

CHARTER OF THE WILDLIFE TOXICOLOGY WORKING GROUP OF THE WILDLIFE SOCIETY, INC.

Approved by The Wildlife Society, March 24, 1995

Amended September 26, 2005

Article I. NAME, SCOPE, AND AFFILIATION

SECTION 1. NAME - The name of this organization shall be the **Wildlife Toxicology Working Group of The Wildlife Society**, hereinafter referred to as the Working Group.

SECTION 2. SCOPE - This Working Group shall have as its scope of organization the study and transfer of information relative to wildlife toxicology, the effects of environmental contaminants on wildlife, and related wildlife management concerns.

SECTION 3. AFFILIATION - The Wildlife Toxicology Working Group shall conform to Bylaws, Code of Ethics, goals, objective, policies, and positions adopted by The Wildlife Society, Inc.¹ (referred to as the Society.)

Article II. GOALS AND OBJECTIVES

SECTION 1. GOALS STATEMENT - Consistent with the goals of The Wildlife Society, The Wildlife Toxicology Working Group's goal statement is: The Wildlife Toxicology Working Group works to bring greater awareness and understanding of the effects of environmental contaminants on wildlife. The Working Group assists The Society's members in advancing their knowledge of the principles of wildlife toxicology and procedures for responding to and preventing contaminant problems with wildlife. The Working Group encourages the use of sound biological information regarding contaminants in wildlife management policy decision making. The Working Group conducts special sessions and workshops at The Society's Annual Meetings and other forums.

SECTION 2. OBJECTIVES - To aid in the achievement of these goals, this Working Group proposes to:

1. Facilitate communication and the exchange of information among members of The Wildlife Society interested in wildlife toxicology and the effects of environmental contaminants on wildlife.
2. Enhance communications and advance the knowledge of wildlife professionals in the discipline of wildlife toxicology through meetings, symposia, workshops, newsletters, specialty publications, and other means.
3. Promote membership in The Wildlife Society to professionals interested in wildlife toxicology issues.
4. Recommend to The Wildlife Society Council specific actions to be taken by the Society in the discipline of wildlife toxicology and environmental contaminants, such as draft technical reviews and position statements.

¹ Incorporated in 1948 under the laws of the District of Columbia.

5. Develop a means for providing information and technical assistance to the media, government officials, other interested organizations, and the public in the discipline of wildlife toxicology and environmental contaminants.
6. Increase public awareness of toxicology as a component of wildlife science.

Article III. MEMBERSHIP

SECTION 1. MEMBER - Membership in The Wildlife Toxicology Working Group shall be available to any member of The Wildlife Society with an interest in promoting greater awareness and understanding of the effects of contaminants on wildlife and advancing the knowledge of wildlife professionals in the discipline of wildlife toxicology.

SECTION 2. CHARTER MEMBER - Members in good standing on the membership rolls as of December 31, 1994 shall be considered charter members.

SECTION 3. DUES - Annual dues shall be payable by each Working Group member to The Wildlife Society headquarters on the same schedule and with the same restrictions as for the Wildlife Society's dues. Annual dues shall be set by the Executive Board, but may be changed by majority vote of the Working Group members. Members who have not paid their Wildlife Society dues shall lose their membership in the Working Group.

The Society shall retain the portion of the dues of each Working Group member to partially defray expenses associated with collecting dues, maintaining membership lists, providing mailing labels, and other administrative assistance. The remaining portion of each Working Group member's dues shall be distributed to the Working Group.

Article IV. ELECTIONS, OFFICERS, AND EXECUTIVE BOARD

SECTION 1. OFFICERS - Elected officers of the Working Group shall be the Chair, Chair-Elect, Immediate Past Chair, Secretary, Treasurer, and two Vice-Chairs. There shall be a Vice-Chair for Communications, appointed by majority vote of the Executive Board. These officers shall constitute the Executive Board. Each member shall have one vote in Executive Board meetings.

Clause A. CHAIR - The Chair shall have general supervisory responsibility for the Executive Board; shall preside at all meetings of the Executive Board and membership; shall appoint, with the advise of the Executive Board, chairs of all committees; and shall be an *ex officio* member of all committees, except the Nominating and Elections Committee.

The Chair may represent the Working Group, or appoint alternate representatives, to other Working Groups, Chapters, Sections, Society boards, committees, or meetings, including The Wildlife Society Council. The Chair shall be responsible for submitting an annual report of the Working Group's activity to the Society. Upon completion of a full term as Chair, the Chair succeeds to the position of immediate Past Chair.

Clause B. CHAIR-ELECT - The Chair-Elect shall assume the duties of the Chair in the absence of the Chair or upon the inability of the Chair to serve, and shall perform any duties assigned by the Chair. In the event the Chair-Elect cannot serve in the Chair's absence, the Executive Board shall appoint a Chair *pro tempore*. The Chair-Elect serves as the chair of the Nominations and Election Committee and recruits two or more members to be on the

committee. Upon completion of a full term as Chair-Elect, the Chair-Elect succeeds to the position of Chair. If the Chair cannot finish a full term, the Chair-Elect finishes that term of office and then becomes the Chair for a full term of office.

Clause C. PAST CHAIR - The immediate Past Chair shall perform any duties assigned by the Chair.

Clause D. SECRETARY - The Secretary shall be responsible for the files and records (Article VI, Section 4) of the Working Group. Duties shall include recording the minutes of all membership and executive board meetings and issuing copies of the minutes to the Executive Board, members, and Society.

Clause E. TREASURER - The Treasurer shall be responsible for the funds of the Working Group. Duties shall include the receipt and disbursement of funds; preparing and submitting an annual fiscal-year (Article VI, Section 2, Clause D) financial report to the Executive Board, members, and Society; and preparing an annual budget if directed to do so by the Executive Board.

Clause F. VICE-CHAIRS - There shall be two Vice-Chairs. The Vice-Chairs shall provide the editor of the newsletter with news and item of interest from their, shall help recruit new members, and shall perform duties as assigned to help the Chair conduct the business of the Working Group.

Clause G. VICE-CHAIR FOR COMMUNICATIONS. The Vice-Chair for Communications shall be appointed by a majority vote of the Executive Board. This Vice-Chair produces communications to the membership such as a newsletter, notices of meetings, calls for nomination, and ballots. The Vice-Chair for communications serves at the pleasure of the board.

Clause H. EXECUTIVE BOARD - The Executive Board shall act as the governing body for the Working Group and shall be made up of the above named officers.

SECTION 2. TERM OF OFFICE - The Chair, Chair Elect, and Past Chair serve one year in each successive office. Vice-Chairs, the Secretary, and the Treasurer serve for two years. The elected officers assume office immediately following the Annual Meeting; and, unless re-elected, terminate their duties at the conclusion of the following Annual Meeting (Chair, Chair-Elect, and Past Chair) or second following (Vice-Chairs, Secretary and Treasurer) Annual Meeting, or at such time as their successors are elected and installed. The two Vice-Chairs, and the Secretary and Treasurer are to be elected in alternate years.

SECTION 3. VACANCIES - If the office of the Chair is vacated for any reason, the Chair-Elect shall assume the duties of Chair for the balance of the unexpired term of the Chair and continue as Chair for the term that the Chair-Elect would normally have filled. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board, although an appointed Chair-Elect shall serve only until the next scheduled Working Group election when the membership shall elect the next Chair and Chair-Elect. All appointees shall conform to the criteria for nominees found in Article IV, Section 4.

SECTION 4. NOMINATIONS and ELECTIONS - The Chair-Elect shall be the Chair of the Nominating and Elections Committee, the Vice-Chair for Communications, a few other members of the Working Group shall be appointed to the Committee Chair to assist in the work

of the committee. If the position of Chair-Elect is vacant or the Chair-Elect declines, the Chair may appoint any member to be the Chair of the Nominating and Elections Committee.

Clause A. The Committee shall issue a slate of at least two nominees for each position that is to be filled, Chair-Elect, two Vice-Chairs, Secretary, and Treasurer.

Clause B. The Committee shall call for nominations and self-nominations from the membership by electronic means if possible. Members who cannot be reached electronically shall be sent a letter or post card calling for nominations.

Clause C. There shall be at least two nominations for each position.

Clause D. Nominees must consent to becoming a candidate.

Clause E. If two nominations for each elective position are not received, the Nominating and Elections Committee shall contact members of their choice until the slate is filled

Clause F. A member may be nominated for only two elective positions at a time. A sitting officer may be nominated for another office, but the member may only occupy one office and must choose which one to accept before installation.

Clause G. The committee chair shall obtain a current and complete membership list from the Society for the purpose of preparing ballots.

Clause H. All members in good standing as of the day before the ballots are mailed shall be sent a ballot. Members who are arrears in their due shall not be sent a ballot. Members who join during the election shall not be eligible to vote or run for office in that election.

Clause I. The ballots shall be sent to the members at least forty days before the Annual Meeting. The ballots must be returned to the chair of the nominating committee within thirty days.

Clause J. The final slate of nominees shall be submitted to the membership electronically. Members who cannot be reached electronically shall be sent a ballot by mail. All ballots shall be sent on the same day if possible.

Clause K. The ballots shall not be considered to be secret. Therefore, means shall not be taken to conceal the identity of the member. However, means shall not be taken to note which member voted for which candidate.

Clause L. If paper ballots are used for any election or any other reason, the ballots shall be returned to the Chair of the Nominating and Elections Committee. The Chair of the Nominating and Elections Committee shall count them and forward them to the other members of the committee for checking. Ballots returned electronically or post marked more than thirty-one days after they were sent to the membership shall not be counted.

Clause M. A majority of the votes is not needed for election. The candidate who receives the largest number of votes shall be declared the winner.

Clause N. The Working Group Chair shall obtain the winning candidates' affirmation that they will serve and (in the case of someone being elected to more than one office) which office they will choose, then notify all members of the results of the election.

Clause O. Newly elected officers shall be installed at the annual meeting of the Society, but they need not be present.

Clause P. For elective positions other than the successional positions of Chair-Elect, Chair, and Past Chair, a member may be elected for up to two consecutive terms in the same elective position.

Article V. MEETINGS

SECTION 1. MEMBERSHIP MEETING - Membership meetings shall be held at such times and places as determined and published by the Executive Board. A membership meeting shall be convened if a petition signed by a quorum of the membership requests such a meeting.

Clause A. ANNUAL MEETING - The Annual Meeting of the Working Group shall be held in conjunction with the Annual Meeting of the Wildlife Society. It shall be for the purposes of inducting officers, receiving reports of officers and committees, and for any other business that may arise.

Clause B. DUE NOTICE - Members must be notified at their official mailing address or electronic address at least 30 days prior to meetings other than the Annual Meeting. The time and the place of the Annual Meeting shall be announced in a manner determined by the Wildlife Society.

Clause C. QUORUM - The quorum for membership meetings shall be 10 percent of the membership or 15 members in good standing, whichever is less.

Clause D. MEETING RULES - The Executive Board shall select an edition of a recognized set of rules of order (such as *Robert's Rules of Order*) and use it as the basis of its meeting rules. The Executive Board shall write and adopt an addendum for use in Executive Board and another for use in the membership meetings. The rules of order and the addenda may be replaced or modified by a vote of two thirds of those voting in an Executive Board meeting or a membership meeting. Each member of the Executive Board shall be given a paper copy of the official rules of order and an electronic copy of the addendum. All members shall be given the reference for the rules of order and a copy of the addenda.

Clause E. CHARTER - The Working Group charter shall be available for inspection during every membership meeting.

SECTION 2. EXECUTIVE BOARD MEETINGS - Executive Board meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A. FREQUENCY - The Executive Board shall meet at least once a year, generally in conjunction with the Annual Meeting of the Working Group, and as many additional times as necessary to conduct the business of the Working Group.

Clause B. DUE NOTICE - Members of the Executive Board must be notified at least 15 days prior to meetings unless they waive that notification.

Clause C. QUORUM - Quorum for meetings of the Executive Board shall be five members of the Executive Board.

Clause D. MEETING RULES - The Executive Board shall select an edition of a recognized set of rules of order (such as *Robert's Rules of Order*) and use it as the basis of its meeting rules. The Executive Board shall write and adopt an addendum for use in both Executive Board and membership meetings. See Section 1, clause D.

Clause E. CHARTER - The Working Group charter, the rules of order, and the addendum shall be given to all Executive Board members, who shall keep them and have them available for their personal reference during all Executive Board meetings.

Clause F. ATTENDANCE - Members are encouraged to attend Executive Board meetings, but they may not participate unless recognized by the Chair and may not vote at such meetings.

Article VI. MANAGEMENT AND FINANCES

SECTION 1. EXECUTIVE BOARD - The Executive Board (Article I!, Section 2, Clause H) shall govern the Working Group. The Executive Board shall conduct its affairs in conformance with the provisions of this charter, and the Bylaws of the Society. The Board is authorized to act for the Working Group between membership meetings and shall report its interim actions to the members at each succeeding membership meeting or through other communications. Any action of the Executive Board may be overridden by a two-thirds vote of the members attending a membership meeting.

SECTION 2. FINANCES - Funds of the Working Group shall be under the supervision of the Executive Board and shall be handled by the Treasurer. The financial records of the Working Group shall be periodically examined by the Audit Committee (Article VII, Section 2, Clause E.)

Clause A. LIABILITY - The Treasurer need not be bonded.

Clause B. SOURCE OF FUNDS - Funds shall be derived from dues, meeting fees, special activities, contributions, and other sources.

Clause C. HANDLING OF FUNDS - Funds shall be placed in a federally-insured bank or savings and loan association, or other money management institution/instrument approved by the Executive Board.

Clause D. FISCAL YEAR - The Working Group operating and fiscal year shall begin January 1.

SECTION 3. REPORTS - Within 21 days of an election or other official action of the Working group, the Secretary shall report such action to the Society's headquarters. The following annual reports also shall be submitted to the Society: Activity (Article IV, Section 1, Clause A), and calendar-year financial (Article IV, Section 1, Clause E).

SECTION 4. FILES - The Working Group shall maintain files containing: Bylaws of The Wildlife Society, Charter of the Wildlife Toxicology Working Group, minutes of all meetings of the membership and of the Executive Board, financial statements and records, correspondence pertinent to the Working Group, all committee reports, and all other material designated as pertinent by the Executive Board.

Article VII. COMMITTEES

SECTION 1. APPOINTMENTS - The Working Group Chair shall appoint chairs for all standing and special committees. Committee chairs shall complete their committee memberships with the assistance of the Working Group Chair.

SECTION 2. STANDING COMMITTEES - The following standing committees of three or more persons shall be appointed and shall have the following duties:

Clause A. NOMINATING AND ELECTIONS - See Article IV, Section 4.

Clause B. MEMBERSHIP - This committee shall work to promote membership in the Working Group to all members of the Society and other wildlife professional interest in promoting greater awareness and understanding of the effects of environmental contaminants of and advancing the knowledge of professionals in the discipline of wildlife toxicology.

Clause C. ANNUAL MEETING TECHNICAL SESSION - When desired by the Executive Board, this committee shall be appointed to work with the Society's Annual Meeting Programs Committee to develop a technical session, workshop or other activity in the discipline of wildlife toxicology for the Society's Annual Meeting.

Clause D. COMMUNICATIONS AND NEWSLETTER - This committee shall facilitate communication among the Working Group membership through communications, meeting announcements, computer billboards, electronic mail, and/or other means. This committee also may provide information to the media, government officials, other interested organizations, and the public in the discipline of wildlife toxicology in general, and the Working Group's activities, in particular. The Chair of the committee shall be the Vice-Chair for Communications.

Clause E. AUDIT - This committee shall review the financial records and support documents maintained by the Treasurer at least annually to ensure that the Working Group's funds are being managed in a fiscally responsible manner and to make recommendation for procedural changes to the Executive Board, where appropriate.

SECTION 3. SPECIAL COMMITTEES - The Working Group Chair shall appoint any special committees necessary to accomplish the Working Group's goals and objectives.

SECTION 4. REPORTS - All committee chairs shall submit a written summary of committee activities to the Working Group Chair and Secretary before the close of each Annual Meeting of the Working Group.

SECTION 5. TENURE - All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

Article VIII. TECHNICAL REVIEWS, POSITION STATEMENTS, AND RESOLUTIONS

SECTION 1. GUIDELINES - At the request of the Society Council, the Working Group may develop draft technical reviews and draft position statements on issues within the discipline of wildlife toxicology and environmental contamination for approval by the Society Council as the official position of The Wildlife Society. After consultation with the Society, the Working Group also may develop draft technical reviews and draft position statements on issues of wildlife toxicology and environmental contaminants for approval by the Society Council as the official position of The Wildlife Society.

The working Group may develop resolutions on issues within the discipline of wildlife toxicology and environmental contaminants for issuance as the official policy for the Working

Group when: 1) the content of the resolution falls within established policy of the Society, or 2) in the absence of existing policy by the Society.

The Working Group shall consult with the Society's Policy Director before issuing resolutions to ensure that they are not in conflict with Society policy. A copy of all Working Group resolutions shall be sent to the Society's Policy Director within 21 days of approval by the Working Group. All draft technical reviews, draft position statements, and resolutions shall follow the Society's "Guidelines for Wildlife Policy Activities".

SECTION 2. PROCEDURES - Proposed technical reviews, positions statements, and resolutions may be drafted by a special committee or individual member for consideration by the Executive Board. If approved by the Board, the statement is then forwarded to the Society Council for approval or issued as a Working Group resolution.

Article IX. DISSOLUTION

SECTION 1. STANDARDS TO CONTINUE - The Working Group must continue to demonstrate its viability to the Society's Council by meeting the following requirements: 1) filing the required annual reports (Article VI, Section 1), 2) maintaining at least 50 members, and 3) fulfilling the purposes of this charter.

SECTION 2. DISSOLUTION - The Society Council may dissolve the Working Group if it finds the Working Group is unable to meet the standards established in Section 1 of this Article. Upon dissolution of the Wildlife Toxicology Working Group, its Executive Board shall transfer all assets, accrued income, and other properties to The Wildlife Society.

Said assets shall be held by the Society for five years from the date of dissolution for possible redistribution to another Working Group that may form to replace it. If another Working Group on wildlife toxicology is not established with the five-year period, the Society may use or distribute all assets, accrued income, and other properties in any manner consistent with Society bylaws.

Article X. AMENDMENT TO THE CHARTER

SECTION 1. PROCEDURE - This charter may be altered or amend by a majority of the Working Group members who shall vote in the manner that is used for the election of officers, provided due notice of the proposed changes (Article V, Section 1, Clause B) has been provided.

SECTION 2. CONFORMANCE - No amendment to this charter shall be enacted that results in a conflict with The Wildlife Society Bylaws. Amendments to the charter that are approved by the Working Group's membership, as defined in Section 1 of this Article, do not become effective until approved by the Society.