

## **WISCONSIN HEADWATERS INVASIVES PARTNERSHIP BYLAWS**

### **MISSION**

The Wisconsin Headwaters Invasives Partnership (WHIP), in recognition of damage from invasive species to public and private lands of Lincoln, Oneida, and Vilas Counties of North Central Wisconsin, will coordinate available resources to foster public awareness and to control these species.

### **PARTNERS**

Formal Partners are those who have signed the memorandum of understanding (MOU). Informal participation is welcome by any entity interested in furthering the mission of WHIP. The role of WHIP Partners is defined in Appendix B.

### **CITIZEN MEMBERS**

Citizen members are voting participants of WHIP and are defined as anyone interested in conservation in the three-county management area who wish to contribute towards furthering the mission of WHIP. Citizen members will serve two-year terms in the role defined in Appendix C.

### **FISCAL SPONSORSHIP**

Lumberjack Resource Conservation & Development, Inc. (Lumberjack RC&D) is WHIP's fiscal sponsor as stipulated in the MOU.

### **STRUCTURE**

Where funding allows, WHIP shall employ a paid Coordinator to be responsible for seeking appropriate grant opportunities, implementing grant programs, and satisfying deliverables in keeping with WHIP's mission. The Coordinator shall attend all WHIP business meetings and take direction from the Partners. Further responsibilities are detailed in Appendix A below.

### **WHIP PARTNER MEETINGS**

Business decisions are made at partner meetings as follows:

**Voting:** A quorum shall consist of one voting representative from no fewer than five (5) MOU partner organizations and/or citizen members. Each MOU partner may have more than one representative present, but only one representative may vote.

**Role of WHIP MOU Partners:** Outlined in Appendix B below.

**Officers:** Officers shall consist of a chairperson, a vice-chairperson and a secretary. All officers shall be representatives of MOU signatories with no more than one officer per MOU partner at any given time.

**Officer terms of service:** Officers shall serve staggered three-year terms and may be elected to successive terms.

**Election of officers:** The term of one officer shall be up for election at each annual meeting.

**Vacancy of office:** Any officer who resigns or misses four or more consecutive regular meetings shall be considered vacant from office. The remaining Partners shall appoint a successor to temporarily fill the vacant office for the balance of the three-year term.

Regular meetings: Meetings shall be open to the public and held in March and October. Individual regular meetings may be re-scheduled or cancelled at the discretion of the Partners. Special meetings may be called at any time by the officers.

Annual meetings: The March meeting is considered the Annual Meeting of Partners. Each MOU partner (agency/organization) is entitled to one vote. The primary objective of the Annual Meeting shall be:

- To recap WHIP activities of the past calendar year
- To solicit support and guidance from MOU Partners
- To develop tentative priority objectives for the next calendar year
- To elect one three-year term officer

### ***AMENDMENTS***

Amendments to the bylaws may be made by a 2/3 vote of the Partners at a regular business meeting. Proposed amendments must be posted at least two weeks prior to voting.

**Amended March 16, 2016**

**Amended April 15, 2016**

**Amended February 2, 2017**

**Amended September 20, 2019**

**Amended November 21, 2024**

## Appendix A: Responsibilities of the WHIP Coordinator

<b>Job Title</b>	Coordinator of the Wisconsin Headwaters Invasives Partnership (WHIP)
<b>Location:</b>	Oneida, Vilas, and Lincoln Counties
<b>Supervisor(s):</b>	WHIP Officers
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES OF THE WHIP COORDINATOR</b>	
<p>The WHIP Coordinator's role and responsibilities are defined below. This list shall be re-defined by the Partners as needed.</p> <ul style="list-style-type: none"><li>• Provide a central point of contact for WHIP Partners, supporting organizations, the general public and other parties interested in the two county invasive species initiative</li><li>• Schedule, promote and conduct programs to increase public awareness of invasive species of high priority in North Central Wisconsin</li><li>• Promote the WHIP cooperative and seek new Formal Partners and/or project participants</li><li>• Identify and coordinate projects that will maximize both on the ground removal of invasives and public educational opportunities (within the liability limitations established by WHIP's fiscal sponsor)</li><li>• Increase WHIP's position as a community resource that provides information and direction and to empower Partners, organizations, volunteers and stakeholders by combining resources</li><li>• Satisfy the applicable deliverable requirements of present and future grant funding programs</li><li>• Seek potential funding opportunities, report findings to the Partners and prepare grant applications (when authorized) to: 1. Sustain the WHIP Coordinator position, 2. Support WHIP projects, and 3. Advance the general ability of WHIP to provide its services</li><li>• Attend all WHIP meetings and report on all Coordinator activities, and provide background information on grants when needed, during discussion</li><li>• Work closely with the Executive Director of Lumberjack RC&amp;D Council to promote successful communication and ensure Lumberjack is informed and/or consulted regarding all potential WHIP grants and activities</li></ul>	
<b>ADDITIONAL NOTES</b>	
<p>This summary of the Coordinator's responsibilities shall be used in conjunction with the Coordinator's Job Description, which includes more detail on required skills, wages, and position scope.</p>	

## Appendix B: Role of WHIP MOU Partners

<b>Job Title</b>	WHIP Partner
<b>Location:</b>	Oneida, Vilas, Lincoln Counties
<b>Contact:</b>	Lumberjack Office
<b>Job Description</b>	
<p><b>ROLE OF WHIP MOU PARTNERS</b></p> <p>Partners can expect to be involved in WHIP business decisions such as described below:</p> <ul style="list-style-type: none"> <li>• Conduct the general business of the WHIP cooperative as needed for the organization to achieve its stated mission</li> <li>• Offer support and guidance to WHIP Coordinator</li> <li>• Provide clear and timely feedback on grant applications when appropriate</li> <li>• Support current WHIP outreach projects and help to coordinate when possible</li> <li>• Communicate WHIP's Mission and Vision with passion to the public at large</li> <li>• Attend meetings</li> <li>• Identify and recruit (based on location, demographic, skill) additional Partners who can bring fresh and new perspective to WHIP efforts</li> <li>• Review WHIP by-laws annually to identify areas that need to be changed or updated</li> <li>• Provide oversight and management of WHIP programming including staff performance reviews and possible annual review of revenue/expenses.</li> <li>• Participate in hiring and supervision of staff, in communication with the Lumberjack RC&amp;D Council</li> <li>• Form ad-hoc or permanent project-based committees as needs arise</li> <li>• Contribute to written role descriptions of: Partners, Chairperson, Vice-Chairperson, Secretary, Treasurer, and/or other</li> <li>• Seek opportunities for Partner education and development</li> <li>• Record volunteer hours for grant match requests and interim reports</li> <li>• Review and update mission/vision as needed over time</li> </ul> <p><b>ALL WHIP OFFICERS SHALL CARRY OUT THE ABOVE DEFINED ROLES OF WHIP MOU PARTNERS WITH THE FOLLOWING ITEMS:</b></p> <p><b>CHAIR:</b></p> <ul style="list-style-type: none"> <li>• Chair WHIP business meetings and ensure necessary topics are covered and discussed</li> <li>• Work with Coordinator to curate list of appropriate topics and prepare/circulate meeting agenda</li> <li>• Provide ultimate supervision of Coordinator with input from Partners</li> <li>• Circulate and inform other WHIP personnel and Lumberjack RC&amp;D of timely topics and/or updates</li> </ul> <p><b>VICE-CHAIR:</b></p> <ul style="list-style-type: none"> <li>• Assume responsibilities of Chair if needed for any reason</li> </ul> <p><b>SECRETARY:</b></p> <ul style="list-style-type: none"> <li>• Record minutes at monthly business meetings, and circulate to Partners</li> <li>• Assist Lumberjack Executive Director with administrative duties relating to WHIP activities</li> </ul>	

## Appendix C. Role of Citizen Members

<b>Job Title</b>	WHIP Citizen Member
<b>Location:</b>	Oneida, Vilas, Lincoln Counties
<b>Contact:</b>	Lumberjack Office (715-369-9886)
<b>Job Description</b>	
<p><b>ROLE OF WHIP CITIZEN MEMBERS</b></p> <p>Citizen member positions are open to anyone interested in conservation in Oneida, Vilas, or Lincoln County, with a focus on terrestrial invasive species. As WHIP voting members, they will contribute towards protecting our natural resources and preventing the damages caused by invasive species.</p> <p>Citizen members will serve two-year terms, during which they will attend WHIP meetings, vote on WHIP business items, offer input, and become involved in organizational activities as much and as often as they like. As residents of our service area with diverse backgrounds and experiences, they will bring a unique perspective to our programs.</p> <p>Citizen members can expect to be involved in the tasks described below:</p> <ul style="list-style-type: none"><li>• Attend two 90-minute WHIP meetings per year (in October and March) held virtually over Zoom and scheduled according to the group's availability</li><li>• Vote in WHIP decision making, such as grant funding applications and other decisions related to invasive species management</li><li>• Support current WHIP outreach projects and help to coordinate when possible</li><li>• Provide feedback on WHIP activities as needed</li><li>• Offer support and guidance to WHIP's Coordinator</li><li>• Participate in ad-hoc committees or project-based action teams as needs arise</li><li>• Record volunteer hours for grant match requests</li><li>• Contribute towards furthering WHIP's mission</li></ul>	