

International Association for Bear Research and Management, Inc.

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Bylaws and Organizational Structure

Article I. Description

Section 1. Name

The name of this professional organization shall be the International Association for Bear Research and Management, Inc., hereafter referred to as the IBA.

Section 2. Preface

Conservation of the eight bear species of the world poses significant research and management challenges to governments, local authorities, wildlife biologists, land managers, park personnel, indigenous councils, private land owners, and the general public if bears are to persist in their wild state. Although there are sometimes conflicts between bears and humans, the public wants bears to survive. Responsibility for conservation of bears and their habitats rests with numerous national and local governmental agencies and councils. Encroaching civilization and human utilization of landscapes that are necessary to maintain bears in the environment have resulted in the decline or disappearance of bear habitat and bear populations in portions of their ranges. Illegal taking of bears from the wild for commercial gain and other unregulated excessive killing of bears have also contributed to population decline in some areas where bears exist. Continued viability of populations and the possible restoration of bears in certain areas will be largely contingent upon a cooperative approach towards research, management, land use, and education, and will increase in cost and difficulty as land values escalate and human population grows. The IBA, a nonprofit corporation whose membership consists primarily of professional biologists with an interest in bears, recognizes these difficult bear conservation issues faced by agencies and governments and is dedicated to developing science-based strategies to ensure co-existence of bears and humans.

Section 3. Statement of Purpose

The purpose of the International Association for Bear Research and Management (IBA) is to advance the scientific understanding, management, and ultimately the conservation of the bears of the world through its support of the work and professional development of biologists, wildlife managers, and conservationists working towards this goal throughout the world. The IBA primarily facilitates information exchange among scientists and with the broader conservation public through its conferences and publications, provides a supportive network among far-flung peers, serves in an expert advisory capacity, and provides significant grant monies for relevant research and science-based management projects. The IBA maintains a close working relationship with the Bear Specialist Group of the International Union for the Conservation of Nature (IUCN); the specific nature of this relationship shall be articulated in a memorandum of understanding between the two organizations.

Section 4. Goals and Objectives

The goal of the International Association for Bear Research and Management (IBA) is to achieve the conservation and restoration of the world's bears through science-based research, management, and education.

Specific objectives of the IBA, as set forth in the Articles of Incorporation, are as follow:

1. Promote and foster well-designed research of the highest professional standards.
2. Support sound stewardship of the of the world's bears through scientifically-based population and habitat management.
3. Publish and distribute peer-reviewed scientific and technical information of high quality addressing broad issues of bear ecology, physiology, conservation, and management.
4. Encourage communication and collaboration across scientific disciplines and among bear researchers, managers, conservationists, educators, zoos, and captive care professionals through conferences, workshops, and newsletters.
5. Increase public awareness and understanding of bear ecology, conservation, and management by encouraging the translation of technical information into popular literature and other media, as well as through other educational forums.
6. Foster the professional growth and development of IBA's members.
7. Provide professional counsel and advice on issues of natural resource policy related to bear management and conservation.
8. Maintain the highest standards of professional ethics and scientific integrity.
9. Encourage full international participation in the IBA through the siting of conferences, active recruitment of international members and officers, and through financial support for international research, travel to meetings, memberships, and journal subscriptions.
10. Through its integrated relationship with the Bear Specialist Group of the World Conservation Union (IUCN)/Species Survival Commission, identify priorities in bear research, management, and conservation and recruit project proposals to the IBA Grants Programs that address these priorities.
11. Build an endowment and a future funding base to provide ongoing support for IBA core functions and for the IBA Grants Programs.
12. Support innovative solutions to bear conservation dilemmas that involve local communities as well as national or regional governments and, to the extent possible, address their needs without compromising bear conservation, recognizing that conservation is most successful where human communities are stable and can experience benefits from conservation efforts.
13. Form partnerships with other institutions to achieve conservation goals, where partnerships could provide additional funding, knowledge of geographical areas, or expertise in scientific or non-scientific sectors.

In addition, when it is essential, or when called upon, IBA will take a collective stand on issues. The collective stand shall be based on discussion and voting of the current IBA Council. The discussion may or may not include Ex-Officio Council members, depending on the circumstance.

Section 5. Composition

The IBA shall be composed of individuals dedicated to bear conservation through research, science based management, and education regardless of race, gender, sexual orientation, religion, personal politics, nationality, or professional discipline.

Section 6. Official Language

English shall be the official language of all IBA proceedings and newsletters.

Article II. Membership

Section 1. Memberships

Members are those who pay yearly dues. However, at the discretion of the Secretary in accordance with policies developed by the IBA Council, which serves as the Board of Directors, complimentary 1-year memberships may be provided to key individuals involved in bear research or management who reside in countries where membership dues are less affordable for wildlife professionals or for other purposes to further the goals of the IBA. Members joining mid-year receive all publications for the full year, however, membership officially begins on the day that dues are paid or complimentary membership is first conferred. Membership includes 2 issues of the journal *URSUS* and 3 electronic issues of the *International Bear News (IBN)* each year. Members joining after April 1 and November 1 will automatically receive the next 2 issues of *URSUS* unless otherwise requested. If an earlier issue of *URSUS* is requested, specifics of membership dates will be determined between the IBA Secretary and member. At the discretion of the Secretary, a complimentary issue of either *URSUS* or *IBN* can be sent to members.

Section 2. Voting Eligibility

Anyone who is a dues-paying or complimentary member of the IBA at the time that election ballots are sent out is eligible to vote in an election, with the exception that those people joining IBA for the first-time, as well as those whose memberships have been expired for ≥ 3 years must establish membership ≥ 3 months prior to the distribution of ballots to have voting privileges.

Section 3. Dues

The annual dues rates and structure shall be approved by a majority vote of the Council as required to meet the financial needs of the IBA. Annual dues include a membership for 365 days starting from the date the membership was paid. Members can choose to pay for multiple years at a reduced rate determined by IBA Council vote.

Section 4. Privileges

Members shall be entitled to vote in elections or on bylaw amendments and resolutions, subject to the stipulations of Article II Section 2 above. Any member may hold office, subject to the stipulations of Article VI of these Bylaws. Members may represent the IBA officially when appointed to do so by the Council or the President in lieu of the Council. All members shall receive the IBA's electronic newsletter, *International Bear News (IBN)*. Receipt of IBA's technical journal *Ursus* may be linked to membership type or arranged through separate purchase, dependent upon fee structures set at the discretion of Council for the mutual benefit of members and the IBA.

Section 5. Discrimination

In any of its functions, IBA will not tolerate discrimination against any person on the basis of gender, sexual orientation, race, religion, personal politics, country of national origin, or professional discipline. A finding by a two-thirds majority vote of Council that any IBA member, contractor or employee is guilty of discrimination or sexual harassment will be cause for appropriate disciplinary action.

Section 6. Non-Voting Membership

The IBA Council, in its discretion, may create non-voting memberships on such terms and conditions as may be set out in policies adopted by the Council, provided that those Policies are otherwise consistent with these Bylaws.

Section 7. Code of Ethics

IBA members are expected to adhere to the highest standards of ethics in working to achieve bear conservation—locally, regionally, or globally. Members are expected to strive towards accomplishing IBA's purposes, goals and objectives through commitment to excellence in bear conservation, while maintaining accountability, transparency, integrity, honesty, and responsible stewardship of resources important to bears.

Article III. Organization

Section 1. The Council

In order to carry out its objectives, the IBA shall be governed by a Board of Directors called the Council. The Council shall consist only of volunteers. To the greatest extent permitted by law, "Good Samaritan" laws and principles apply and Council and its members shall not be legally liable for any actions related to activities of the IBA. Council members shall discharge their duties (1) in good faith; (2) with care an ordinarily prudent person would exercise under similar circumstances; and (3) in a manner that will be in the best interest of achieving IBA's goals and objectives for bear conservation.

Section 2. Composition

The Council shall be composed of the five officers named in Article IV: President, Vice President–Americas, Vice President–Eurasia, Secretary, and Treasurer; and five non-officer Councilors, all elected by the membership of the IBA. The past President shall occupy an additional Council seat for one 3-year term, unless he/she is elected to another office in which case six Council members will be elected by the membership. At the discretion of the Council, if regional or species representation on Council is judged to be inadequate, the Council may appoint up to two (2) additional voting members, one during each election cycle, in the interest of achieving better representation and more knowledgeable input for international concerns of bear conservation. The officers will conduct much of the business for the Council and the Association.

Section 3. Quorum

Two-thirds of the Council membership shall constitute a meeting quorum for the transaction of Council business when meeting at any conference or workshop or when holding votes on business conducted via the internet.

Section 4. Duties

Council business will be conducted at meetings in conjunction with IBA conferences or workshops. With the exception of such meetings, because Council members reside around the world where time zones make it difficult to communicate simultaneously by teleconference, most business will be conducted by email. The Council shall enact policies and procedures to further the objectives of the IBA as stated in Article I, Section 2, but must comply with Article VII. The Council shall, by majority vote of a quorum, fill vacancies for unexpired terms in its membership; develop further objectives and policies of the IBA; organize the structure and function of all publications; and recommend changes in the IBA to the members. The Council shall be responsible for actions taken by the IBA on public issues. The Council shall provide fiscal oversight of the IBA's treasury through annual review with the treasurer of the IBA's finances and transactions and by setting spending policy for the president and other executive officers. The Council shall be responsible for providing direction and setting policy for IBA's grants programs, including fund-raising for those programs. The Council shall review any reported violations by a member of Council of any IBA Bylaw, policy, goals or objectives; Council may, by 2/3 majority, remove from office any Council member for actions determined to be dishonest, unethical, in intentional violation of the goals and procedures of the IBA, or against the best interests of the IBA and

its members. The Council may be responsible for writing, proposing and amending the IBA Bylaws, and for presenting them to members of the IBA for approval, subject to Article VIII.

Section 5. Transparency and Accountability

To provide for transparency of Council actions that relate to IBA's goals, objectives, or programs to achieve bear conservation, Council decisions and policies will be reported to association members through IBA's serial publication, *International Bear News*, or on the IBA website. The Secretary will maintain a record of all Council decisions and policies.

IBA will make information about its operation, governance, finances, programs, and activities widely available to IBA members during member meetings at conferences, on the IBA website, or in *International Bear News*.

An accounting of IBA's achievements and progress towards bear conservation around the world will be provided in each issue of *International Bear News* and on the IBA website. A similar evaluation and review of progress in implementing IBA's mission, programs, and activities will be presented at all members' meetings, to make sure that the Council advances the state of bear conservation and makes prudent use of IBA's resources.

Section 5. Conflict of Interest

All potential conflicts of interest or the appearance of conflict of interest, between the interests of IBA and personal interests of any Council member will be avoided or appropriately managed through disclosure, recusal or other means. A signed statement disclosing any such potential conflict of interest is required before a Council member takes office and at the beginning of each calendar year that the member serves in that capacity. No punitive action will be taken against any IBA member who reports violations of any IBA Bylaw, policy, goals or objectives by a member of Council.

Section 6. Compensation for Council Members

Council members will serve on a voluntary basis without compensation, other than reimbursement for expenses incurred to conduct business on behalf of IBA that has been approved by the President, Officers, or Council, whichever is appropriate. Council members typically will be responsible for funding their own travel to IBA Council meetings held in conjunction with conferences. However, Council may enact policy to provide such funds in specified or unique cases. In the event that a Council member applies for a travel grant to attend an event or to give testimony critical to bear conservation or to IBA, the same stipulations and limitation that apply to any members for disbursement of travel grants will apply. No loans of IBA funds to any Council member are allowed.

Article IV. Officers

Section 1. General

The Officers shall be elected by the membership. The Officers shall conduct and implement the policies and actions of the Council and the IBA.

Section 2. The President

The President shall preside at all meetings of the Council and the Membership. In the event that the President is absent or unavailable, the presiding officer shall be as described in Article IV, Sections 3 and 4. The presiding officer shall appoint all committees, including those established by the Council; appointment of committee chairs shall be subject to approval by Council. The President shall be the spokesperson for the IBA, except when others are appointed as spokespersons by the Council.

Section 3. The Vice-Presidents

There shall be two Vice-Presidents: Vice President–Americas and Vice President–Eurasia. The two Vice-Presidents shall be assigned to aid the President and will be under the direction of the President. When the President is absent, the Vice Presidents shall usually alternate acting as presiding officer, unless by a vote of Council, the location of the IBA function makes it more appropriate that a specific Vice President presides.

Section 4. The Secretary

The Secretary shall be responsible for recording the minutes of all meetings, maintaining a file of all past minutes and newsletters, maintaining summary files of issues and actions brought before Council, receiving and tabulating Council and membership votes unless otherwise delegated, receiving membership applications and renewals, maintaining the membership data file, distributing the periodic Association newsletter, arranging for the selling and distributing IBA proceedings, acting as primary contact for questions regarding IBA, maintaining all non-financial records, coordinating Council input on IBA's web site including making suggestions for additions or improvements, and ensuring that two copies of all new IBA publications are added to both of the official IBA archive collections at the University of Montana and University of Tennessee. The secretary may delegate or contract some of the duties to others with the concurrence of the President. He/she shall report to the President on these matters and will be subject to the instruction of the President. In the absence of the Secretary, the President may appoint other Council members to fulfill specific roles. The Secretary shall preside when the President and Vice-Presidents are absent.

Section 5. The Treasurer

The Treasurer shall be responsible for all funds of the IBA. The Treasurer shall keep accurate books concerning expenditures and receipts of IBA's funds, maintain the IBA checking account, handle investments, pay bills, receive payment for dues and publications, process credit card payments, arrange for preparation and filing of tax returns, maintain the IBA's US tax-exempt status, renew required licenses for operating and fund-raising as a non-profit corporation, issue funds to selected projects as directed by the Chairs of the IBA's grants committees, maintain all financial records, and bill for page charges for IBA's journal, *Ursus*, as needed. To provide oversight and security of the IBA treasury, records of income and expenses will also be provided to the IBA Secretary on a quarterly basis, and an annual accounting provided to all members of Council. The Treasurer will follow IBA Bylaws and Council policies for payment or reimbursement of expenses that are incurred by anyone conducting Council-approved business or travel on behalf of IBA. An accounting of such expenses will be made available to all Council members and be included in the Treasurer's report at periodic members' meetings. In order to maintain IBA's non-profit, tax-exempt status in the US, the Treasurer must be a US citizen. The Treasurer may delegate or contract some of the duties to others with the concurrence of the President. The Treasurer and President will arrange for an audit of the IBA's financial records following completion of the Treasurer's term and will make this audit available for review by members at IBA membership business meetings.

Section 6. *Ursus* Editor(s)

The editor(s) of the IBA's journal, *Ursus*, shall be selected by the Council and contracted by the President. The editor(s) shall serve with the concurrence of the Council and Council will define the terms of the Editor(s) contract the editor(s) will be an ex-officio member(s) of Council without voting privileges, and will act as an advisory to Council in publication matters. Editors may overlap in their terms of office.

Section 7. The Newsletter Editorial Staff

The managing editor of the IBA's newsletter, *International Bear News*, shall be selected by the Council and appointed by the President and shall be responsible for preparing the newsletter for distribution to members. The managing editor shall select additional staff as necessary, subject to appointment by the President and concurrence of the Council.

Article V. Procedures

Sturgis' Rules of Order will be used unless they conflict with the IBA's Articles of Incorporation or these Bylaws.

Article VI. Elections

Section 1. Elections

Elections will be conducted in two phases to facilitate transition of Council membership and continuity of Council operations. The election of President, Vice President (Americas), Treasurer and two Councilors, will occur every three years, typically in the same year as the regularly-scheduled triennial Americas Conference. Election of Vice President (Eurasia), Secretary, and three Councilors, will occur 1 year later, typically in the same year as the regularly-scheduled Eurasia Conference. Elections will be held in the fall and new Officers and Councilors will assume their duties on January 10 of the new year following the election. Balloting opens on the day that ballots are made available and the online voting system is activated, as early as November 1 and no later than November 20. The voting cutoff will be December 15 at midnight in the secretary's time zone.

Section 2. Nominations

Six months prior to a scheduled election (on or about May 1), the President shall appoint a Nominating Committee. The Nominating Committee shall provide the Secretary with the names of at least one, and preferably two, regular members as nominees for each office and at least one name for each Councilor seat to be filled in the upcoming election, as specified in Section 1 of this Article. Any member in good standing may be nominated for and serve in any Council position except that nominees for President must have previously served at least one term on Council or be serving on Council at the time of the election. Incumbent officers may be renominated for the Council, subject to Section 3 of this Article. The Nominating Committee's list of nominees will be provided to the Secretary in time to allow publication via email, website, and/or in the summer issue of *International Bear News* on or about August 1, approximately 3 months prior to the beginning of voting. The Secretary will at that time announce the deadline for additional nominations; these may be self-nominations or nominations submitted to the Secretary by any current member. The deadline for additional nominations will be on or about September 1, approximately 2 months prior to the beginning of voting. Any nominator must certify that nominees are members, have agreed to run for office, and have agreed to serve if elected. All nominations received will be placed on a ballot and circulated to IBA members in the Newsletter, by mail, email or on the IBA webpage. The final list of candidates, along with their candidate statements will be published on the IBA webpage and circulated to IBA members along with the ballot.

Section 3. Balloting

The election of all members of Council shall be by internet ballot or, if necessary, by mail. Ballots will be provided via secure internet at the start of the polling period. Completed ballots will be accepted by the Secretary or other presidentially appointed official until midnight December 15 in the time zone of the Secretary. Ballots will be accompanied by

candidate statements which may be subject to length limitations. After the voting deadline, the Secretary, if not running for an office, will tabulate ballots. Otherwise, ballots will be tabulated by members of the Nominating Committee or other members appointed for this purpose. The nominee receiving the largest number of votes for each Officer position shall be elected. Among the pool of candidates for Councilor, those receiving the largest number of votes will be elected to fill the appropriate number of Councilor seats, as per Article III Section 2 and Article VI Section 1 of these Bylaws. In the event of a tie, the presiding Council shall immediately vote by secret ballot to decide the winner. The results of the election shall be reported to all members via email within two weeks of the final ballot count, as well as in the first Newsletter following the election and on the IBA website.

Section 4. Tenure of Office

All elected members of Council shall be installed on the tenth day of January following the election. All elected Officers and Councilors and the past president shall serve a term of 3 years. All elected Officers and Councilors are limited to two consecutive full terms in a particular office; the Past President serves a single 3-year term.

Section 5. Vacancies

Vacancies within the Council that may occur during any 3-year term shall be filled from the membership by a plurality vote of Council, or at the Council's discretion, a special election may be held instead. The new Council member shall serve the balance of the term to which their predecessor was elected.

Article VII. Periodic Meetings

Section 1. Date and Place

Periodic conferences and associated general membership meetings shall be set by the Council. Conference organizers are expected to follow IBA Conference Guidelines and communicate progress regularly with Council. The Chair of the IBA's Conference Advisory Committee will serve as the primary liaison between IBA Council and the conference organizers, and the secretary shall be copied all correspondence between the liaison and the conference organizers.

When choosing Conference dates and locations, the Council shall consider both a) the regional make-up of the membership and b) how conference siting can positively influence bear conservation in host locations. Selection criteria for conference locations and times will be flexible, but generally there will be two conferences every 3 years with conferences alternating between the Americas and Eurasia. In addition, Council may sponsor additional conferences in "off years", when viable proposals have been received from potential host countries and Council feels that such conferences would further the goals of IBA around the world.

In addition to general conferences, Council may at any time choose to sponsor or provide various types of support for other workshops and meetings. These are typically narrower in scope than general conferences, focusing on specific topics, species, or regional issues relating to bear conservation, research, and management.

Section 2. Notice to Members

Notice of the specific time and place of the periodic IBA meeting (Conference) shall be sent to the members and posted on the IBA website not less than 1 year prior to the meeting. This shall be the Secretary's responsibility. The general time and place will be selected at least two years in advance.

Article VIII. Bylaws and Resolutions

Section 1. Bylaws

The workings and organization of the IBA shall be governed by these Bylaws. Copies of the Bylaws shall be available on the IBA website or to any member upon request to the Secretary.

Section 2. Amendments to the Bylaws and Resolutions

Resolutions or bylaws amendments may be submitted by any IBA member during the IBA business meetings or to the president at any time. Proposed resolutions or bylaws changes will be published on the IBA website, in the Newsletter and/or sent to members by email either by providing a link to the website or a PDF copy of proposed changes to provide for discussion and to ask members to submit viewpoints. Representative viewpoints which are submitted to the Secretary in a timely manner and subject to length limitations, will be published in the following newsletter, distributed to members by email and/or posted on the IBA website. Ballots for the resolution or bylaw change will be provided via Internet with the newsletter that includes the representative viewpoints. Passage will require that at least 10% of members cast ballots and at least 2/3 of those vote in favor of the measure.

To accommodate resolution of important issues in a timely manner that are not specifically addressed in the Bylaws, the Council may, by a two-thirds vote, establish interim Bylaw amendments, that will remain in effect until ratified or rejected by member ballots. Such interim amendments must be published in the next Newsletter or distributed to members by email and be ratified by a two-thirds majority of votes cast by at least 10% of members eligible to vote. To facilitate open discussion by members, on proposed amendments to IBA Bylaws or proposed IBA Resolutions, representative viewpoints of members, if available in a timely manner, will be posted on the IBA webpage, International Bear News, or distributed to members by other means. In order to be counted, ballots must be received by the Secretary within 30 days of distribution of representative viewpoints to members.

Article IX. Publications

Section 1. Publications

The IBA shall issue a peer-reviewed scientific journal, titled *Ursus*, at least twice per year. Manuscripts can be submitted at any time and are subject to peer-review; publication is dependent on the decision of the Editor in Chief of *Ursus*. The IBA shall also publish a serial Newsletter, titled *International Bear News* that reports on IBA and Affiliate group news, scientific articles, current literature, conservation problems, educational issues and research. In addition, the IBA shall maintain a website (at www.bearbiology.com) that contains, among other things, relevant information for members as well as the public about IBA and its programs, online resources for members, back issues of *Ursus* and *International Bear News*, meeting information, and general information about bears for the public.

Section 2. Publication Staff

The Editor(s) of the journal, *Ursus*, following guidelines from the Council, shall be responsible for all matters relating to publication of manuscripts submitted during their tenure; e.g., updating publication guidelines provided by the Publications Committee, selection of referees and sections editors, and drafting of additional staff as appropriate. The Newsletter Managing Editor shall be responsible for all matters relating to publication of *International Bear News*. The Website Editor shall be responsible for all matters relating to the maintenance and updating of the IBA website.

Section 3. Funding

The funding of IBA publications shall be directed by the Council. Contributions to IBA bear conservation funds, projects, or other programs must be used for the purposes described in any relevant solicitation materials, in the way specifically requested by the donor, or in the manner that reflects the donor's intent. Donors will be provided with a clear accurate acknowledgment of charitable contributions that will facilitate any relevant compliance with tax law requirements. No gifts will be accepted that compromise bear conservation or the ethics, financial circumstances, or objectives of IBA.

IBA will respect the privacy of individual donors, and except where disclosure is required by law, and will not sell or otherwise make available the names and contact information of its donors without providing them an opportunity at least once a year to opt out of the use of their names.