

# **CHARTER OF THE URBAN WILDLIFE WORKING GROUP OF THE WILDLIFE SOCIETY**

Organized: March 27, 1999  
Amended and Approved: February 16, 2024

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

Section 1. NAME- The name of this organization shall be the Urban Wildlife 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 wildlife management in the urban environment.

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.<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 Working Group's goals are:

1. Facilitate communication and the exchange of information among members of The Wildlife Society interested in urban wildlife management.
2. Enhance knowledge and technical capabilities of wildlife professionals in the area of urban wildlife management.
3. Increase public awareness and appreciation of urban wildlife management issues and decision-making processes.

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

1. Provide regular communication among members of the Society interested in urban wildlife management through meetings, symposia, workshops, newsletters, specialty publications, conferences, and other means.
2. Promote membership in The Wildlife Society to wildlife professionals interested in urban wildlife management.
3. Make recommendations to The Wildlife Society Council for specific actions by the

---

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

Society in the area of urban wildlife management.

4. Develop draft technical reviews, position statements, and other materials in the area of urban wildlife management for consideration by the Society Council.
5. Provide information and technical assistance to Wildlife Society members in the area of urban wildlife management.
6. Provide information and technical assistance to journalists, government officials, other organizations, and the general public in the area of urban wildlife management.

### **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 urban wildlife management. 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, 1996, 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 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.

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

Section 1. NOMINATIONS - The 3-member Nominating and Elections Committee shall nominate a slate of two candidates for each of the elective positions, namely: Chair-elect, Secretary-Treasurer, and 6 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.

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- Balloting shall occur electronically or by mail. Ballots shall be received from the members 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 largest number of votes shall be declared elected.

Section 3. OFFICERS - Officers of the Urban Wildlife 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. Coordinates travel grants for the International Urban Wildlife Conference (IUWC) held during their term, in collaboration with the local host committee. Duties include writing the guidelines, organizing the grant application review, and coordinating logistics of travel grant distribution. 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 will serve as the Program Chair for the International Urban Wildlife Conference held during their term. Duties include coordinating review for all abstract submissions, identifying moderators for symposia, and communicating with authors. The program chair also will lead efforts to identify a theme and plenary speakers for the International Urban Wildlife Conference.

CLAUSE D. SECRETARY-TREASURER - The Secretary-Treasurer shall be responsible for

maintaining the files and records (Article VI, Section 4) of the Working Group. Duties shall include recording the 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 be responsible for the funds of the Working Group. Duties shall include the 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.

Section 4. 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 the six Board Members and two Appointed Representatives described below.

Section 5. BOARD MEMBERS - Board Members shall represent the views of the membership to the Executive Board and shall serve as liaison from the Executive Board to the membership. They shall provide the web/social media manager with news and items of interest and shall help to recruit new members. The board members shall give thoughtful consideration and vote on key financial decisions of the working group (essentially serving as a Finance Committee). In addition to other duties assigned by the Chair, each board member will assume one of the following positions, to be determined once elected:

1. Election Committee Coordinator: Chairs the Nomination and Election Committee, working with Chair to coordinate elections, including seeking nominations, presenting the slate of candidates to the membership, and coordinating voting. Must submit a written annual summary of activities to the Chair prior to the annual working group meeting held at the annual conference of The Wildlife Society.
2. Promotion Coordinator: Chairs the Membership and Communication Committee, coordinating promotion of the working group and its activities, including new membership and conference advertisement. Promotes the working group and actively seeks new ways to increase membership. Works with local hosts and Board to advertise the International Urban Wildlife Conference held during their term, both nationally and locally, beginning at least one year ahead of the conference and with regular frequency until the conference begins. Must submit a written annual summary of activities to the Chair prior to the annual working group meeting held at the annual conference of The Wildlife Society.
3. TWS Conference Coordinator: Chairs the TWS Annual Meeting Technical Session Committee. Leads coordination of a working group-sponsored symposium and field trip for the annual conference of The Wildlife Society. Must submit a written summary of activities for the annual working group meeting held at the annual conference of The Wildlife Society.
4. Registrar: Chairs the Audit and Finance Committee to verify financial records with the Secretary-Treasurer on an annual basis and works with the Secretary-Treasurer to maintain centralized records and improve working group documentation and history (e.g., membership, technical reviews, position statements, conferences, etc.). Must submit a written annual summary of activities to the Chair prior to the annual working group meeting held at the annual conference of The Wildlife Society.

5. International Urban Wildlife Conference Sponsorship Coordinator: Coordinates sponsorship/exhibitors for the International Urban Wildlife Conference. Working with the local hosts and Board, seeks sponsors and exhibitors for the International Urban Wildlife Conference held during their term. Must submit a written annual summary of activities to the Chair prior to the annual working group meeting held at the annual conference of The Wildlife Society.
6. Student Presentation Coordinator: Coordinates student presentation competition for the International Urban Wildlife Conference, held during their term. Must submit a written annual summary of activities to the Chair prior to the annual working group meeting held at the annual conference of The Wildlife Society.

Section 6. APPOINTED REPRESENTATIVES - Student and International Representatives may be appointed by the Chair. As members of the working group, the student and international representatives communicate information between the Executive Board and their constituents (students or international working group members). The representatives will also provide a student or international perspective in working group decisions that impact the membership. Each appointed representative will chair a committee of their constituents.

The role of the representatives consists of the following:

1. Become knowledgeable about the Urban Wildlife Working Group, its goals, and the services it provides.
2. Attend the working group meetings at the annual conference and participate in regularly scheduled Executive Board meetings throughout the year during a 2-year term. As a board member, the student and international representative will participate in voting on issues and planning decisions of the working group. As such, the student and international representative will each receive one \$1000 stipend to attend a conference of their choice during their term, either the annual TWS conference or the International Urban Wildlife Conference, or to be split across both aforementioned conferences, or one international conference and a regional conference of their choice.

The requirements to qualify as a representative include:

1. Membership with The Wildlife Society, and the Urban Wildlife Working Group, at the time of application and during the tenure of the 2-year position.
2. Demonstrated writing and communication ability (i.e. examples of articles, résumé demonstrating experience).
3. Have not previously served in an elected position on the Working Group Executive Board.
4. For student representative: Currently enrolled student in a graduate or undergraduate program in a related field (e.g. ecology, natural resources, fisheries and wildlife).
5. For international representative: Currently based in a country outside of North America, or temporarily based in North America.

Section 7. TERM OF OFFICE - The Officers, Board Members and Appointed Representatives serve for approximately 2 years; are inducted at the TWS Annual Meeting; assume office immediately following the TWS Annual Meeting; and, unless reelected, terminate their duties at the conclusion of the TWS Annual Meeting, or at such time as their successors are elected and installed.

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 or appointed 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 Conference shall be known as the Annual Meeting of the Working Group and shall be for the purposes of electing and/or inducting officers, board members, and appointed representatives, 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 15 percent of the membership or 12 members in good standing, whichever is less.

CLAUSE D. MEETING RULES- Order of business and parliamentary procedures at meetings shall follow *Robert's Rules of Order*, 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 5 members of the Executive Board.

CLAUSE D. MEETING RULES- Order of business and parliamentary procedures at meetings shall follow *Robert's Rules of Order*, 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 4) 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 Secretary-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 Secretary-Treasurer need not be bonded.

CLAUSE B. SOURCE OF FUNDS -Funds shall be derived from dues, conference fees, special activities, contributions, and other sources.

CLAUSE C. HANDLING OF FUNDS - Funds shall be placed in a restricted bank account managed by The Wildlife Society.

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-Treasurer shall report such action to the Society's headquarters. 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 Urban Wildlife 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- This committee will be chaired by the Election Coordinator (Article IV Section 5). See Article IV, Section 1 for duties.

CLAUSE B. MEMBERSHIP AND COMMUNICATIONS - This committee will be chaired by the Promotion Coordinator (Article IV Section 5) and shall work to promote membership in the Working Group to all members of the Society and other wildlife professionals interested in urban wildlife management and 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 urban wildlife management, in general, and the Working Group's activities, in particular.

CLAUSE C. TWS ANNUAL MEETING - When desired by the Executive Board, this committee shall be chaired by the TWS Conference Coordinator (Article IV Section 5) and appointed to work with the Society's Annual Meeting Program Committee to develop a technical session, workshop or other activity in the area of urban wildlife management for the Society's Annual Meeting.

CLAUSE D. AUDIT AND FINANCE - This committee shall be chaired by the Registrar (Article IV Section 5) to 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 Executive Board, where appropriate.

CLAUSE E. STUDENT COMMITTEE – This committee shall be chaired by the Student Representative (Article IV, Section 6) to facilitate communication between the Wildlife Society's



Student Development Working Group and the Urban Wildlife Working Group, such as sharing issues that the Urban Wildlife Working Group could assist with, presenting ideas from the Urban Wildlife Working Group that the Student Development working group might be interested in, etc. Facilitate the posting of information on the Urban Wildlife Working Group's Facebook page and update website content (this replaces our newsletter). This may include reminding the working group to submit material, posting relevant material from our Society's website and news blasts, and creating new material. The student representative will also manage other social media platforms that are more relevant to the undergraduate and graduate membership, such as Instagram or Twitter. The Student Committee will also help coordinate events at the International Urban Wildlife Conference that are particularly relevant to students, such as student awards, the poster session, and networking socials.

**CLAUSE F. INTERNATIONAL INCLUSION COMMITTEE** -This committee shall be chaired by the International Representative (Article IV, Section 6) to facilitate international participants in working group activities. These activities include assisting with international travel grants and promoting and facilitating international presenters and attendees at the International Urban Wildlife Conference.

**CLAUSE G. INTERNATIONAL URBAN WILDLIFE CONFERENCE COMMITTEE** – This committee will be chaired jointly by the Chair, the Chair-Elect and a representative of the host committee of the International Urban Wildlife Committee, and will consist of all board members and appointed representatives, including the Sponsorship Coordinator and the Student Presentation Coordinator, all members of the host committee, and anyone else interested in assisting in the planning and implementation of the biannual conference of the Working Group.

**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 to the Working Group Chair and Secretary-Treasurer 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 I. 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 urban wildlife management 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 urban wildlife management 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 urban wildlife management 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" (<https://wildlife.org/working-groups/resources/>). 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 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 Society Council may dissolve the Working Group, following a one 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 I 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 Urban Wildlife 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 urban wildlife management 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 mail ballot or electronically, 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.

Section 2. CONFORMANCE -No amendment to this charter shall be enacted that results in a conflict with The Wildlife Society Bylaws. Amendments to this charter that are approved by the Working Group's membership, as described in Section 1 of this Article, do not become effective until approved by the Society.