**Article I: Name**

The name of this organization shall be Ducks Unlimited at UW-Stout

**Article II: Purpose**

The purpose of Ducks Unlimited at UW-Stout shall be as follows:

1. To advocate wetlands conservation around Menomonie and surrounding communities.
2. To provide all students with hunter safety courses and ethical sportsman skills.
3. To allow students to network with other sportsman within Ducks Unlimited or in the community.
4. To allow for professional opportunities (ex. Speakers, Ducks Unlimited conferences, Leadership summit, etc.)
5. To engage in the community outreach efforts (ex. Wood duck house building, youth educational hunts)
6. To raise money for wetland conservation and wildlife habitats through non-profit organizations

**Article III: Membership**

**Section 1:** Club participation is open to all UW-Stout students

**Section 2:** Club volunteers are encouraged to donate to Ducks Unlimited through [www.ducks.org](http://www.ducks.org) and/or the local fundraising banquet.

**Section 3**: Ducks Unlimited at UW-Stout will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

**Article IV: Officers**

**Section 1:** Officers of Ducks Unlimited at UW-Stout shall be as follows:

1. President
2. Vice President
3. Treasurer
4. Communications Director

**Section 2:** Duties of Officers

1. **President:**
   1. Over-see the club
   2. Make final decisions and work directly with our Ducks unlimited representative
   3. Conduct meetings
      1. Create agenda
      2. Make room reservation
      3. Any other necessary tasks
   4. Train officer board and members on OrgSync
      1. Request OrgSync Training session if needed
   5. Complete Org Renewal process each fall
      1. Update OrgSync portal, constitution, and confirm advisor role
   6. Attend the following mandatory events:
      1. Leadership Summit
      2. Attend to Spend
   7. Communicate policies to officer board and members as necessary
   8. Co-coordinate travel planning
2. **Vice President**:
   1. Assist president when needed
   2. Lead the planning for the banquet
      1. make reservation for banquet location
      2. Coordinate Food
      3. Plan games and activities
   3. Represent the club at school meetings
   4. Assume the duties of the president if they are unable to attend a meeting
   5. Arranges recruitment events/booths for the backyard bash
3. **Treasurer:**
   1. Handle funds as well as donations for banquet
   2. Mange organization’s communication/advertisement.
   3. Manage OrgSync portal, including any information updates.
   4. Responsible for oversight and management of chapter checking account, bill payment, bill collection, and financial reporting.
   5. Works with the regional director, district chairman, and university advisor to ensure financial transparency.
4. **Communications Director:**
   1. Send emails pertaining to meetings being held.
   2. Communicate any events to the club
   3. Contact and partner with local volunteer sites
   4. Coordinate any volunteer events, outreach, and fundraising events
   5. Co-coordinate travel planning

**Section 3**: Election of Officers

* Elections will be held in the Spring Semester. Those who have been a part of the club for at least one semester are eligible to hold office.
* Any person within the club is allowed to vote.
* Officers will be elected by nominations.

**Section 4:** Officers shall take office after the Spring Semester and shall serve for a period of one full year until the following Spring Semester has concluded.

**Article V: Removal of Officers**

**Section 1:** Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the Organization

**Section 2:** The removal of an officer requires a 2/3 vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

**Section 3:** Note: Before removal vote fellow officers will have a meeting with such officer to handle reasoning behind lack of responsibilities

**Article VI: Replacement of Officers:**

**Section 1:** If officer has been removed his/her position will be covered by existing officer(s).

**Article VII: Advisor:**

**Section 1**: The advisor of Ducks Unlimited at UW-Stout must be a faculty or staff member of University of Wisconsin —Stout.

**Section 2**: The Ducks Unlimited at UW-Stout advisor serves in voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.

**Section 3:** If said Advisor is removed from UW-Stout facility/staff list, a new advisor will be named as soon as possible.

**Article VIII: Meetings:**

**Section 1**: Meeting will be held on a periodic basis throughout the Fall Semester to plan the Banquet. The meetings will then be help twice a month during the spring semester to finalize the banquet.

**Section 2**: A quorum shall consist of 50% of the regular members.

**Section 3**: A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, setting of dues, advisor selection, and any other major decisions affecting the Duck Unlimited at UW-Stout Chapter.

**Article IX: Amendments**:

**Section 1**: Affiliation

* Ducks Unlimited at UW-Stout is in direct affiliation with Duck Unlimited, a non-profit organization that focuses on conservation of wildlife and wetlands.