

In order to clarify and expedite the process of evaluating funding requests, the executive committee has adopted the following process:

Virginia Chapter of The Wildlife Society Funding Decision Protocol

The Virginia Chapter of The Wildlife Society (VA TWS) frequently receives requests from its own membership, other organizations, university students, and other entities to help fund conservation initiatives, travel to meetings, or other expenses. The following protocol is intended to guide the Executive Board in using the limited financial resources of the Chapter to support or decline these requests.

Upon receipt of a request for payment, the following priorities, protocols and procedures will guide the Executive Board's decision to make payments on behalf of the VATWS:

I. Compliance with the By-Laws of the Virginia Chapter of The Wildlife Society, Inc., in particular, Article II.
Objectives

The Executive Board will evaluate each proposal/request for funding or payment to ensure full compliance with the By-Laws of the VATWS. In addition, the Executive Board will ensure that all uses of VATWS funds meet legal and ethical standards as established for the VATWS membership.

II. Funding decisions and payments which can be made by the Executive Board, without consultation with Chapter membership

A. Routine and regularly occurring financial obligations related to normal Chapter operations

For example:

- Entering into and fulfilling contractual agreements for VATWS meetings.
- Maintenance of VATWS banking accounts.
- Purchase of office supplies or other items necessary for VATWS meetings.
- Procurement of VATWS awards.
- Shipping or mailing needs associated with the administrative operations of VATWS.

III. Funding decisions and payments which can be made by the Executive Board, based on existing motions made and approved by the Chapter membership, in the following priority order

- A. Providing membership dues at the National level for the Student Representative to the Executive Board
- B. Funding a conservation chair/lobbyist or finding a viable substitute
- C. Additional contributions related to Article II. (Objectives)

For example:

- Sponsorship of or donation to the conservation activities of other groups or organizations (Virginia League of Conservation Voters, Virginia Conservation Network, SWCD Envirothon Program)

IV. Programs or projects that relate specifically to existing priorities established by Chapter membership or by the Executive Board, based on membership input

- A. Enhancements to internal VATWS communications, or collecting/maintaining information and other records important to the VATWS.

For example:

- Enhancements to internal communications via internet, newsletter, or other communication media.
- Support for the Robertson digital library project

- B. Enhancing student involvement in the VATWS.

1. Student Travel Awards (up to \$500/student, not to exceed \$1,500 total, unless authorized by an approval from the VATWS membership at the annual meeting) intended to support the travel of an active member of the state or college/university chapter (graduate or undergraduate) or a team to a professional meeting or competition.

- a). Must be enrolled in a Virginia university or college

b). Award winner must provide a summary of the event for the chapter newsletter and present a summary of the meeting attended at the winter VA TWS State Chapter meeting

c). Applicant must submit to the VA TWS Executive Committee:

- (1) Meeting announcement with registration/attendance costs
- (2) Abstract of talk/poster
- (3) Cover letter of why they deserve the support
- (4) Summary of all efforts made to raise funds for the event
- (5) Letter of endorsement from TWS student chapter faculty rep or general faculty member (limited to 1 undergrad and 1 grad student per year per institution)

V. Programs or projects that specifically address any new motions voted upon and approved by the VATWS membership during annual meetings or via electronic voting ballots

A. Additional contributions related to Article II. (Objectives)

B. New programs or projects having a direct impact on Virginia wildlife and is a priority of the VATWS

For example:

- new conservation initiatives
- new education and outreach efforts