

**CHARTER OF  
THE HUNTING, TRAPPING AND CONSERVATION  
WORKING GROUP OF THE WILDLIFE SOCIETY, INC.**

**Organized:** March 14, 2016

**Amended and Approved:** November 27, 2023

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

Section 1. NAME – The name of this organization shall be the Hunting, Trapping and Conservation 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 hunting and trapping in conservation and management of wildlife resources.

Section 3. AFFILIATION – The Working Group shall conform to Bylaws, Code of Ethics, goals, objectives, policies and positions adopted by The Wildlife Society, Inc.<sup>1</sup> (hereinafter, 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 goals of the Working Group are to:

- *Facilitate communication and the exchange of information among members of The Wildlife Society interested in the promotion and role of hunting and trapping in conservation and management of wildlife resources and in society.*
- *Address issues arising from application of hunting and trapping to wildlife management and conservation.*
- *Enhance knowledge and technical capabilities of wildlife professionals relative to hunting and trapping in conservation.*
- *Increase awareness and appreciation of hunting and trapping as a critical component of conservation and wildlife management among wildlife professionals and the public.*

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

- *Advance the role of hunting and trapping in the professional stewardship of wildlife resources and wildlife habitat.*
- *Advocate the use of sound biological information relative to hunting and trapping for decisions on wildlife policy.*

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 relative to (1) the role and importance of hunting and trapping in conservation and wildlife management and (2) issues associated with the application of hunting and trapping for wildlife management and conservation through meetings, symposia, workshops, newsletters, webpages, social media, specialty publications, and other means.*
2. *Promote membership in The Wildlife Society to wildlife professionals interested in the general topic of hunting and trapping in wildlife conservation.*
3. *Make recommendations to The Wildlife Society Council for specific actions by the Society relative to hunting and trapping in conservation.*
4. *Develop draft technical reviews, position statements, and other materials relative to hunting and trapping in conservation.*
5. *Provide information, workshops, webinars and technical assistance to members of The Wildlife Society in the areas of hunting and trapping in conservation.*
6. *Provide information and technical assistance to journalists, government officials, organizations, and the general public relative to hunting and trapping in conservation.*

### **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 (1) promoting the role of hunting and trapping in conservation and wildlife management and/or (2) issues associated with the application of hunting and trapping for wildlife management and conservation. Membership in the Working Group shall be available only to

members of The Wildlife Society.

Section 2. CHARTER MEMBER – Members in good standing on the membership rolls during the first year after the charter is accepted by The Wildlife Society Council shall be considered charter members.

Section 3. DUES – Annual dues shall be payable by each Working Group member to The Wildlife Society headquarters. Annual dues have been initially set by the Working Group Executive Committee at \$5.00 per year and may be increased or decreased by a simple majority vote of the Working Group members. Members who are required to pay Society dues and fail to do so shall lose their membership in the Working Group. The Society may 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 support Working Group activities and functions.

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

Section 1. NOMINATIONS – The three-member Nominating and Elections Committee shall nominate a slate of two candidates for each of the elective positions, namely: Chair-elect, Secretary/Treasurer, and two 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 and a member in good standing at the time of nomination.

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 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.

Section 2. BALLOTING – Written and/or electronic ballots shall be received from the members and counted by the Nominating and Elections Committee. Written ballots, if used, will be collected by mail and/or at the annual business meeting. 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. 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 C. For each open position, the candidate receiving the greatest number of votes 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. 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. The chair-elect shall serve as a member of the Membership 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 and shall serve as the chair of the Nominating and Elections Committee.

CLAUSE D. SECRETARY/TREASURER – The Secretary/Treasurer 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. The Secretary/Treasurer shall also be responsible for monitoring and reporting on the funds of the Working Group and 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 Secretary/Treasurer shall also verify all transactions that were reported to the Working Group by TWS related to the Working Group fiscal accounts.

Section 4. BOARD MEMBERS – The two Board Members shall perform any duties related to Working Group activities or functions 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. Upon election as Chair-elect, incumbent will serve 6 years, 2 years as Chair-elect, 2 years as Chair, and 2 years as Past Chair.

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.

Section 8. REMOVAL FROM OFFICE

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

CLAUSE B. REMOVAL PROCESS – The Executive Board as designated by Article IV, Section 3, may consider removing an officer, board member, or representative upon a written petition of the membership signed by 15% of the chapter voting members or a ¾ majority vote of the Board. Prior to voting on removal, the Executive Board shall provide the challenged officer or board member, or representative with written notice of the petition by certified mail and the stated grounds for removal. Following reception of the notice, the challenged officer, board member, or representative shall have 10 calendar days to provide a written response to the Executive Board. After 10 days, the Executive Board will consider the submitted written response, if any, and vote on the petitioned removal. The Executive Board’s vote on the matter shall be final and will be communicated in writing to the subject officer, board member, or representative within ten calendar days of the Executive Board vote.

**ARTICLE V. MEETINGS**

Section 1. MEMBERSHIP MEETINGS – Membership meetings shall be held at such times and places as determined and published by the Executive Board.

CLAUSE A. ANNUAL MEETING – The membership meeting held in conjunction with the Society's Annual Conference 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 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.

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 10 days prior to meetings.

CLAUSE C. QUORUM – Quorum for meetings of the Executive Board shall be 4 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 may attend Executive Board meetings, but they may not vote at such meetings.

## **ARTICLE VI. MANAGEMENT AND FINANCES**

Section 1. EXECUTIVE BOARD – The Executive Board (Article IV, Section 5) shall govern the Working Group. The Executive Board shall conduct its affairs in

conformance with the provisions of this charter, and the Bylaws of the Society. The Board is authorized to act for the Working Group between membership meetings and shall report its interim actions to the members at each succeeding membership meeting or through other communications. Any action of the Executive Board may be overridden by a two-thirds vote of the members attending a membership meeting.

Section 2. FINANCES – Funds of the Working Group shall be under the supervision of the Executive Board. 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 Secretary/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, with The Wildlife Society, 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 and end December 31.

Section 3. REPORTS – Within 21 days of an election or other official action of the Working Group, the Secretary/Treasurer 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 D). 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 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, a 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 and 2.

CLAUSE B. COMMUNICATIONS – This committee shall facilitate communication among the Working Group's membership through a website, newsletter, meeting announcements, computer bulletin boards, electronic mail, social media, or other means. This committee also may provide information to journalists, government officials, other organizations, and the general public in the areas of hunting, trapping, and conservation, in general, and the Working Group's activities, in particular.

CLAUSE C. AUDIT – This committee shall review the financial records and support documents maintained by the Secretary/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 Working Group's Executive Board, where appropriate.

Section 3. SPECIAL COMMITTEES – The Working Group Chair shall appoint any special committees necessary to accomplish the Working Group's goals and objectives.

Section 4. REPORTS – All committee chairs shall submit a written summary of committee activities upon request of the Working Group Chair to the Working Group Chair and Secretary/Treasurer.

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 committee members shall serve until new committees are appointed in their stead 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 areas of hunting, trapping, and conservation 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 areas of hunting, trapping, and conservation for approval by the Society Council as the official position of The Wildlife Society. The Working Group may develop resolutions on issues within the areas of hunting, trapping, and conservation 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 Council of The Wildlife Society must approve all position statements developed by Working Groups prior to their final adoption by the Working Group.

Section 2. PROCEDURES – Proposed 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 the majority of valid membership votes cast 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 D, for 3

consecutive years. Upon dissolution of the 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 5 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 hunting and trapping in conservation and wildlife management is not established within the 5-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 WorkingGroup 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 Wildlife Society.