

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

**Organized: March 25, 2010**

**Amended and Approved: September 5, 2024**

**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 SDWG.

Section 2. SCOPE - SDWG 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 SDWG 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, the SDWG goals are to:

- Increase awareness and use 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 workshops, webinars, and at The Wildlife Society annual conference events
- Facilitate communication and networking between students and professional members of The Wildlife Society
- Increase student membership in The Wildlife Society

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

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*

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

3. *Make recommendations to The Wildlife Society Council for specific actions by the Society in the area of student professional development*
4. *Provide information and technical assistance to Wildlife Society members in the area of student professional development*

### **ARTICLE III. MEMBERSHIP**

Section 1. MEMBER - Membership in SDWG shall be available to any member of The Wildlife Society with an interest in student professional development. SDWG 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 - No dues will be required from student members of SDWG. Annual dues shall be payable by all other SDWG 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 a simple majority vote of the SDWG members. Members who have not paid their Wildlife Society dues shall lose their membership in the SDWG. The Society shall retain a minimum of \$1.00 of the dues of each SDWG member to partially defray expenses associated with collecting dues, maintaining membership lists, providing mailing labels, and other administrative assistance. The remaining portion of each SDWG member's dues shall be distributed to the SDWG.

### **ARTICLE IV. ELECTIONS, OFFICERS, AND EXECUTIVE BOARD**

Section 1. NOMINATIONS - SDWG members shall nominate a slate of at least two candidates for each of the elective positions, namely: Chair-Elect, Secretary, Treasurer from the SDWG 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. 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-Elect, Chair, and Past Chair, a member may be elected for up to two consecutive terms in the same elective position.

CLAUSE E. 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. The SDWG Chair-Elect will count and announce ballot results.

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 Wildlife Society by a member prior to the scheduled time for counting ballots.

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

Section 3. OFFICERS - Officers of the SDWG shall consist of a Chair, Chair-Elect, Secretary, Treasurer, and immediate Past Chair. The Executive Board may elect to include additional officers including an ECP Liaison, International Liaison, and up to two additional Board Members at Large. 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 special committees; and shall be an *ex officio* member of all committees. The Chair may represent the SDWG 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 a report of the SDWG's activity to The Wildlife Society Council each fall and spring. 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 shall be responsible for organizing the executive board nomination submissions and submitting them to The Wildlife Society. 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, with the advice of the Executive Board.

CLAUSE D. SECRETARY - The Secretary shall be responsible for maintaining files and records (Article VI, Section 4) of the SDWG. 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, managing working group accounts, and coordinating newsletter content. In the event the Secretary cannot attend an Executive meeting, the Chair shall appoint another Executive Board member to fill this responsibility. The Secretary shall serve as the Chair of the Communications Committee. The Secretary shall perform any other duties as assigned by the Chair, with the advice of the Executive Board.

CLAUSE E. TREASURER - The Treasurer shall be responsible for the funds of the SDWG. Duties shall include receipt and disbursement of funds (Article VI, Section 2) in coordination with The Wildlife Society headquarters and preparing an annual budget for approval by the Executive Board. The Treasurer shall serve as the Chair of the Awards Committee. The Treasurer shall perform any other duties as assigned by the Chair, with the advice of the Executive Board.

CLAUSE F. ECP LIAISON - The ECP Liaison shall facilitate communication and coordination with the Early Career Professional Working Group. The ECP Liaison shall perform any other duties as assigned by the Chair, with the advice of the Executive Board.

CLAUSE G. INTERNATIONAL LIAISON - The International Liaison 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 SDWG activities. The International Liaison shall perform any other duties as assigned by the Chair, with the advice of the Executive Board.

CLAUSE H. 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, with the advice of the Executive Board.

Section 5. EXECUTIVE BOARD - The Executive Board shall act as the governing body for the SDWG 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 REMOVAL - An officer may be removed for failing to adhere to TWS 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 Society, violating these Bylaws, or other causes, including failing to attend three consecutive regularly scheduled meetings of the Executive Board or being absent from Executive 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 upon a written petition of the membership signed by 15% of SDWG voting members or a 75% majority vote of the Executive Board. Prior to voting on removal, the Executive Board shall provide the challenged officer with written notice of the petition and the stated grounds for removal and an opportunity to submit a written response before the Executive Board. The Executive Board's vote on the matter shall be final and will be communicated in writing to the challenged officer within ten days of the Executive Board vote.

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 SDWG 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, 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 SDWG 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 SDWG 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 SDWG, at least two additional times in-person or virtually, and as many additional times as necessary to conduct the business of the SDWG.

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 SDWG 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 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 SDWG. The Executive Board shall conduct its affairs in conformance with the provisions of this charter, and the Bylaws of the Society. The Executive Board is authorized to act for the SDWG 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 SDWG shall be under the supervision of the Executive Board and shall be handled by the Treasurer in coordination with The Wildlife Society headquarters.

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 SDWG operating and fiscal year shall begin July 1.

Section 3. REPORTS - Within 21 days of an election or other official action of the SDWG, the Secretary shall report such action to The Wildlife Society headquarters. The Chair shall be responsible for submitting a report of the SDWG's activity to The Wildlife Society Council each fall and spring.

Section 4. FILES - The SDWG 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 SDWG affairs, all committee reports, list of charter members, and all other material designated as pertinent by the Executive Board.

## **ARTICLE VII. COMMITTEES**

Section 1. STANDING COMMITTEES - Committee chairs shall complete their committees with the assistance of the SDWG Chair. The following standing committees shall have the following duties:

CLAUSE A. COMMUNICATIONS - This committee shall create informative, educational, and visually appealing materials to inform students of meeting events, grant or

scholarship applications, job or internship opportunities, etc., and to create greater awareness and interconnectivity between student chapters, students and the WGs, and professional audience.

CLAUSE B. AWARDS – This committee shall coordinate the entire process of select award, grant, and scholarship rubrics and applications offered by the SDWG.

Section 2. SPECIAL COMMITTEES - The SDWG Chair with majority approval of the Executive Board shall appoint any special committees necessary to accomplish the SDWG's goals, objectives, and activities.

Section 3. REPORTS - All committee chairs shall submit a written summary of committee activities to the SDWG Chair as needed.

Section 4. ACCOUNTABILITY - All committees shall be accountable to the Executive Board and under general supervision of the SDWG Chair.

Section 5. 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 SDWG 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 SDWG 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 SDWG may develop resolutions on issues within the area of student professional development for issuance as the official policy of the SDWG 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 SDWG shall consult with The Wildlife Society headquarters before issuing resolutions to ensure that they are not in conflict with Society policy. A copy of all SDWG resolutions shall be sent to The Wildlife Society headquarters within 21 days of approval by the SDWG. All draft technical reviews, draft position statements, and resolutions shall follow the Society's "[Policy Guidelines](#)". The Wildlife Society Council must approve all position statements developed by SDWG prior to their final adoption by the SDWG.



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 Executive 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 SDWG resolution.

## **ARTICLE IX. DISSOLUTION**

Section 1. STANDARDS TO CONTINUE - The SDWG must continue to demonstrate its viability to the Society's Council by meeting the following requirements: 1) filing the required 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 SDWG, following a 1 year grace period during which time the SDWG can come back into compliance, if (1) it finds the SDWG is unable to meet the standards established in Section 1 of this Article, (2) if the SDWG fails to provide information required for 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 SDWG 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 C).

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 SDWG membership, as defined in Section 1 of this Article, do not become effective until approved by the Council of the Society.