

CHARTER OF THE WILDLIFE DAMAGE MANAGEMENT WORKING GROUP
OF THE WILDLIFE SOCIETY, INC.¹

Organized: September 20, 1994; Amended and Approved: October 27, 2015

ARTICLE I. NAME, SCOPE, AND AFFILIATION

Section 1. NAME – The name of this organization shall be the Wildlife Damage Management Working Group of The Wildlife Society, hereinafter referred to as the Working Group.

Section 2. SCOPE – This Working Group shall promote better understanding of the challenge of managing human-wildlife conflicts and provide a forum for The Wildlife Society members to advance their skills and knowledge of wildlife damage management practices. The Working Group shall provide a networking and communication opportunity for all wildlife professionals, including persons working in management operations, research, education, law enforcement, and administration, with an interest in wildlife damage management. The Working Group will assist the Wildlife Society Council in developing policy, position statements, and other materials related to wildlife damage management.

Section 3. AFFILIATION – The Wildlife Damage Management Working Group shall conform to Bylaws, Code of Ethics, goals, objectives, policies and positions adopted by The Wildlife Society, Inc., hereinafter, 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 Wildlife Damage Management Working Group's goals are:

- Facilitate communication and the exchange of information among members of The Wildlife Society interested in wildlife management.
- Enhance knowledge and technical capabilities of wildlife professionals in wildlife damage management.
- Increase professional and public understanding of wildlife damage management as a component of wildlife management.
- Develop and maintain professional standards for wildlife damage managers.
- Assist in policy formulation, analysis, and decision making.
- Promote methods development and maintenance of existing methods.

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

1. Provide regular communication among members of the Society regarding wildlife damage management through meetings, symposia, workshops, newsletters, specialty publications, and other means. The Working Group will provide a forum to review and discuss wildlife damage management issues, draft policy statements, and develop appropriate responses to emerging wildlife damage management issues.
2. Promote membership in The Wildlife Society to wildlife professionals interested in wildlife damage management.
3. Make recommendations to The Wildlife Society Council for specific actions by the Society in the area of wildlife damage management.
4. Develop draft technical reviews, policy and position statements, and other materials in the area of wildlife damage management for consideration by the Society Council. As appropriate, the Working Group may review and provide comment on proposed regulations and legislation.
5. Provide information and technical assistance to Wildlife Society members in the area of wildlife damage management. The Working Group will identify wildlife damage management research needs and encourage studies to meet these needs.

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

6. Provide information, education, and technical assistance to natural resource managers, journalists, government officials, other organizations, and the general public in the area of wildlife damage management.
7. Promote wildlife damage management training and professional development opportunities for wildlife managers and students.

ARTICLE III. MEMBERSHIP

Section 1. **MEMBER** – Membership in the Wildlife Damage Management Working Group shall be available to any member of the Wildlife Society with an interest in wildlife damage management. Working Group membership shall be available only to members of The Wildlife Society.

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 no later than January 1. Annual dues shall not be less than \$5.00 per year and may be increased 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 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 each Working Group member's dues shall be distributed to the Working Group.

ARTICLE IV. ELECTIONS, OFFICERS, AND EXECUTIVE BOARD

Section 1. **NOMINATIONS** -The 3-member Nominating and Elections Committee shall nominate a slate of two candidates for each of the elective positions, namely: Chair-elect, Secretary-treasurer, and 6 Board Members, from the Working Group membership. The Committee shall attempt to nominate at least one candidate from each of the following employer types or sub-disciplines: government, private industry/organizations, management operations, education, research, law enforcement, and administration. Candidates should also represent at least four of the Wildlife Society Sections (regions). One of the 6 Board Member positions will be reserved for a student (graduate or undergraduate) enrolled in a wildlife or other natural resources-related curriculum at a college or university at the time of the election. This Student Board Member will be otherwise equivalent to the other Board Member positions and will be expected to provide input to the Executive Board from the student perspective. When no duly elected Chair-elect exists to assume the position of Chair, two candidates for Chair also shall be nominated.

Clause A. Nominees must consent to becoming a candidate.

Clause B. The slate of nominees shall be submitted to the membership at least 30 days prior to the election.

Clause C. Additional nominees may be added to the slate prepared by the Nominating and Elections Committee upon the signed support of six or more members, provided that Clause A is followed.

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 succession 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 2. **BALLOTING** – Balloting shall occur by mail and/or e-mail. Written 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 Wildlife Society dues.

Clause B. The candidate receiving the largest number of votes on the written ballot shall be declared elected.

Section 3. **OFFICERS** - Officers of the Wildlife Damage Management Working Group shall consist of a Chair, Chair-elect, Secretary-treasurer, and immediate Past Chair. Their duties are:

- 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 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 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. 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 any duties assigned by the 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 the Working Group's 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.
- Clause E. 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 fiscal-year (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.

Section 4. BOARD MEMBERS - Board Members shall represent the views of the membership from their employer type or sub-discipline and region to the Executive Board and shall serve as liaison from the Executive Board to their employer type or sub-discipline and region. They shall provide the editor of the Working Group newsletter with news and items of interest from their employer type or sub-discipline and shall help to recruit new members from their employer type or sub-discipline. Board Members shall perform any [other] duties assigned by the Chair.

Section 5. 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 and Board Members.

Section 6. TERM OF OFFICE – The Officers and Board Members serve for approximately 2 years; are inducted at the Annual Meeting; assume office immediately following the Annual Meeting; and, unless reelected, terminate their duties at the conclusion of the second following Annual Meeting, or at such time as their successors are elected and installed. The terms of office for one-half of the Board members will expire every year. To accomplish this, the initial Nominating Committee will nominate 3 candidates for a 1-year term and 3 candidates for a full, 2-year term of office.

Section 7. 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*. An appointed Chair-elect 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 I, 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 MEETINGS - 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 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 and published by the Executive Board. Executive Board meetings will be held in conjunction with wildlife damage 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 must be notified at least 30 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 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 are encouraged to attend Executive Board meetings, but they may not vote at such meetings.

ARTICLE VI. MANAGEMENT AND FINANCES

Section 1. EXECUTIVE BOARD - The Executive Board (Article IV, Section 5) 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 periodically examined 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, meetings 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.

Clause E. ACCOUNTS - Funds will be held in three separate accounts: Conference, Chair's and Operating. Money placed into each of these accounts will be determined by available cash; however, the objective will be to set aside ~\$20,000 for bi-annual Wildlife Damage Management Conferences (e.g., venue down payments, publishing Proceedings, mailing announcements of Conferences), ~\$3,000 for the Chair's discretionary funds (e.g., sponsorship of special workshops related to wildlife damage, support of students interested in wildlife damage careers) and the remainder for general operations of the Working Group (e.g., franking, refreshments for members at TWS functions).

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 3, Clause A), volunteer hours (Article IV, Section 3, Clause D), and calendar-year financial (Article IV, Section 3, Clause E).

Section 4. **FILES** – The Working Group shall maintain files containing: Bylaws of The Wildlife Society, Charter of the Wildlife Damage Management 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 complete their committees with the assistance of the Working Group Chair.

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

Clause A. **NOMINATING ANDELECTIONS** – See Article IV, Section I.

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 damage management.

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 damage management for the Society's Annual Meeting.

Clause D. **COMMUNICATIONS** - This committee shall facilitate communication among the Working Group's membership through a newsletter, meeting announcements, computer billboards, or electronic mail, and other means. This committee also may provide information to journalists, government officials, other organizations, and the general public in the area of wildlife damage management, 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 the Working Group's funds are being managed in a fiscally responsible manner and to make recommendations 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. **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 wildlife damage management for approval by the Society Council as the official position of The Wildlife Society. After consultation with the Society, the Working Group also may initiate draft technical reviews and draft position statements on issues

pertaining to wildlife damage management for approval by the Society Council as the official position of The Wildlife Society. **TWS Council must approve all position statements developed by Working Groups prior to their final adoption by the Working Group.** The Working Group may develop resolutions on issues pertaining to wildlife damage management 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. All draft technical reviews, draft position statements, and resolutions shall follow the Society's "Guidelines for Wildlife Policy Activities".

Section 2. PROCEDURES -Position statements and proposed resolutions on wildlife damage management issues 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.

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 100 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 Damage Management 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 damage management 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 mail or e-mail ballot, or by a majority attending any membership meeting at which a quorum is present, provided due notice of the proposed changes (Article V, Section 1, Clause B) has been provided. 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's membership, as defined in Section I of this Article, do not become effective until approved by the Society.