

Organized: October 24, 2014

Amended and Approved: November 21, 2018

**CHARTER OF THE EARLY CAREER PROFESSIONAL WORKING GROUP
OF THE WILDLIFE SOCIETY, INC.**

ARTICLE I. NAME, SCOPE, AND AFFILIATION

Section 1. NAME - The name of this organization shall be the Early Career Professional 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 challenges and opportunities that early career wildlife professionals encounter in their ongoing development and their involvement in The Wildlife Society. Early career wildlife professionals may be defined as, but not limited to: Those who are within the first 12 years of receiving their baccalaureate degree in a natural resource-related field and are currently employed or seeking employment in the Wildlife or associated Natural Resource Management or academic fields.

Section 3. AFFILIATION - The 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.¹ 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 Working Group's goals are:

1. *Increase early career wildlife professional membership and participation in The Wildlife Society.*
2. *Serve as a representative for early career professional members of TWS to TWS.*
3. *Encourage peer-to-peer interaction and information flow concerning early career wildlife professionals within and among all levels of TWS.*
4. *Advocate and provide for professional development opportunities that are relevant and vital to early career wildlife professionals.*

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

1. *Provide regular communication among members of the Society interested in the challenges and opportunities of early career wildlife professionals through meetings, workshops, newsletters, online forums, social media, and other means.*

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

2. *Promote membership in The Wildlife Society to wildlife professionals interested in challenges and opportunities of early career wildlife professionals.*
3. *Make recommendations to The Wildlife Society Council for specific actions by the Society in the area of challenges and opportunities of early career wildlife professionals.*
4. *Provide information and technical assistance to Wildlife Society members in the area of challenges and opportunities of early career wildlife professionals.*

ARTICLE III. MEMBERSHIP

Section 1. MEMBER - As of July 1, 2016, all TWS members registered as “New Professional” members through The Wildlife Society will automatically be made members of the Working Group. Membership in the Early Career Professional Working Group shall be available to any additional members of The Wildlife Society with an interest in *challenges and opportunities of early career wildlife professionals*. 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, 2014 shall be considered charter members.

Section 3. DUES - No dues will be required from New Professional members of the Working Group. Annual dues shall be payable by all other Working Group members to The Wildlife Society headquarters upon renewal of their membership. 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 three-member Nominating and Elections Committee shall nominate at large a slate of candidates for each of the elective positions, namely: Chair, Co-chair, Secretary, and Treasurer, from the Working Group membership. When no nominee exists for either Secretary or Treasurer, these two positions may be combined as Secretary/Treasurer. Additional board members, including representatives of different geographic areas or subdisciplines, may be elected at large or appointed by the Executive Board.

CLAUSE A. Nominees must consent to becoming a candidate.

CLAUSE B. The slate of nominees shall be submitted to the membership at least 14 days prior to the election.

CLAUSE C. 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 D. For elective positions other than the successional positions of 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 electronically. Electronic 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. Members in arrears shall forfeit their rights to vote during the period of their delinquency.

CLAUSE B. Voting shall occur over the period of 14 days immediately following the period of nominee submission to membership (Article IV, Section 1, Clause B).

CLAUSE C. The candidate receiving the largest number of votes shall be declared elected.

Section 3. **OFFICERS** - Officers of the Working Group shall consist of a Chair, Co-chair, 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 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. **CO-CHAIR** - The Co-chair 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 Co-chair cannot serve in the Chair's absence, the Executive Board shall appoint a Chair, *pro tempore*.

CLAUSE C. PAST CHAIR - The Immediate Past Chair shall perform any duties assigned by the Chair, with the advice of the Executive Board.

CLAUSE D. SECRETARY - The Secretary shall be responsible for maintaining 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 The Wildlife 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 for approval by the Executive Board. If the Working Group obtains its Employer ID Number through The Wildlife Society, the Working Group shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Working Group may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

CLAUSE F. COMMUNICATIONS COORDINATOR - The Communications Coordinator shall be responsible for engaging the membership of the Working Group through regular communications about relevant topics and Working Group news. Duties shall include posting relevant and timely content on social media accounts; writing articles about events and updates; publishing a newsletter twice a year; soliciting articles and news updates from Executive Board and members; taking photos at Working Group events (when in attendance). The Communications Coordinator shall be the Chair of the Media and Communications Committee and preside over all meetings.

Section 4. BOARD MEMBERS - Board Members shall represent the views of the membership from their geographic area or subdiscipline to the Executive Board and shall serve as liaison from the Executive Board to their geographic area or subdiscipline. They shall provide the Communications Coordinator with news and items of interest from their geographic area or subdiscipline and shall help to recruit new members from their geographic area or subdiscipline. 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 officers named in Article IV, Section 3.

Section 6. TERM OF OFFICE - The Executive Board and Board Members serve for approximately 2 years per term. Officers are inducted at the Annual Meeting, assume office immediately

following the Annual Meeting and, unless reelected, terminate their duties at the conclusion of the Annual Meeting which ends their office term, or at such time as their successors are elected and installed.

Section 7. VACANCIES - If the office of the Chair is vacated for any reason, the Co-chair shall assume the duties of Chair for the balance of the unexpired term of the Chair. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board, although an appointed Co-chair shall serve only until the next scheduled Working Group election when the membership shall elect the next Chair. All appointees shall conform to the criteria for nominees found in Article IV, Section 1, Clause A, C, and D.

Section 8. REMOVAL FROM OFFICE

CLAUSE A -- GROUNDS FOR REMOVAL -- An officer, board member, or representative will be removed for failing to adhere to TWS Code of Ethics, failing or neglecting the performance of duties devolved upon an officer, board member, or representative, engaging in improper conduct or conduct contrary to the best interests of the Society, violating these Bylaws, or other causes, including failing to attend three consecutive regularly scheduled meetings of the Board or being absent from Board communications for six or more months without sufficient cause.

CLAUSE B -- REMOVAL PROCESS -- The Executive Board as designated by Article IV, Section 3, may consider removing an officer, board member, or representative upon written petition of the membership signed by 15% of the working groups voting members or a ¾ majority vote of the Board. Prior to voting on removal, the Executive Board shall provide the challenged officer or board member, or representative with written notice of the petition and the stated grounds for removal and an opportunity to appear before the Executive Board to hear the allegations and present a response. The challenged officer, board member, or representative may waive such hearing in writing and in lieu thereof submit his or her written response for consideration by the Executive Board. Upon receipt of a signed written waiver of a hearing, the Executive Board will consider the submitted written response, if any, and vote on the petitioned removal. The Executive Board's vote on the matter shall be final and will be communicated in writing to the subject officer, board member, or representative within ten days of the Executive Board vote.

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 14 days prior to meetings.

CLAUSE C. QUORUM - Quorum for meetings shall be 20 percent of the membership or 10 members in good standing, whichever is less, and may be met by members joining in person or remotely (e.g., conference call).

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.

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 7 days prior to meetings.

CLAUSE C. QUORUM - Quorum for meetings of the Executive Board shall be 3 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 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, 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 3, Clause A) 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 Early Career Professional 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, list of charter members, 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 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 AND ELECTIONS - See Article IV, Section 1.

CLAUSE B. MEDIA AND COMMUNICATIONS - This committee shall facilitate communication among the Working Group's membership through a newsletter, meeting announcements, computer bulletin boards, electronic mail, website, and/or other means. This committee also may provide information to journalists, government officials, other organizations, and the general public in the area of challenges and opportunities that early career wildlife professionals encounter in their ongoing development and their involvement in The Wildlife Society, in general, and the Working Group's activities, in particular.

CLAUSE C. ANNUAL MEETING ACTIVITIES - 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 challenges and opportunities that early career wildlife professionals encounter in their ongoing development and their involvement in The Wildlife Society.

CLAUSE D. SECTION AND CHAPTER OUTREACH - When desired by the Executive Board, this committee shall be appointed to work with the Society's Sections and/or Chapters to encourage and facilitate peer-to-peer interaction and information flow concerning professional development opportunities that are relevant and vital to early career wildlife professionals at state and regional levels. When desired by the Executive Board, the committee chair shall appoint representatives of different geographic areas to serve as Section and/or Chapter liaisons / subcommittee chairs for the Working group.

CLAUSE E. MENTORSHIP AND PROFESSIONAL DEVELOPMENT - When desired by the Executive Board, this committee shall be appointed to work with the Society and outside entities to facilitate and/or develop mentorship and professional development programs that are relevant and vital to early career wildlife professionals. This committee may also work with the Outreach Committee and Section and/or Chapter Annual Meeting Program Committees to develop a technical session, workshop, or other activity that addresses challenges and opportunities that early career wildlife professionals encounter in their ongoing professional development and involvement in The Wildlife Society. Additionally, this committee shall actively participate in developing a formal mentorship program within The Wildlife Society.

CLAUSE F. 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 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 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 within the area of challenges and opportunities that early career wildlife professionals encounter in their ongoing development for approval by the Society Council as the official position of The Wildlife Society. After approval from the Society, the Working Group also may initiate draft technical reviews and draft position statements on issues within the area of challenges and opportunities that early career wildlife professionals encounter in their ongoing development for approval by the Society Council as the official position of The Wildlife Society. The Working Group may develop resolutions on issues within the area of challenges and opportunities that early career wildlife professionals encounter in their ongoing development and their involvement in The Wildlife Society 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 "Policy Toolkit". TWS Council must approve all position statements developed by Working Groups prior to their final adoption by the Working Group.

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 is then submitted to the membership for a vote. Approval by two-thirds of the membership voting is required before the statement 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 50 members, and 3) fulfilling the purposes of this charter.

Section 2. DISSOLUTION - The Council of The Wildlife Society may dissolve the Working Group, following a 1-year grace period during which time the Working Group can come back into compliance, if (1) it finds the Working Group is unable to meet the standards established in Section 1 of this Article, (2) if the Working Group fails to file required IRS reports, as set out in Article IV, Section 3, Clause E, for 3 consecutive years. Upon dissolution of the Early Career Professional 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 challenges and opportunities that early career wildlife professionals encounter in their ongoing development and their involvement in The Wildlife Society 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 14 days' notice of the proposed changes have 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 this 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.