

**Meeting Minutes for:**  
**1<sup>st</sup> Annual Meeting of the Nutritional Ecology Working Group of The Wildlife Society**  
**October 1, 2019**  
**7:00–8:30 AM**  
**Treasures B, Atlantis Hotel, Reno, NV, USA**

- I. Welcome and introductions
  - a. Kristin Denryter, Rachel Cook, and Tom Stephenson were introduced as interim working group chair and executive board members, respectively. It was noted that at start-up, these positions are appointed – in three years, they will be filled through elections as outlined in the Charter.
  - b. A sign-in sheet was passed around and 26 attendees signed it (Kristin Denryter did not sign it)
  - c. Attendees were instructed to join the Nutritional Ecology Working Group (NEWG) through the TWS membership portal online and were informed or reminded that the membership dues are \$5 annually
  - d. Tom Stephenson provided an overview of the impetus for initiating the NEWG because of conversations occurring over the last 20 years or so. It was stated that the Comparative Nutrition Society fulfills a unique role, but that it does not fulfill important roles for wildlife managers interested in nutrition. Tom stated that one of the big questions for managers is how nutrition relates to individual performance, herd productivity, and demographics.
- II. Overview of working groups
  - a. Mariah Simmons, TWS Unit Services Manager, covered benchmarks the NEWG has to meet while in interim status. Bench marks are listed in an approval letter from TWS Council (*attached to meeting notes as Appendix A*). One of the primary benchmarks the group needs to focus on meeting is a membership of 30 members by year 2 and 50 members by year 3. The charter for the NEWG (*attached to meeting notes as Appendix B*) is another benchmark and it was approved by TWS Council in March 2019.
  - b. Roles of board members were explained briefly and are covered in the NEWG Charter.
  - c. Mariah also informed the NEWG about ways to promote the working group, including through e-wildlifer announcements, creating a webpage hosted within the TWS website, and developing a social media campaign.
  - d. Evie Merrill noted that working groups can issue statements and can influence council publications. Grant Hilderbrand also suggested the NEWG and its members could be a resource for TWS Council.
- III. Discussions about the vision for the NEWG were initiated, but the vision was not clearly defined and needs to be developed further.
  - a. Important needs that the NEWG can serve were discussed.
    - i. Education was identified as an important need the NEWG can help meet.
      1. Rachel Cook suggested part of the NEWG should focus on getting students to learn the basics and that workshops might be a good avenue to support education and training. Several other attendees supported this sentiment. She also suggested the NEWG could be

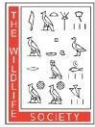
used as a way to more broadly keep folks aware of issues that may arise in the nutritional ecology field (like the fiber issue).

2. Other attendees discussed the lack of wildlife nutrition in university curricula and that there is a role for the NEWG to help develop this curriculum and promote nutritional ecology education in university programs, both at the undergraduate and graduate levels. There was quite a bit of discussion around how to develop such a program. Kevin Monteith asked about integrating nutrition sections into already established coursework. Lisa Shipley expressed concern that a few hours here and there in an already established course isn't enough, but others thought that may be a starting point. There also was discussion of developing content to be taught as part of a multi-day lecture in university courses. Eric Helgren suggested developing an online course that would be housed at one university, but also available to students elsewhere. Perry Barboza offered some concerns with an online system based on his experience with this approach. And there was discussion around how to offer credit for these types of courses or workshops. Two different sources were suggested as a base for such a course: Barboza and Parker's textbook and the soon to be printed Wildlife Techniques nutrition chapter authored by Shipley, Cook and Hewitt which will have an accompanying PowerPoint presentation.
3. Evelyn Merrill asked if the professional certification program had any nutrition element and suggested that may be part of the issue with not getting such a course into curriculums. Question to ponder is whether the NEWG can petition to have the certification program updated to include nutrition?
4. Discussions also ensued about how to approach the National Association of University Fish and Wildlife Professors about supporting development of nutritional ecology courses and curricula.
5. Interest was expressed in getting the NEWG to petition and help facilitate faculty appointments of nutritional ecologists.
6. Training and certification were discussed. Ryan Long and other attendees expressed a desire to have opportunities to work with experts to obtain necessary training to use specific tools that are fundamentally important to nutritional ecology research. Rachel Cook and Perry Barboza responded with some commentary on knowledge versus skill and one shouldn't come without the other.
7. Lisa Shipley identified the potential of hosting a database where results from forage quality assays can be stored and openly available for use.
8. Lisa Shipley also mentioned the need to put together a list of laboratories that provide nutritional ecology services. This list could be hosted on a NEWG website and should include name, contact information, and a generic list of services.
9. Kathy Parker expressed the need for academics to reach out to other potential members and spread the word. She and Tom Stephenson also expressed pulling together resources, potentially in the form of

seminal papers, about nutritional ecology that could be shared as foundational readings for individuals interested in nutritional ecology. Again, something that could be hosted on a NEWG website.

- ii. Student travel awards were supported by several attendees including Kelley Stewart and Grant Hilderbrand. Kelley emphasized the importance of helping fund undergraduates who typically don't have funding to support conference travel.
  - iii. A need to get a more general audience to understand the importance and relevance of nutritional ecology to wildlife management was expressed by several attendees including Perry Barboza and Grant Hilderbrand. One suggestion to accomplish this was to develop a statement on the top five issues in nutritional ecology. Bear issues in Nevada and feeding elk in several states were highlighted as relevant examples. Other ideas were to develop statements explaining how nutritional ecology has changed policy and management and/or to produce summaries of issues in nutritional ecology.
- b. Possible symposia ideas? (2020 in Kentucky and beyond)
- i. Building on the "Top 5" list of nutritional ecology issues in wildlife management, Grant Hilderbrand, Tom Stephenson, and Mark Hurley volunteered to help develop a symposium proposal for the 2020 TWS meeting in Kentucky.
  - ii. A workshop on sampling designs in nutritional ecology was supported by the membership and will be led by Perry Barboza, Rachel Cook, Ryan Long, and Lisa Shipley.
- IV. Open positions within the NEWG were identified. Several individuals volunteered to fill these positions after the meeting, appointments were finalized after the meeting.
- a. Board
    - i. Secretary—Rachel Smiley
    - ii. Treasurer—Stephanie Berry
    - iii. Website and Communications—Dan Thompson
  - b. Tayler LaSharr volunteered to be on the newsletter team during the meeting.
    - i. Editor—Tayler LaSharr
    - ii. Contributors—open to all NEWG members
  - c. Volunteers to help with the 2020 workshop and symposium and recruitment will likely be needed.
- V. Updates from TWS All Working Groups Meeting
- a. There also may be opportunities to submit stories or story ideas to *The Wildlife Professional* and we can follow up about a webinar if there is interest.
  - b. TWS is working to figure out a way to streamline bank accounts for working groups to alleviate headaches associated with transferring bank accounts across state lines when treasurers change.
- VI. Action Items
- a. 2020 Symposium—Grant, Mark, and Tom to lead this effort.
  - b. Newsletter—Kristin will compile meeting notes for the first newsletter and work with Tayler LaSharr, Dan Thompson, and other interested members to develop a newsletter and promotion and outreach team.

- c. Annual report to TWS Council—The annual report to Council is due in January. Kristin will prepare this report and submit it to the membership for review in December.
  - d. 2020 workshop—Perry, Rachel, Ryan, and Lisa to lead this effort.
  - e. Quarterly conference calls with board members and officers. Suggest scheduling one in December.
- VII. Open discussion—other ideas discussed included recruitment and sponsorship. Diversity of membership came up several times. First, Mary Rowland pointed out the need to diversify membership taxonomically because current membership is biased strongly toward ungulates. Second, Eric Hellgren pointed out we also need to diversify geographically as he was the only person in attendance who lives or works east of the Mississippi (given travel restrictions, this may be an artifact simply of the location of the meeting). Third, it was pointed out that while participation by students is needed, there needs to be at least an equal representation of professionals in the group. And fourth, Grant Hilderbrand noted the lack of representation from the management side -- only 4 or 5 attendees were non-academic. Perry Barboza also suggested that we not limit ourselves exclusively to wildlife and offered the suggestion to target Range Society members, particularly those working on livestock-wildlife interactions.
- a. Evelyn Merrill suggested reaching out to sponsors and gave the example that Lotek sponsors the reception hosted by the Canadian Section of TWS.
  - b. Mary Rowland gave the example of WEST Inc. sponsoring the Biometrics Working Group.
  - c. Kevin Monteith suggested we get some momentum and movement to demonstrate who we are and what we're doing so that when we approach potential sponsors, we have something to show them.
- VIII. Meeting was adjourned at 8:10 AM



# THE WILDLIFE SOCIETY

*Leaders in Wildlife Science, Management and Conservation*

March 13, 2019

Dr. Kristin Denryter, Petition Signer  
Nutritional Ecology Working Group of The Wildlife Society

Dear Kristin:

I am writing to provide official notice of action taken on your petition to establish the Nutritional Ecology Working Group of The Wildlife Society, and to provide some guidelines for your future activities. TWS Council approved the Nutritional Ecology Working Group for interim status at its meeting in Denver, Colorado on March 4, 2019. TWS Council considered the petition in light of the requirement that a proposed working group has the potential of benefitting the wildlife profession in general and The Wildlife Society in particular. Congratulations and thank you for your leadership on this important effort.

The Nutritional Ecology Working Group now needs to accomplish specific activities in order to achieve official status. These actions are: 1) develop a draft charter for TWS approval, 2) elect officers, 3) attain a minimum membership of 50 TWS members, and 4) give evidence that the working group is capable of making a substantial contribution to the wildlife profession. Working groups have up to three years to complete these requirements (i.e., until March 4, 2022).

TWS has established annual benchmarks to help gauge progress of working groups. These recommendations should help keep you on track for successful transition to official status. Please prepare a written report each year for the Fall meeting of TWS Council that details your progress in attaining these annual benchmarks.

## **ANNUAL BENCHMARKS**

### **Year One**

- Interim officers appointed
- One or more newsletter or other communication with the working group membership
- Annual report to TWS Council

### **Year Two**

- Interim officers active
- Two or more newsletters or other communications with the working group membership
- Draft charter distributed to membership for review
- 30 members
- Annual report to TWS Council

### **Year Three**

- Interim officers active
- Election of officers completed with new officers to assume leadership at the start of year four
- Two or more newsletters or other communications with the working group membership
- Charter approved by the membership and submitted to The Wildlife Society for approval

## Appendix A: Approval Letter from TWS Council

- Demonstrated activity: for example, working group meeting(s), sponsorship of a symposium or workshop, active committee(s), etc.
- 50 members
- Annual Report to TWS Council requesting official

status Additional guidelines are provided below by subject matter.

**ONE - OFFICERS.** You (or another volunteer) will serve as Interim Chair of the working group until your first election. To assist you in organizing the working group, you should appoint other officers (perhaps Vice Chair, Secretary, and Treasurer). You also may want to appoint specific committees (newsletter, charter, membership, technical session, etc.).

**TWO - CHARTER.** Draft a charter for the working group based on our model. After your membership approves the charter, it must be approved by The Wildlife Society. We are happy to answer questions on your draft charter as they arise. A copy of your charter should be included with your formal request to become an official working group.

**THREE - RECRUITMENT.** TWS will help promote membership in the working group. In addition, you are encouraged to recruit members. All working group members must be TWS members. Of course, individuals may join TWS at the same time as they join the working group.

**FOUR - PROMOTION.** You are welcome to submit updates on the working group for *The eWildlifer* at any time.

**FIVE - MISSION AND ACTION PLAN.** I suggest that together with your core leadership you further define your working group's purpose, scope, and activities. As new members join the working group, seek their input so that together you decide what the working group wants to achieve and how you will go about doing that.

**SIX - BUSINESS MEETINGS.** TWS' annual conference is an important forum for working groups. You should plan on conducting an annual business meeting at these fall meetings. (If you can't attend, someone else from your group can lead the meeting.) Additional meetings may be held throughout the year -- either in conjunction with TWS section or chapter meetings, or other meetings of interest to your membership. This may be a good way to reach people who are unable to attend TWS' annual conference.

**SEVEN - TECHNICAL MEETINGS.** You may want to consider conducting a workshop, symposium, or special poster session at a future TWS Annual Conference. Please note that the deadline for submission of proposals is usually during the prior winter. Selection of workshops, symposia, and special poster sessions is highly competitive and working groups are not guaranteed a space in the program.

**EIGHT - NEWSLETTER/COMMUNICATIONS.** Individuals may begin joining your group as of July 1, 2019 and will expect to hear from you early in the fall so you will want to initiate communications by September 2019 at the latest.

**NINE - FINANCES.** Working Group dues are to be collected only by The Wildlife Society -- either with the annual dues renewal notices or on new member applications (this can be done by mail or online). Difficulties arise when working groups collect dues on behalf of members and forward them to TWS; therefore, we ask that you not do that. Working groups dues will be \$5.00 initially, with TWS retaining \$1.00 per member to help defray our administrative costs. The remaining \$4.00 will be distributed to you quarterly. These quarterly dues payments will be sent to you, unless you let us know otherwise. (You may want to select someone to act as interim treasurer.) Should you need funds in the interim, you may submit a

## Appendix A: Approval Letter from TWS Council

request to me. Any advance funds provided will be reimbursed from future dues payments. Provisions for increasing working group dues are included in the charter.

**TEN - MEMBERSHIP LISTS AND LABELS.** TWS will maintain your working group's membership list. By acting as a central clearing house for dues, change of addresses, mailing labels, etc., we hope to make it a simple process for members and working group leaders. New member lists will be available to you (or whomever you appoint as interim officers and committee members) 24/7 through [TWS' Your Membership](#).

Obviously, this is a big job and I hope you will recruit a team to work with you. Please keep us informed of your efforts and feel free to call or email for help.

Thank you again for your leadership on this effort.

Sincerely,



Mariah Simmons  
Unit Services Manager

cc: Ed Thompson, TWS Chief Executive  
Officer Dr. Darren Miller, TWS President  
Dr. Katherine Parker, Petition  
Signer Dr. Lisa Shipley, Petition  
Signer Mary Rowland, Petition  
Signer  
Dr. L. Embere Hall, Petition  
Signer Dr. Kevin Monteith,  
Petition Signer Stephanie Berry,  
Petition Signer  
Dr. Scott McWilliams, Petition  
Signer Dr. Rachel Cook, Petition  
Signer  
Dr. John Cook, Petition Signer  
Dr. Dave Gustine, Petition  
Signer Dr. David Hewitt,  
Petition Signer  
Dr. Brian Washburn, Petition Signer  
Dr. Grant Hilderbrand, Petition  
Signer Dr. Thomas Stephenson,  
Petition Signer

**CHARTER OF THE NUTRITIONAL ECOLOGY WORKING GROUP  
OF THE WILDLIFE SOCIETY, INC.**

Approved by The Wildlife Society, March 4, 2019

**ARTICLE I. NAME, SCOPE, AND AFFILIATION**

Section 1. NAME - The name of this organization shall be the Nutritional Ecology 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 the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the application of methods for research related to nutritional ecology of wildlife. Herein, nutritional ecology is defined as the science of relating an animal to its environment through nutritional interactions and involves nutritional requirements, food availability and qualities, foraging and life history strategies under different environmental conditions, changes in body mass and condition, with implications to reproduction, survival, and population performance.

Section 3. AFFILIATION - The Nutritional Ecology 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, and relative to the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats the Nutritional Ecology Working Group's goals are:

- *Develop and maintain professional standards for wildlife research and management and the application of methods for research related to nutritional ecology of wildlife.*
- *Facilitate communication and the exchange of information among members of The Wildlife Society interested in advancing the science of nutritional ecology.*
- *Advance professional stewardship of wildlife resources and their habitats in the context of nutritional ecology.*
- *Encourage use of sound biological information for wildlife policy decisions.*

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



## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

- *Enhance knowledge and technical capabilities of wildlife professionals relative to nutritional ecology and the application of methods for research related to nutritional ecology of wildlife.*
- *Increase public awareness and appreciation of nutritional ecology in wildlife management.*

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 experienced in the study of nutritional ecology and the application of methods for research related to nutritional ecology of wildlife through meetings, symposia, workshops, newsletters, specialty publications, and other means.*
2. *Help biologists understand sampling methods, and work with biologists to collect data accurately and consistently, for studies of nutritional ecology.*
3. *Promote membership in The Wildlife Society to wildlife professionals interested in nutritional ecology.*
4. *Make recommendations to The Wildlife Society Council for specific actions by the Society concerning nutritional ecology.*
5. *Develop draft technical reviews, position statements, and other materials concerning nutritional ecology for consideration by the Society Council.*
6. *Provide information and technical assistance to Wildlife Society members concerning nutritional ecology and the application of methods for research related to nutritional ecology of wildlife.*
7. *Provide information and technical assistance to journalists, government officials, other organizations, and the general public concerning nutritional ecology and the application of methods for research related to nutritional ecology of wildlife.*

### **ARTICLE III. MEMBERSHIP**

Section 1. MEMBER - Membership in the Nutritional Ecology Working Group shall be available to any member in good standing of The Wildlife Society with an interest in the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and advancing the science of nutritional ecology. 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, 2019 shall be considered charter members.

Section 3. DUES - Annual dues shall be payable by each Working Group member to The Wildlife Society headquarters at the time of annual TWS membership renewal. Annual dues shall be initially set by the Working Group Executive Committee and may be increased or decreased by a simple majority vote of the Working Group members. Members who have not paid their annual dues to The Wildlife Society 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 of the Working Group shall nominate a slate of candidates for each of the elective positions, namely: Chair-elect, Secretary, Treasurer, and 2 additional Board Members, from the Working Group membership. 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.

## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

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.

CLAUSE F. All nominees must be members in good standing of The Wildlife Society.

Section 2. BALLOTING - Electronic ballots shall be received from the members by election deadlines 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. The candidate receiving the greatest number of votes on the electronic ballot shall be declared elected. In the case of a tie, each of the five officers sitting prior to the election (Chair, Chair-elect, Secretary, Treasurer, and immediate Past Chair) shall cast a ballot. The candidate receiving the greatest number of votes in the tie-breaker shall be declared elected.

Section 3. OFFICERS - Officers of the Nutritional Ecology Working Group shall consist of a Chair, Chair-elect, Secretary, Treasurer, and immediate Past Chair. All officers must be members in good standing of The Wildlife Society. 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. In the event the Chair-elect cannot serve in the Chair's absence, the Executive Board shall appoint a Chair, *pro tempore*. Upon completion of a full term as Chair-elect, the Chair-elect succeeds to the position of Chair.

## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

CLAUSE C. PAST CHAIR - The immediate Past Chair shall perform any duties assigned by the Chair and will head the election and nominations committee.

CLAUSE D. SECRETARY - The Secretary shall be responsible for maintaining files and records (Article VI, Section 4) of the Working Group. Duties shall include recording 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 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; 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; and preparing an annual budget for approval by the Executive Board.

CLAUSE F. OFFICER REMOVAL - In the case that an officer fails to fulfill his or her duties for two months or longer, he or she may be removed by a simple majority vote of the other board members.

Section 4. BOARD MEMBERS - The 2 Board Members shall perform any 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.

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. 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. All appointees shall conform to the criteria for nominees found in Article IV, Section 1, Clause A, D, and E.

### **ARTICLE V. MEETINGS**

## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

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 20% percent of the membership or 15 members in good standing, whichever is less.

CLAUSE D. MEETING RULES - Order of business and parliamentary procedures at meetings shall follow *The Standard Code of Parliamentary Procedure (Sturgis)*, 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 30 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 *The Standard Code of Parliamentary Procedure (Sturgis)*, 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

## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

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 Executive Director. 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). 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.

Section 4. FILES - The Working Group shall maintain files containing: Bylaws of The Wildlife Society, Charter of the Nutritional Ecology 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 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 AND ELECTIONS - See Article IV, Section 1.

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 the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife.

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 concerning the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife 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 bulletin boards, electronic mail, or other means. This committee also may provide information to journalists, government officials, other organizations, and the general public concerning the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife, in general, and the Working Group's activities, in particular.

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 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.

## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

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 concerning the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife 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 concerning the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife for approval by the Society Council as the official position of The Wildlife Society. The Working Group may develop resolutions on issues concerning the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife 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 Guidelines" (<http://wildlife.org/network/tws-local/annual-reporting/>). 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



## Appendix B: Approved Charter for TWS Nutritional Ecology Working Group

a majority 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 Nutritional Ecology 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 the role of nutritional ecology in the management, conservation, and recovery of wildlife and their habitats and the technical application of methods for research related to nutritional ecology of wildlife 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 ballot, or at any membership meeting 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. A signed absentee ballot may be submitted to the Nominating and Elections Committee by a member prior to the scheduled time for counting ballots.

Section 2. CONFORMANCE - No amendment to this charter shall be enacted that results in a conflict with the Bylaws of The Wildlife Society. 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 Council of the Society.