

LEARN. NETWORK. ENGAGE.



THE WILDLIFE SOCIETY
**SECTIONS &
CHAPTERS**

**RESOURCE
GUIDE**

AUGUST 2022

MISSION OF THE WILDLIFE SOCIETY

To **inspire, empower, and enable** wildlife professionals to sustain wildlife populations and habitats through science-based management and conservation.





THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

Congratulations on becoming a TWS Section or Chapter officer!

For more than 85 years, The Wildlife Society has served as a leader in wildlife science, conservation, and management. As an officer of a TWS Section or Chapter you now join the Society's important network of local and regional leaders across more than 200 organization units in North America and beyond.

While being elected to your organization unit's Executive Board is a tremendous honor, the role is more than honorary. Serving on an Executive Board is an exciting and rewarding experience, but can at times be challenging. This resource guide was developed to help clarify some of your responsibilities and provide an overview of TWS and your Section's or Chapter's role within the Society.

Whether you're a new or continuing member of TWS, we hope you find this Resource Guide helpful in navigating your responsibilities as a Section or Chapter leader.

In the early beginnings of TWS in the 1930s and 40s, there were just around four Sections or Chapters. As the decades passed, the number of organization units grew, with the Society having over 200 organization units today across North America. While TWS works to engage members on a large-scale and international level, our Sections and Chapters play an important role in member engagement at the regional and local levels.

Section and Chapter officers have many responsibilities throughout the year, some of which may already be familiar, such as organizing meetings and communicating to the membership. This resource guide details several other important responsibilities related to Section and Chapter management, such as tax reporting and bylaws requirements.

Exciting and meaningful work is being done at all levels of TWS, some of which is highlighted on page 13 of this document. Learn more about other Sections and Chapters accomplishments and perhaps find inspiration, too.

TWS Staff and Council are always here to offer assistance to our Sections and Chapters so please don't hesitate to contact TWS with questions, comments, or suggestions.

Thank you for your dedication to our mission.

"We are The Wildlife Society!"

425 Barlow Place, Suite 200, Bethesda, MD 20814 • 301-897-9770 • tws@wildlife.org

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“All ethics so far evolved rest upon a single premise: **that the individual is a member of a community of interdependent parts.** The land ethic simply enlarges the boundaries of the community to include soils, waters, plants and animals, or collectively the land.”

Aldo Leopold, The Land Ethic, A Sand County Almanac



TWS STRUCTURE AND OPERATIONS

LEADERSHIP TEAM

TWS is governed by a 12-member Council. The Council is composed of the President, President-Elect, Vice-President, and Immediate Past President, and eight Voting District Representatives (one from each of TWS's seven U.S. voting districts and one from Canada).

The CEO/Executive Director serves as the Corporate Secretary and attends all Council meetings. The Student Development Working Group also nominates a Student Liaison to Council as a non-voting participant at Council meetings to share the perspective of students on Society issues.

The Immediate Past President serves as Corporate Treasurer.

Officers are elected by the full TWS membership. Representatives are elected by TWS members living in a Voting District.

The Society's staff work remotely and include the Chief Executive Officer, the Director of Wildlife Policy and Communications, and the Director of Operations.

View current [TWS Leadership](#).

BYLAWS

The governance of the Society and all principles and policies set by Council must be in accordance with provisions of the Certificate of Incorporation, TWS Bylaws, and Statutes of the District of Columbia.

Similarly, all organization unit bylaws—where not in conflict with local laws and regulations—must be in substantial conformance with TWS Bylaws.

View [TWS Bylaws](#).

VISION & VALUES

The Wildlife Society is a strong and effective voice in representing wildlife conservation and management, and ensuring sustainable wildlife populations in healthy ecosystems.

To remain a leader in wildlife science, management, and conservation, TWS requires the highest standards of ethical conduct from each staff member as they perform their duties and engage in fulfilling the mission of the Society.

The same expectations of professionalism, honesty, and integrity extends to all TWS members and organization unit leaders.

View [TWS Code of Ethics](#).

STRATEGIC PLAN & ANNUAL GOALS

Every five years, TWS develops a set of core strategic priorities and plans for how to improve or maintain performance in those core strategic areas. The Society's most recent Strategic Plan focuses on: wildlife sustainability, leadership, member services, organizational integration, and the Society's sustainability.

Progress on these strategic priorities is driven through annual operations plans for TWS' four core program areas, which include: Meetings, Publications, Government Affairs, and Certification.

View the [TWS 2019-2023 Strategic Plan](#).

TWS STAFF

It takes our collective effort to advance the TWS mission. "[Meet](#)" the dedicated TWS staff helping to facilitate and achieve the Society's annual goals.

STRATEGIC PLAN AND CORE PROGRAM AREAS

MEETINGS

The Wildlife Society's [Annual Conference](#) is one of the largest gatherings of wildlife professionals in North America. For more than 25 years, TWS has hosted this unique and informative event that provides more than 40 networking opportunities through working groups, meetings and receptions as well as more than 950 educational opportunities that encourage discussion and collaboration.

Many TWS Sections and Chapters also host their own, separate meetings throughout the year. View a complete list [here](#).

GOVERNMENT AFFAIRS

Society staff and volunteers monitor legislation and other policies affecting wildlife professionals and their work and provide science-based input to policy makers. The [Government Affairs Program](#) oversees the development of Technical Reviews of current issues pertaining to wildlife conservation, and Council develops Position Statements and other [policy engagement documents](#) that reflect the views of wildlife professionals.

In 1990, TWS membership approved a membership dues increase to create a Policy Director position, though, TWS' role influence in the policy arena dates to the Society's inception.

TWS members and organization unit leaders may engage in policy through TWS' [Conservation Affairs Network](#), which engages and unifies the efforts of The Wildlife Society, its 200+ units, and over 10,000 members to advance wildlife conservation policy issues at national, regional, and local levels.

TWS also has a [Policy Toolkit](#) and other [Policy Resources](#) for insights and guidance on how best to engage in wildlife policy.

PROFESSIONAL DEVELOPMENT & CERTIFICATION

The Society initiated a [Certification Program](#) in 1977, providing certification that individuals met educational and experience criteria to be recognized as Certified Wildlife Biologists®. An Associate Wildlife Biologist® Certification was established to recognize individuals who achieved educational requirements, but lacked requisite experience. There are currently over 500 Associate Wildlife Biologists® and 1,900 Certified Wildlife Biologists® among TWS' membership.

Organization units may submit their events for pre-approval of [continuing education credits](#) (CEUs).

PUBLICATIONS

The Society publishes scientific journals, technical reviews, position statements on policy issues, and books. Volume 1 of *The Journal of Wildlife Management* was published in 1937 as the premier outlet for applied science in wildlife conservation.

In 2007, [The Wildlife Professional](#) emerged as a magazine designed to provide current information, news, and analysis in a popular format to practicing wildlife professionals. Now published six times per year, the magazine is a highly valued member benefit.

Since January 2017, TWS made online access to *The Journal of Wildlife Management*, *Wildlife Monographs*, and *Wildlife Society Bulletin* a member benefit. In 2023 the *Wildlife Society Bulletin* transitioned to open access.

TWS staff also publish more than 700 articles on [the website](#) each year and members receive 52 editions of our weekly *eWildlifer* member newsletter.

ORGANIZATION UNITS

WE ARE...

THE WILDLIFE SOCIETY!

BACKGROUND

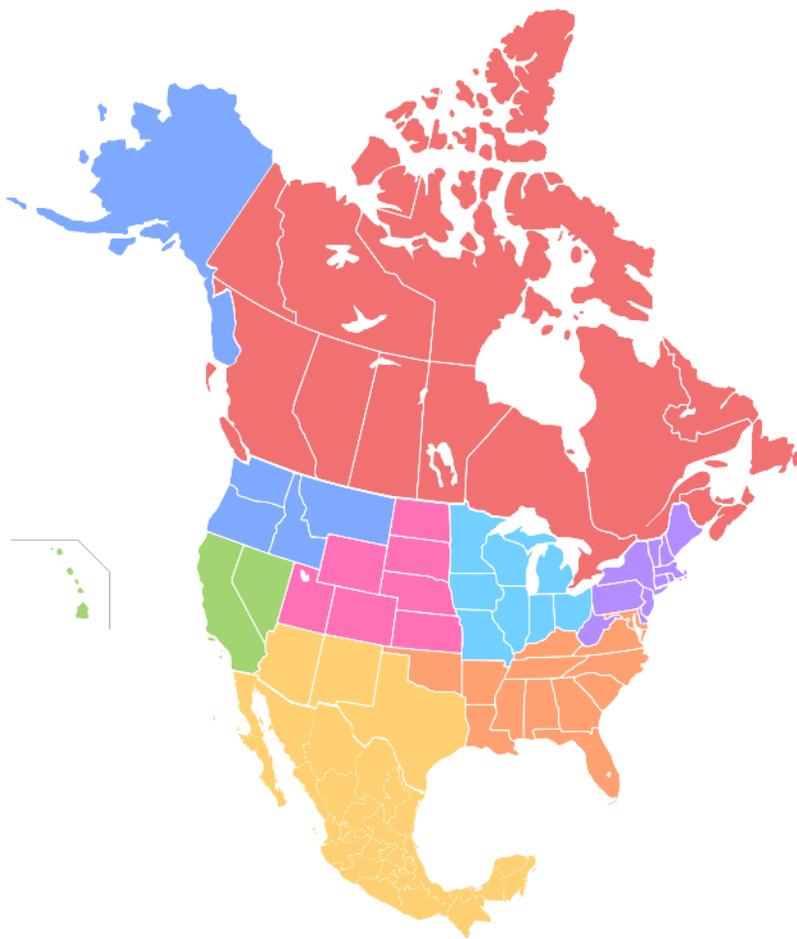
TWS includes 8 Sections, 56 Chapters, and 148 Student Chapters, with more on the way. A Section, Chapter, or Student Chapter are also referred to as an **organization unit** of The Wildlife Society. Similar to organization units, but without geographic boundaries, TWS also has Working Groups.

Sections of The Wildlife Society provide regional networks in North America. Each section encompasses several states, provinces, or republics. Sections promote networking, cooperative efforts and the exchange of information among wildlife professionals and The Wildlife Society's chapters in a geographic area. **NOTE:** The term "Section" refers to the operating organization unit of TWS. The boundaries of these Sections currently coincide with the geographic area used for electing a representative to Council, or Voting Districts. TWS members living within a Voting District are not automatically members of a Section and Section members do not need to be TWS members.

Chapters of The Wildlife Society generally use a state or province boundary to define their memberships, although more or less than one state or province may be served by a chapter, depending upon local membership needs. Each chapter has its own bylaws, officers, events and activities that support the mission of The Wildlife Society.

Student chapters are based at college campuses across North America and operate much like TWS chapters but must have a faculty advisor.

Working groups are forums for members with common professional interests to network, exchange information and promote science-based decision making and management of wildlife and its habitats. Working groups publish newsletters, hold meetings, conduct policy analysis, and organize technical symposia and workshops.



- Canadian Section
- North Central Section
- Northwest Section
- Southwest Section
- Central Mountains and Plains Section
- Northeast Section
- Southeastern Section
- Western Section

TWS TRADEMARK AND TERMINOLOGY

TRADEMARK

The Wildlife Society holds a trademark on its name and logo, meaning that use of the mark is restricted and may only be used by express approval of TWS.

Int. Cls.: 16 and 36

Prior U.S. Cls.: 2, 5, 22, 23, 29, 37, 38, 50, 100, 101 and 102

Reg. No. 3,222,387

United States Patent and Trademark Office Registered Mar. 27, 2007

TRADEMARK
SERVICE MARK
PRINCIPAL REGISTER



Official organization units of TWS are authorized to use the name and logo of the Society as long as such use is consistent with the TWS Terminology and Style Guide provided herein.

TWS TERMINOLOGY

Many members refer to The Wildlife Society as the National Society. However, TWS is an international organization and therefore TWS should NOT be referred to as “National.”

When referring to the organization, use the name ‘The Wildlife Society’ or ‘the Society,’ and...

‘The’ in ‘The Wildlife Society’ should always be capitalized because it’s part of the organization’s name.

Name: Organization units should be referred to as _____ Chapter or Section or Student Chapter or Working Group of The Wildlife Society. For example,

- The Central Mountains and Plains Section of The Wildlife Society
- The Alaska Chapter of The Wildlife Society
- The University of California – Davis Student Chapter of The Wildlife Society
- The Forestry and Wildlife Working Group of The Wildlife Society

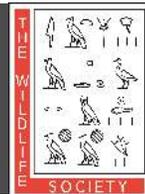
All subsequent references in a single communication may simply read ‘the Section’, ‘the Chapter’, ‘the Student Chapter’, or ‘the Working Group’.

Acronyms: When abbreviating the name of your Section or Chapter TWS suggests including the abbreviation for your state or province at the beginning since there are many states and provinces that begin with the same letter. For example,

- The Maine Chapter of The Wildlife Society = METWS
- The Missouri Chapter of The Wildlife Society = MOTWS

If both the Maine and Missouri Chapters used MCTWS as their acronym, with MC standing for Maine Chapter or Missouri Chapter, they would not be easily distinguished.

TWS STYLE GUIDE

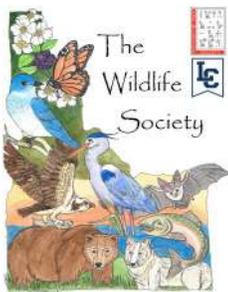


STYLE GUIDE

The image of the Society is very important. It's steeped in over 80 years of history and is the most immediately recognizable aspect of the Society. It's important that we protect this image and all of the goodwill associated with it.

Process for approving logo: All Section and Chapter logos that include The Wildlife Society's name and/or official logo (shown in the top right) must be reviewed and approved by TWS. Please submit these designs to Jennifer Murphy at jmurphy@wildlife.org for review prior to publication/printing.

Examples of Section and Chapter logos:



Letterhead: TWS' letterhead includes the following image:



Sections and Chapters are welcome to follow a similar, **but not exact**, letterhead format. Please ensure that you include the name of your Section or Chapter in the header, in order to avoid confusion with The Wildlife Society.

Examples of Section and Chapter letterheads:



**Northeast Section
The Wildlife Society**
<http://wildlife.org/ne-section/>



**OREGON CHAPTER
OF THE WILDLIFE SOCIETY**
PO Box 2378
Corvallis, OR 97339



**THE WILDLIFE SOCIETY
ALASKA CHAPTER**

The Alaska Chapter of The Wildlife Society strives to enhance the ability of wildlife professionals to conserve biological diversity, sustain productivity, and ensure responsible use of wildlife resources in Alaska for the benefit of society.



Sponsor/Donor Recognition: When sponsoring or donating towards an event, be sure the name is published as '_____ Section/Chapter of The Wildlife Society', not just 'The Wildlife Society' in order to avoid confusion.

FREE SERVICES FOR ORGANIZATION UNITS

DUES COLLECTION AND DEPOSIT

TWS collects any Section and Chapter dues paid through our office and distributes them on a quarterly basis to the appropriate organization units. All Sections and Chapters are required to enroll in direct deposit.

PROMOTION

TWS will cross-promote your meetings, activities, and announcements on wildlife.org, in the *eWildlifer*, and on our social media platforms ([Instagram](#), [Facebook](#), [LinkedIn](#), and [Twitter](#)).

CONFERENCE CALLS

TWS will set up conference calls for your Section or Chapter through our conference call service. This option is also open to callers from Canada and there is a maximum of 50 callers.

NEWSLETTER CONTENT

TWS will occasionally submit content for your newsletters, and we may also cross-promote content from your newsletters on wildlife.org, in the *eWildlifer*, and on our social media platforms.

TAX FORM SUBMISSION

For all Sections or Chapters included on TWS' group exemption with the IRS, TWS will submit the Form 990-N on your behalf, if your gross revenue has averaged less than \$50,000 for the past three consecutive years. A completed tax report form is required in order for us to submit the Form 990-N. More details are available on pages 10-11.

MEETING SPACE AT CONFERENCE

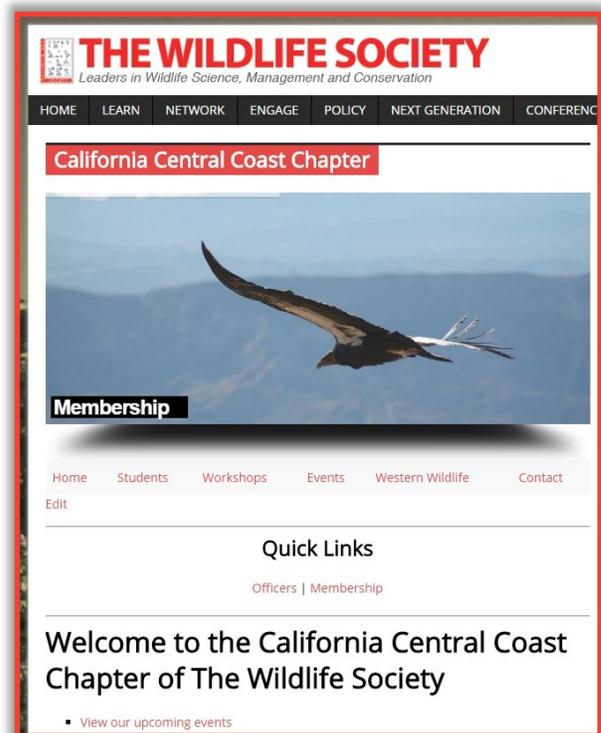
TWS reserves meeting/reception space for any organization units interested in meeting during TWS' Annual Conference.

ONLINE ELECTIONS

TWS is available to run online elections for Sections and Chapters that have online elections already part of their bylaws.

WEBSITE MANAGEMENT

Organization unit websites can be hosted on wildlife.org. TWS Staff will make all necessary web changes/edits throughout the year. A list of all Section and Chapter websites may be viewed at wildlife.org/sections-chapters.



The homepage of the California Central Coast Chapter of TWS' website, made possible through the free services offered by TWS.

TWS ANNUAL REPORTING REQUIREMENTS

This information and corresponding forms is also available on The Wildlife Society's [website](#).

MEMBERSHIP REQUIREMENT

Bylaws require all elected Section and Chapter officers to be members of The Wildlife Society for their entire term of office. Officers may join TWS and view a list of member benefits at wildlife.org/join/.

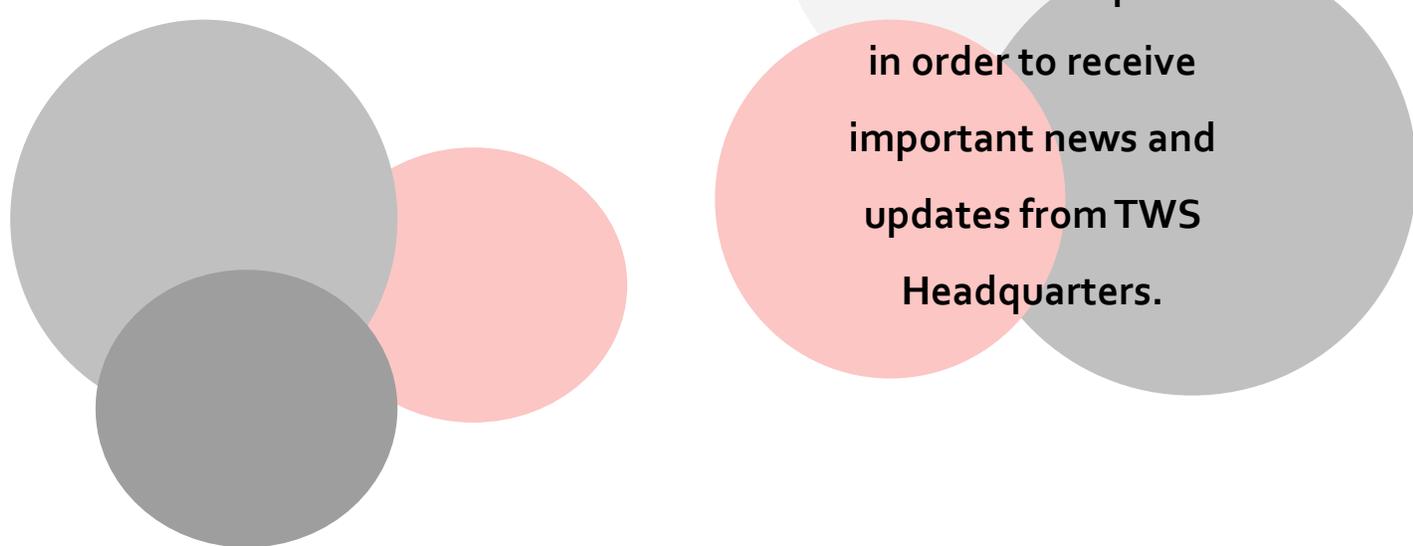
EXTREMELY IMPORTANT: Any Sections or Chapters that fail to meet any annual reporting requirements risk dissolution, per TWS and Section/Chapter bylaws. In the event that this happens, Council will be consulted and a letter will be issued to the Section or Chapter stating that they have one year to come back into compliance. If they are still out of compliance after one year, they will be dissolved. TWS Staff is available to assist your Section and Chapter in any way and to ensure this type of action doesn't become necessary.

PAPERWORK REQUIREMENTS

Submit the following forms to Jennifer Murphy at jmurphy@wildlife.org.

- **Tax report form** (aka calendar-year financial statement) due by January 31 of each year
- **Annual report** by January 31 of each year
- **Officer report form** due within 20 days of any election (and following any other change in officers)

When emailing the updated officer report form, please copy the corresponding [Section Representative to Council](#) on this email communication.



Up-to-date officer information is imperative in order to receive important news and updates from TWS Headquarters.

TAX REPORTING REQUIREMENTS

FEDERAL TAXES (U.S.)

All U.S.-based Sections and Chapters are included on The Wildlife Society's group exemption with the IRS, which provides the Section or Chapter with 501(c)3 status.

In order for TWS and its Sections and Chapters to stay in compliance with the IRS, a Form 990 must be submitted annually.

- Form 990N (aka e-postcard): For Sections and Chapters whose yearly gross revenue has been less than \$50,000 for the past three consecutive years. **This is the form that 95% of Sections and Chapters submit.** TWS Staff will submit this form on your behalf by May 15 of each year, based on the information provided on your tax report form.
- Form 990EZ: For Sections and Chapters whose yearly gross revenue has been more than \$50,000 for the past three consecutive years or for those

Sections and Chapters that paid for lobbying – must be submitted to IRS by May 15 each year; forward confirmation to Jennifer Murphy at jmurphy@wildlife.org, by May 15. TWS staff is not able to submit this form on your behalf.

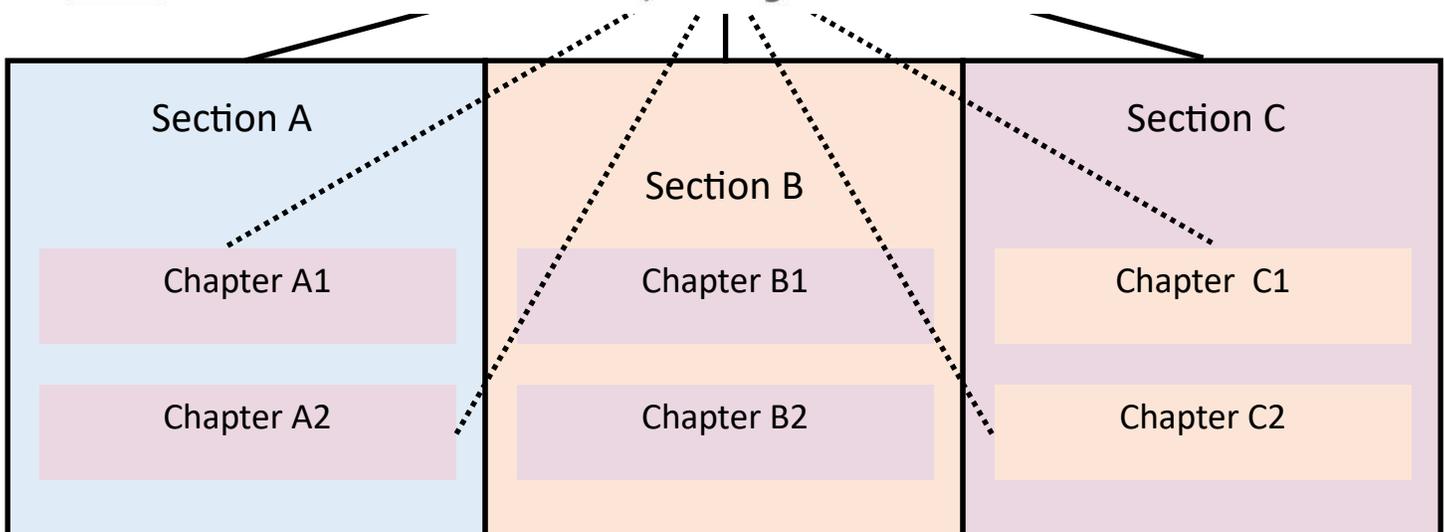
Sections and Chapters can lose their tax-exempt status and face considerable fines if they fail to file required reports to the IRS. To understand your responsibilities in this important area, download and review the [Subunit IRS Reporting Requirements document](#).

EXTREMELY IMPORTANT: Any Sections or Chapters that do not file their e-postcard for three consecutive years will lose their tax-exempt status and risk TWS continuing in good standing with the IRS. Further, compliance with federal tax laws does not guarantee compliance with state and local registration and/or tax laws. Additional state reporting requirements may exist. Visit your Secretary of State's website for additional details.



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation



The above graphic depicts the direct relationship that every Section and Chapter has with TWS. Both Section and Chapters are directly linked to TWS (for example, via the bylaws and the group exemption letter). Chapters are also organized under the regional Section.

OTHER IMPORTANT REQUIREMENTS/REMINDERS

DOWNLOAD MEMBERSHIP ROSTERS

Members of The Wildlife Society may join your Section or Chapter via TWS' website and paper renewals. **Please download these rosters each month** from [Your Membership](#) to ensure that all of your members are receiving communications from your Section or Chapter. Instructions available [here](#). Please note, this information will need to be combined with the members that have joined your Section or Chapter directly.

UPDATE THE BYLAWS AND SUBMIT FOR APPROVAL

Section and Chapter bylaws should be reviewed every one to three years to ensure that (1) they're still compliant with the model bylaws and (2) that they still accurately reflect the Section's or Chapter's mission, goals, and operations. Once approved by the membership, the changes must be submitted to TWS for final approval. If bylaws are revised, the new revision must be approved by the Society before becoming effective, per TWS bylaws.

DUES CHANGES

By April 30 of each year, submit a [Dues Renewal Form](#) to request dues changes, which will go into effect July 1 of that same year.

Please note, TWS cannot guarantee that members will submit the most up-to-date renewal form along with dues payments. Therefore, if the incorrect amount of dues is paid via mail to TWS Headquarters, the Section or Chapter must determine whether or not they wish to contact the individual and obtain the correct amount of money. This form only needs to be submitted if dues are being changed.

BEWARE OF FRAUDULENT EMAILS

Your Section or Chapter may receive fraudulent emails from someone posing as the President and requesting money or gift cards. The email may even appear to be coming directly from the President's email address and the scammers seem to find this contact information on your Section or Chapter website. **Please stay alert and make sure your Executive Board has a specific protocol in place for paying bills.**

Please be sure to blind copy (bcc) your members on all email blasts in order to protect their privacy.



An American pika (*Ochotona princeps*) reviewing its domain of Gray's Peak, Colorado. ©Kristina Harkins

SECTION AND CHAPTER ACCOMPLISHMENTS

CONSERVATION AFFAIRS NETWORK ACTIVITIES

Many Sections and Chapters have a Conservation Affairs Committee (CAC), which is part of the [Conservation Affairs Network](#) (CAN). CAN offers numerous opportunities to engage on wildlife policy important to your region and to broader conversations on wildlife management and policy.

- [B.C. Chapter supports endangered species legislation](#)
- [Northeast Section releases position on forest management](#)
- [Western and Southwest Sections weigh-in on border wall](#)

Browse TWS' [policy library](#) to view other documents submitted by organization units.

OTHER ACTIVITIES

Western Section: *The Wildlife Confessional*
The Western Section of The Wildlife Society developed [The Wildlife Confessional: An Anthology of Stories](#), a collection of short stories by wildlife biologists that endeavors to show the humor and poignancy in their day-to-day adventures.

Northeast Section field course

The Northeast Section of The Wildlife Society hosts an annual [field course](#) each May in Vermont, which provides hands-on experience in a variety of skills.

RECOGNITION

- [North Carolina Chapter receives award](#)
- [Tourism Winnipeg recognizes TWS conference success](#)

CHAPTER OF THE YEAR AWARD

Active and effective Chapters are needed to achieve The Wildlife Society's goals, many of which are best addressed at the state/provincial or local level. Chapters also strengthen the Society's membership recruitment and retention efforts by providing opportunities for member involvement in Society activities. The [Chapter of the Year award](#) pays tribute to and recognizes exceptional achievement. Chapters are encouraged to nominate themselves for this award.

HOST WORKSHOPS

- [Colorado Chapter to host sagebrush workshop](#)
- [Learn about Blanding's turtles with the New York Chapter](#)
- [Riparian bird workshop set for California](#)

Check out <http://wildlife.org/category/twsnews/> for other Section and Chapter highlights.

Have a success story or exciting Section/Chapter news that you want to share? Contact jmurphy@wildlife.org to discuss highlighting this news via wildlife.org.

The news highlighted above was selected at random.

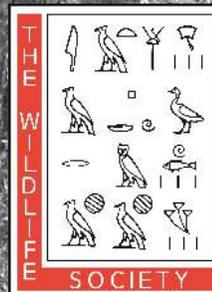


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Page 3: From the top down, ©Cameron Kovach; ©BLM; ©Cameron Kovach; ©Carly and Art.

Back Cover: ©NC Wetlands

Contact TWS:

Jennifer Murphy

Certification and Outreach Manager

jmurphy@wildlife.org