

# **REVISED CHARTER OF THE WILDLIFE DISEASES WORKING GROUP OF THE WILDLIFE SOCIETY, INC.**

Organized: September 22, 2007  
Amended and Approved: October 16, 2017

## **ARTICLE I: NAME, SCOPE, AND AFFILIATION**

SECTION 1: NAME - The name of this organization shall be the Wildlife Diseases 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 promoting wildlife health and prevention, research, surveillance, and management of diseases involving wildlife.

SECTION 3: AFFILIATION - The Wildlife Diseases Working Group shall conform to bylaws, code of ethics, goals, objectives, policies and positions adopted by The Wildlife Society, Inc. (Hereinafter, The Wildlife Society, Inc.<sup>1</sup> may be referred to as The Wildlife Society or the Society.)

## **ARTICLE II: GOALS AND OBJECTIVES**

SECTION 1: GOALS - Consistent with the goals of The Wildlife Society, the goals of the Wildlife Diseases Working Group are:

1. Facilitate communication and the exchange of information among members of The Wildlife Society interested in various aspects of disease issues involving wildlife and between The Wildlife Society and other professional organizations and institutions with responsibility for the health and welfare of wildlife.
2. Facilitate cooperation among government and nongovernmental organizations involved in prevention, research, surveillance, and management of disease agents or issues and seek input from and coordinate with existing professional organizations that focus on diseases in wildlife.
3. Enhance knowledge and technical capabilities of wildlife professionals in the area of disease prevention, research and management.
4. Increase public awareness, knowledge and appreciation of ongoing research and management efforts concerning diseases involving wildlife.
5. Promote undergraduate and graduate student interest and participation in wildlife disease research and management.

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<sup>1</sup>Incorporated in 1948 under the laws of the District of Columbia.

SECTION 2: OBJECTIVES - To aid in the achievement of these goals, this Working Group will collaborate with organizations and others with similar interests to:

1. Facilitate regular communication among members of The Wildlife Society and with other wildlife disease focused organizations on disease issues through meetings, symposia, workshops, newsletters, specialty publications, a website and other means. The Working Group will provide a forum to review and discuss wildlife disease issues, draft policy statements, and develop appropriate responses to emerging wildlife disease management and conservation issues.
2. Promote membership in The Wildlife Society to wildlife professionals and students interested in disease issues involving wildlife and make The Wildlife Society members aware of other wildlife disease oriented organizations.
3. Make recommendations to, and develop draft technical reviews, position statements and other material for consideration by, The Wildlife Society Council in the area of disease issues in wildlife.
4. Provide information, education and technical assistance to The Wildlife Society members in the area of wildlife disease prevention, research, surveillance, and management. This may involve providing the “best source” for specific information in a highly-specialized field.
5. Provide information, education, and technical assistance to wildlife professionals, journalists, government officials, other organizations, and the general public in the area of wildlife disease prevention, research, surveillance, and management.
6. Identify wildlife disease management and educational needs and encourage research studies and other activities to meet these needs.

### **ARTICLE III: MEMBERSHIP**

SECTION 1: MEMBER - Membership in the Wildlife Diseases Working Group shall be available to any member of The Wildlife Society with an interest in prevention, research, surveillance, and management of disease issues in wildlife. Working Group membership shall be available only to members of The Wildlife Society.

SECTION 2: CHARTER MEMBER - Members in good standing as of December 31, 2005 shall be considered charter members.

SECTION 3: DUES - Annual dues shall be payable by each Working Group member to The Wildlife Society headquarters. Annual dues shall not be less than \$5.00 per year and may be increased by majority vote of the Working Group members. The Wildlife Society shall retain a minimum of

\$1.00 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 Working Group member dues shall be distributed to the Working Group.

#### **ARTICLE IV: OFFICERS, EXECUTIVE BOARD AND ELECTIONS**

**SECTION 1: EXECUTIVE BOARD** – The Executive Board shall act as the governing body for the Working Group and shall be comprised of the officers and seven additional Board Members (including one designated Student Member defined as currently being enrolled in undergraduate, graduate or veterinary school), each of whom must be an active member of the Working Group.

**SECTION 2: OFFICERS** – Officers of the Wildlife Diseases Working Group shall consist of Chair, Chair-elect, Secretary-treasurer, and immediate Past Chair.

**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 advice of the Executive Board, chairs of all standing and special committees; and shall be an *ex officio* member of all other committees, except the Nominating and Elections Committee. The Chair may represent the Working Group or appoint alternate representatives to other Working Group, Chapter, Section, or The Wildlife 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 assist the Chair as requested and shall assume the duties of the Chair in the absence of the Chair. Upon completion of a full term as Chair-elect, the Chair-elect succeeds to the position of Chair.

**CLAUSE C: PAST CHAIR** - The immediate Past Chair shall perform duties assigned by the Chair and will Chair the Nominating and Elections Committee during their two-year term as immediate Past Chair.

**CLAUSE D: SECRETARY-TREASURER** - The Secretary-Treasurer shall be responsible for the files and records of the Working Group. Duties shall include recording and issuing the minutes of all meetings, maintaining Working Group files and records (Article VI, Section 4), and compiling and submitting to the Society an annual report of volunteer hours contributed by Working Group leaders. The Secretary-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 (Article VI, Section 2, Clause

D) financial report to the Executive Board, members, and Society; and preparing an annual budget for approval by the Executive Board.

CLAUSE E: BOARD MEMBERS – Board Members shall represent the views of the membership to the Executive Board and shall serve as liaison from the Executive Board to the membership. They shall provide the editor of the Working Group newsletter with news and items of interest to Working Group members and shall help to recruit new members. Board Members shall perform other duties assigned by the Chair.

SECTION 3: NOMINATIONS - The Nominating and Elections Committee Chaired by the immediate Past Chair, shall attempt to develop a slate of two candidates for each of the elective positions: Chair-elect, Secretary-treasurer, and for each of the seven additional Board Members, from the Working Group membership. The Committee shall attempt to nominate candidates from a range of organizations including: government, private industry/organizations, management operations, education, and research. The Committee shall also attempt to nominate candidates representing at least four of The Wildlife Society's Sections (regions). When no duly elected Chair-elect exists to assume the position of Chair, two candidates for Chair also shall be nominated.

CLAUSE A: Nominations can be forwarded only with prior consent of the candidate.

CLAUSE B: The slate of nominees shall be submitted to the membership at least 7 days prior to the election.

CLAUSE C: Additional nominees may be added to the slate prepared by the Nominating and Elections Committee upon proof of support of three or more members provided that Clause A is followed and prior to the distribution of ballots.

CLAUSE D: A member shall not be a nominee for more than one elective position at a time and may serve in only one position at a time.

CLAUSE E: 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.

SECTION 4: BALLOTING - Balloting shall occur electronically and the election shall be completed at least 30 days prior to the next annual meeting. Polls shall remain open a minimum of two weeks. Ballots shall be received from the members and counted by the Nominating and Elections Committee. For ballot counting purposes, the Working Group Chair shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an elective position.

CLAUSE A: Voting is limited to persons who have paid the current year's Working Group and The Wildlife Society dues.

CLAUSE B: The candidate receiving the greatest number of votes shall be declared elected. In the case of a tie, a run-off election will occur among the candidates receiving the same number of votes as soon after the regular election as possible.

SECTION 5: TERM OF OFFICE - The officers and Board Members serve for approximately two years; are inducted at the Annual Meeting; assume office immediately following the Annual Meeting; and, unless re-elected, terminate their duties at the conclusion of the second Annual Meeting following their election, or at such time as their successors are elected and installed. The terms of office for approximately one-half of the Board Members will expire every year.

SECTION 6: 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. In the event the Chair-elect cannot serve in the Chair's absence, the Executive Board shall appoint a Chair, *pro tempore*. The Chair *pro tempore* shall serve only until the next scheduled Working Group election when the membership shall elect the next Chair. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board. All appointees shall conform to the criteria for nominees found in Article IV, Section 3, Clause A, D, and E.

## ARTICLE V: MEETINGS

SECTION 1: MEMBERSHIP MEETINGS - Membership meetings shall be held at such times and places as determined and published by the Executive Board.

CLAUSE A: ANNUAL MEETING - The membership meeting held in conjunction with the Society's Annual Meeting shall be known as the Annual Meeting of the Working Group and shall be for the purposes of electing and/or 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 least 30 days prior to meetings.

CLAUSE C: QUORUM - Quorum for meetings shall be 15 percent of the membership or 12 members in good standing, whichever is less.

CLAUSE D: MEETING RULES - Order of business and parliamentary procedures at meetings shall as practical follow Robert's Rules of Order, latest revision.

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

SECTION 2: EXECUTIVE BOARD MEETINGS - Executive Board meetings shall be held at such times and places as determined by the Executive Board. These meeting will most often occur by

tele-conference. In person Executive Board meetings may be held in conjunction with wildlife related conferences, symposia, and workshops whenever feasible.

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 should be notified at least 7 days prior to meetings.

CLAUSE C: QUORUM - Quorum for meetings of the Executive Board shall be 5 members of the Executive Board.

CLAUSE D: MEETING RULES - Order of business and parliamentary procedures at meetings shall where practical follow Robert's Rules of Order, latest revision.

CLAUSE E: CHARTER - The Working Group charter shall be available for inspection during all Executive Board meetings.

CLAUSE F: ATTENDANCE - Members can attend in person Executive Board meetings and may request participation in tele-conference meetings, but may not vote at such meetings.

## **ARTICLE VI: MANAGEMENT AND FINANCES**

SECTION 1: EXECUTIVE BOARD - The Executive Board (Article IV, Section 1) 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 Secretary-treasurer. The financial records of the Working Group shall be formally examined at least annually by the Audit Committee (Article VII, Section 2, Clause E)..

CLAUSE A: LIABILITY - The Secretary-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 be

January 1 to December 31.

**SECTION 3: REPORTS** - Within 21 days of an election or other official action of the Working Group, the Secretary-treasurer shall report such action to the Society's headquarters. The following annual reports also shall be submitted to the Society: activity (Article IV, Section 2, Clause A), volunteer hours (Article IV, Section 2, Clause D), and financial (Article IV, Section 2, Clause D).

**SECTION 4: FILES** - The Working Group shall maintain files containing: Bylaws of The Wildlife Society, Charter of the Wildlife Diseases Working Group, minutes of all meetings of the membership and of the Executive Board, financial statements and records, correspondence pertinent to Working Group affairs, all committee reports, membership list, 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 appoint their committees with the assistance of the Working Group Chair, Executive Board Members and other members of the Working Group.

**SECTION 2: STANDING COMMITTEES** - The following standing committees shall be appointed and shall have the following duties:

**CLAUSE A: NOMINATING AND ELECTIONS** - See Article IV, Section 3.

**CLAUSE B: MEMBERSHIP** - This committee shall work to promote membership in the Working Group to all members of the Society and other wildlife professionals interested in wildlife disease issues and encourage membership in other wildlife disease oriented organizations.

**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 Program Committee to develop a technical session, workshop or other activity in the area of wildlife diseases for the Society's Annual Meeting. This committee may also be used to develop technical sessions to be presented at meetings of other professional organizations with a focus on wildlife disease.

**CLAUSE D: COMMUNICATIONS** - This committee shall facilitate communication among the Working Group membership and other similar organizations through the Working Group newsletter, meeting announcements, computer bulletin boards, computer website, electronic mail, or other means. This committee also may provide information to journalists, government officials, other organizations, and the general public in the area of wildlife diseases, in general, and the Working Group's activities, in particular. Position and policy statements shall be subject to guidelines in Article VIII, Section 1.

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

CLAUSE F: STUDENT AFFAIRS COMMITTEE – This committee will promote student participation in Working Group meetings and activities. This committee will be chaired by the Executive Board Student Member.

SECTION 3: SPECIAL COMMITTEES - The Working Group Chair shall appoint any special committees necessary to accomplish Working Group 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: ACCOUNTABILITY - All committees shall be accountable to the Executive Board and under general supervision of the Working Group Chair.

SECTION 6: 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 pertaining to disease issues in wildlife for approval by the Society Council as the official position of The Wildlife Society. Recognizing that a great deal of expertise on diseases exists outside of the Society, efforts will be made to consult with other professional groups. After consultation with the Society, the Working Group also may initiate draft technical reviews and draft position statements on issues pertaining to disease issues in wildlife for approval by the Society Council as the official position of The Wildlife Society. The Working Group may develop resolutions on issues pertaining to wildlife diseases for issuance as the official policy of 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 Wildlife Society 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 Wildlife Society 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, position 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 or resolution is then submitted to the membership for a vote. Approval by two-thirds of the membership voting is required before the statement or resolution can be forwarded to the Society Council for approval or issued as a Working Group resolution. In the event that TWS Council requests feedback from the Working Group on an emerging issue with a time-sensitive response deadline, the Executive Board may approve such feedback without full membership voting. The membership will be notified if such an action occurs by way of an email blast or through the newsletter.

#### **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 3), 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 Diseases 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 focused on disease issues is not established within 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 CHARTER**

SECTION 1: PROCEDURE - This charter may be altered or amended by a majority of the Working Group members voting by electronic ballot, or at any membership meeting provided notice of the proposed changes (Article V, Section 1, Clause B) has been provided to members at least 60 days before a vote is called. A member who will be absent from the meeting may file an absentee ballot with the Secretary-treasurer prior to the meeting.

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

Based on Final Draft 1-16-2015; Revised draft version 20 July, 2017.  
Approved by working group membership August 24, 2017.