

WASHINGTON HUNTER
EDUCATION INSTRUCTORS'
ASSOCIATION
(WHEIA)
BY – LAWS

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ARTICLE I

Name and Territorial Limits

1. This organization shall be known as the Washington Hunter Education Instructors' Association (WHEIA), a non-profit organization.
2. The territorial limits of WHEIA shall be confined to the boundaries of the State of Washington.

ARTICLE II

Purposes

The association is formed to instill in future generations of hunters a more knowledgeable outlook towards safety, ethics, conservation, game management, and other areas of responsibility.

1. The Association is formed:
 - a. To promote communication in an area of mutual interest amongst hunter education instructors.
 - b. To provide a forum where members can share problems and solicit group support for problem resolution.
 - c. To facilitate information exchange related to hunter education.
 - d. To provide its membership exposure to state-of-the-art trends in hunter education.
 - e. To evaluate new training aids and related training enhancements.
 - f. To promote awareness and share information regarding new development trends in hunter education.
 - g. To provide a vehicle to invite training experts to speak to the group on topics of general interest.
 - h. To educate and promote safe hunting and the shooting sports in Washington State.
2. The Association is organized exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code.

Powers

1. Notwithstanding any other provision of these articles, the association shall not conduct any other activities not permitted to be conducted by an organization exempt from federal income tax under section 501(C)(3) of the Internal Revenue Code.
2. WHEIA may collect a reasonable membership fee to offset operating costs and further WHEIA goals. In addition, WHEIA may engage in fund raising activities to accomplish the objectives and purposes specified in these by-laws and no part of said funds shall inure, or be distributed to WHEIA members, in no case will these activities be permitted as to jeopardize the non-profit status of WHEIA.
3. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any WHEIA member.

ARTICLE III

Organization

1. The board of Directors, with direction taken from the membership, shall manage, supervise, direct, and control the business and assets of the association.
2. The WHEIA officers shall include: a) President, b) Vice-President, c) Secretary, d) Treasurer, e) Immediate Past – President, and a minimum of two (and up to a maximum of four) Trustee positions from each of the Department of Fish and Wildlife Regions.
 - a. The offices of Secretary and Treasurer may be combined on an annual basis as best serves the interests of WHEIA. All elected positions are for a term of two years, except as noted in para 3 “f” below. Board members will be elected at the annual meeting as prescribed in Paragraph 3. Appointed positions are for a term of one year and may be extended as needed.
3. Terms of Office:
 - a. President – elected on the odd calendar year

- b. Vice President - elected on the even calendar year
 - c. Secretary - elected on the odd calendar year
 - d. Treasurer – elected on the even calendar year
 - e. Trustees –as follows:
 - i. Positions 1 & 3 elected on the even calendar year
 - ii. Positions 2 & 4 elected on the odd calendar year
 - f. If the elections of officers do not occur due to no annual meeting as scheduled, (i.e. lack of quorum; natural/manmade event), said officers will retain their respective positions until the elections can be held at the next quarterly meeting of the Board. A Special election will be held by mail and be counted at the next quarterly meeting of the Board of Directors. Nomination requests and ballots will be mailed to the membership. Nominations must be received 60 days prior to elections and completed ballots must be received prior to or at the meeting.
 - g. If a special election is held, newly elected officers will take office at the close of business at that meeting.
4. Members may represent their respective regions during consecutive terms if nominated and elected. If there are insufficient nominees from each region, the President may appoint members-at-large to fill the vacant positions. When qualified regional representatives become available, they will replace the members-at-large appointed to those positions. The President, in accordance with Article III Paragraph 2 of this document, may appoint additional Board members for indefinite terms to fulfill specific duties. The positions appointees may fill include, but are not limited to:
- a. News Letter Editor
 - b. East Side Membership Coordinator
 - c. West Side Membership Coordinator
 - d. Other positions as needed at specific times
5. Members of other groups under the financial umbrella of WHEIA may also be seated on the board. The Procedures and Policies Manual will define the method used to determine the organizations eligible and the method of selecting their representatives to the board. These members shall only be allowed to vote on issues that affect their respective organizations.

6. The immediate Past President of WHEIA shall be a Board member with the same responsibilities and voting privileges as other Board of Directors members.
7. The President, with a 2/3 concurrence vote by the Board members present at a regularly scheduled board meeting may appoint additional board members, who qualify, in accordance with Article V, Paragraph I of the By-Laws and Paragraph 1.1 of the Procedures and Policies Manual, for indefinite terms as identified in the Procedures and Policies Manual.
8. The President shall call for and set the time and place for meetings of the Board of Directors. At least three of the members of the Board of Directors, not including the umbrella group members, shall constitute a quorum. A quorum must be present to decide matters in behalf of WHEIA.
9. Regular and special meetings of the membership shall be held at such time and place set by the Board of Directors. The annual meeting shall be held in the month of June or July each year and newly elected officers will be installed at the close of business at the meeting.
10. The fiscal year shall begin July 1 and end June 30 of the following calendar year.

ARTICLE IV

Duties of Officers

1. The President shall exercise general supervision over the various WHEIA activities, preside at all meetings, and make temporary appointments to fill vacancies of the Board of Directors.
2. The Vice-President shall perform such duties as assigned by the President or the Board of Trustees. The Vice-President shall perform the duties of the President in his absence or inability to perform his duties.

3. The Secretary shall be the chief recorder and shall maintain true and accurate records of meetings and shall perform such additional duties as assigned by the President or the Board of Directors.
4. The Treasurer shall be the financial officer and shall maintain true and accurate records of financial matters and shall perform such additional duties as assigned by the President or the Board of Directors.

ARTICLE V

Membership

Part A

1. All instructors who teach within the boundaries of Washington and hold a current Hunter Education Instructors Certification Card issued by the State of Washington are welcome to become members of WHEIA.
2. The Board of Directors has the authority to bestow membership upon any worthy individual.
3. There shall be 6 classes of members. a) Annual, b) Life, c) Associate, d) Honorary Life, e) Retired Life, and f) Organizational. The Board, at its discretion, may provide for other classes of membership as needed. Retired Life members are those members with Life member status at the time they retire from active instruction with at least 10 years of certification. Those members can request to continue to receive the newsletter and can still actively participate in all WHEIA activities except elections.
4. If an Associate Member in good standing completes Instructor Training and obtains certification, Associate Membership shall be upgraded to Regular Member status with all rights and privileges upon request.
5. Voting for the election of officers and regular WHEIA business shall be restricted to Annual and Life members and Retired Life members. Honorary Life and Associate members shall not have voting rights or privileges.

Part B

Membership Dismissal

1. Any WHEIA member or board member that, for any reason, has been suspended from the Department of Fish and Wildlife as a Hunter Education Instructor will automatically be under suspension from WHEIA. The Board of Trustees for WHEIA will review such individual to determine whether suspension or dismissal from WHEIA is warranted. In either case such individual will face immediate suspension until further review.
2. Any WHEIA member or board member that commits a misdemeanor game violation, will face immediate suspension. The WHEIA board will meet to determine whether that person will be dismissed from WHEIA
3. Any WHEIA member or board member accused of committing a felony game violation shall face immediate suspension pending the outcome of said charges. Conviction of a felony game violation will result in the immediate and permanent termination of membership. An acquittal will not result in membership reinstatement without a thorough review and approval by the Board.
4. Length of suspension will be determined by the WHEIA board.
5. All dismissals will be determined by the WHEIA board. At any time a member and or board member is dismissed from WHEIA and that member is and annual or life member, there will be no reimbursement of dues in any form.
6. Any person suspended by the Washington Department of Fish and Wildlife, shall also be suspended by WHEIA and conversely, if a member is reinstated by Department membership shall be reinstated.
7. If a member is dismissed by the Department of Fish and Wildlife, upon review of the facts. The Board may change or terminate the status of their membership as they deem appropriate.

ARTICLE VI

Parliamentary Authority

1. Robert's Rules of Order (revised) shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

ARTICLE VII

Dissolution

1. In the event WHEIA is disbanded, the last treasurer of record or other person in possession of WHEIA assets shall donate them to the Hunter Education Division of the Washington State Department of Fish and Wildlife.
2. However, if the named recipient is not then in existence or is no longer exempt from federal income tax, or is unwilling or unable to accept the distribution, the assets shall be distributed to an organization which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code and whose purpose furthers wildlife conservation.

ARTICLE VIII

Amendments

1. Any amendment of these By-Laws may be adopted by a two-thirds vote of the members present at any meeting of this association. Notice of the meeting and the proposed amendment shall be made to the members via US Mail or e-mail at least one month prior to the meeting.
 - a. The Bylaws shall be reviewed annually by the By-Laws Committee.

- b. Any changes proposed by a member, Officer or committee member will be considered for review. The By-Laws Committee shall then submit all proposed By-Laws amendments under review to the general membership prior to thirty days of the annual meeting or a special meeting of the members called for such purpose.

Adopted June 2, 1990

Amended May 3, 1992

Amended June, 1994,

Amended October, 2000,

Amended June 3, 2006.

Amended July 19, 2014

Amended July 23, 2016