the Board. Bylaw changes will then be accepted with a majority vote of Association members voting. Bylaw changes may go to the membership for a vote when deemed necessary by the committee.

#### **ARTICLE XVII. AUDIT**

Accounts of the Association maintained by the Executive Director must be audited by an audit committee prior to the Annual Business Meeting.

#### **ARTICLE XVIII.**

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

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Amendment History

November 16, 2022 – Electronic Voting

Feb 29, 2022 – Electronic Voting

December 7, 2011 Annual Meeting, Electronic Voting, See January 12, 2011 Minutes

December 4, 2012 Annual Conference and Trade Show; minor grammatical errors, see December 4, 2012 Business Meeting Minutes.

December 4, 2019 – Electronic Voting