

**CHARTER OF THE STUDENT DEVELOPMENT WORKING GROUP
OF THE WILDLIFE SOCIETY, INC.**

**Organized: March 25, 2010
Amended and Approved: October 18, 2019**

ARTICLE I. NAME, SCOPE, AND AFFILIATION

Section 1. NAME - The name of this organization shall be the Student Development 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 development and advancement of students within the wildlife field.

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:

- Increase awareness and appreciation of the benefits of student membership in The Wildlife Society
- Serve as the voice of the student membership within The Wildlife Society as a whole
- Provide practical professional experiences and skills to students through activities at The Wildlife Society annual conferences
- Facilitate communication and networking between students and professional members of The Wildlife Society
- Enhance knowledge and technical capabilities of students within the wildlife field
- Increase student membership in The Wildlife Society
- Foster and prepare the new generation of wildlife professionals

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

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

1. *Provide regular communication among members of the Society through meetings, symposia, workshops, newsletters, specialty publications, and other means.*
2. *Promote membership in The Wildlife Society to students interested in student professional development*
3. *Make recommendations to The Wildlife Society Council for specific actions by the Society in the area of student professional development*
5. *Provide information and technical assistance to Wildlife Society members in the area of student professional development*

ARTICLE III. MEMBERSHIP

Section 1. MEMBER - Membership in the Working Group shall be available to any member of The Wildlife Society with an interest in student professional development. 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 March 1, 2010 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 a simple 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. Student members of The Wildlife Society may receive complimentary membership to the Working Group.

ARTICLE IV. ELECTIONS, OFFICERS, AND EXECUTIVE BOARD

Section 1. NOMINATIONS - The Nominating and Elections Committee shall nominate a slate of at least two candidates for each of the elective positions, namely: Chair-elect,

Secretary, and Treasurer 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.

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. Nominees must be currently enrolled or have been enrolled in an associates, bachelors, masters, or PhD program at an accredited postsecondary education institution no more than twelve months from the election date.

Section 2. **BALLOTING** – Balloting will occur online through the official The Wildlife Society website. 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. Balloting will occur over a period of no less than 14 days.

CLAUSE C. A signed absentee ballot may be submitted to the Nominating and Elections Committee by a member prior to the scheduled time for counting ballots.

CLAUSE D. The candidate receiving the greatest number of votes on the written or electronic ballot shall be declared elected.

Section 3. **OFFICERS** - Officers of the Working Group shall consist of a Chair, Chair-elect, Secretary, Treasurer and immediate Past Chair. The Executive Board may elect to include up to two additional Board Members. 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 ad hoc 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. The Chair-Elect will serve as the chair of the Nominating and Elections Committee. 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.

CLAUSE C. PAST CHAIR - The immediate Past Chair shall perform any duties assigned by the Chair. The Past Chair will serve as the chair of the Awards 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. In the event the Secretary cannot attend an Executive meeting, the Chair shall appoint another Executive Board member to fill this responsibility.

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; and preparing an annual budget for approval by the Executive Board.

CLAUSE F. BOARD MEMBERS AT LARGE - The Executive Board may choose to solicit nominations for up to two board members at large to serve on the Executive Board. Duties shall be assigned by the Chair as needed.

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.

Section 6. TERM OF OFFICE - The officers serve for approximately 1 year; are inducted at the Annual Meeting; assume office immediately following the Annual Meeting; and, unless reelected, terminate their duties at the conclusion of the following Annual Meeting, or at such time as their successors are elected and installed.

Section 7. REMOVAL FROM OFFICE - In the event that Officers are unable to fulfill required duties, they may be removed from office. The process of removal is as follows:

CLAUSE A. GROUNDS FOR PROBATION - An officer may be removed for failing to adhere to The Wildlife Society Code of Ethics, failing or neglecting the performance of duties devolved upon an officer, engaging in improper conduct or conduct contrary to the best interests of The Wildlife Society, violating these Bylaws, or other causes.

CLAUSE B. PROBATIONARY PERIOD – Upon agreement of four of the five members of the executive board, the officer will be placed in a probationary state for a period of no less than 45 days.

CLAUSE C. TERMINATION OF OFFICE – If an officer's conduct does not change within the probationary period, the officer may be removed from office upon agreement of four of the five members of the executive board. The officer's removal will result in a vacancy to be filled in accordance with Article IV, Section 8.

Section 8. 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

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 50 percent of the membership or 10 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. The Executive Board may meet in-person or virtually by conference call or electronic real-time communication.

CLAUSE A. FREQUENCY - The Executive Board shall meet in-person at least once a year, generally in conjunction with the Annual Meeting of the Working Group, at least two additional times in-person or virtually, 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 in-person Executive Board 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 in-person Executive Board meetings, but they may not vote at such meetings. Members may attend upon virtual meetings of the Executive Board upon request.

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 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 July 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 Student Development 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. 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 in the area of student professional development, in general, and the Working Group's activities, in particular.

CLAUSE C. AUDIT - This committee shall review the financial records and supporting 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.

Clause D. AWARDS – This committee shall facilitate the advertisement, judging, and administration of awards, and grants offered by the Working Group.

Clause E. INTERNATIONAL – This committee shall facilitate communication and coordination with students outside the United States who may have unique perspectives and challenges in order to ensure representation and advocacy in Working Group activities.

Section 3. SPECIAL COMMITTEES - The Working Group Chair with majority approval of the Executive Board shall appoint any special committees necessary to accomplish the Working Group's goals, objectives, and activities.

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 within the area of student professional 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 student professional 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 student professional development 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/>). The Wildlife Society 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 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 Student Development 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 student professional development 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 (Article IV, Section 2, Clause B).

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.