

Bylaws of the Social Science Working Group of the Society for Conservation Biology

Article 1

Membership

*Section 1. **Voting Members.*** Any member of the Society for Conservation Biology (Society) who has an interest in the objectives and the activities of the Social Science Working Group (Working Group) may join the Working Group as a voting member. Only voting members may be elected to Working Group offices, serve on Working Group committees, and vote on official matters affecting the Working Group.

*Section 2. **Non-voting Members.*** Any member of the Society or other interested party may join the Working Group as a non-voting member.

*Section 3. **Dues.*** If the Working Group assesses dues, all members shall be responsible for payment.

*Section 4. **Termination.*** Membership in the Working Group shall terminate upon the occurrence of any of the following events: (1) member's notice of such termination delivered to the President or Secretary of the Working Group, personally or by mail, (2) a determination by the Working Group Board that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Working Group.

Article 2

Governance

*Section 1. **Working Group Board.*** The affairs of the Working Group shall be governed by an elected Working Group Board comprised of eleven members, including officers (see Article 2, Section 3) and the social science representative to the Society's Board of Governors (SCB Board) (see Article 4, Section 1 and Article 4, Section 5). One member of the Working Group Board shall be elected to represent each of the following six social science disciplines: anthropology, economics, geography, political science, psychology, and sociology. Four additional members of the Board shall be elected at-large, one of whom shall be a student. The social science representative to the Society's Board of Governors shall also serve as at-large member of the Working Group Board. In the event that the social science representative to the SCB Board holds another seat on Working Group Board, the social science representative shall resign this seat and a special election shall be held to fill the vacated seat.

*Section 2. **Election to the Working Group Board.*** All members of the Working Group Board, except the social science representative to the SCB Board, shall be elected to the Working Group Board by voting members of the Working Group. The social science representative to the SCB

Board shall be elected to the Working Group Board by voting members of the Society, by virtue of his/her election to the SCB Board. Elections shall be held annually, at a scheduled Members' Meeting or by mail or email (see Article 3 and Article 9). Term of office shall be two years. All members of the Working Group Board must be voting members of the Working Group for their entire term of office.

*Section 3. **Officers.*** There shall be four elected officers: President, Vice-President, Secretary, and Chief Financial Officer. Officers shall be elected by voting members of the Working Group from among the members of the Working Group Board. Elections for the officers shall be held annually, following elections for Working Group Board, at a scheduled Members' Meeting or by mail or email (see Article 3 and Article 9). Term of office shall be two years. All officers must be voting members of the Working Group for their entire term of office.

Article 3

Nominations and Elections

*Section 1. **Nominations.*** Nominations for elected members of the Working Group Board, except the social science representative to the SCB Board, and for officers shall be solicited by the Nominations Committee or the Working Group Board. All nominees must be voting members of the Working Group. The slate of nominations shall be submitted by the Secretary to the membership at least one month prior to the deadline for receipt of ballots by mail or email.

*Section 2. **Balloting.*** Written or electronic ballots shall be received from the voting members by a duly announced deadline and shall be counted by one or more members of the Working Group Board or agent(s) authorized by the SCB Board. The President shall appoint a replacement to count ballots for any member of the Working Group Board who has been nominated. The candidate for each office receiving the largest number of votes on the ballots shall be declared elected.

*Section 3. **Vacancies.*** If the office of President is vacated for any reason, the Vice-President shall assume the duties of the President for the balance of the President's term. All other vacancies occurring during an officer's term shall be filled by a special election, to be held within six months from the time of the vacancy.

*Section 4. **Special Elections.*** A special election may be held at any time during a period of dormancy (see Article 11) to reactivate the Working Group or to fill a vacancy on the Working Group Board.

Article 4

Duties of Officers

*Section 1. **President.*** The President shall organize and preside over meetings and mailings (including electronic mailings) intended to substitute for meetings. The President may officially represent the Working Group on business of the Society.

*Section 2. **Vice-President.*** The Vice-President shall receive reports from committees, arrange meetings and other activities, and perform the duties of the President when the latter is absent.

*Section 3. **Secretary.*** The Secretary shall record minutes, administer correspondence between the Working Group and the Society, and maintain historical records and a roster of members.

*Section 4. **Chief Financial Officer (CFO).*** The CFO shall collect dues (if any), maintain accounts, and collect and distribute funds for Working Group activities. The CFO shall coordinate fund raising activities and allocation of Working Group funds.

*Section 5. **Representative on the Society's Board of Governors.*** The social science representative to the SCB Board serves as a Member-at-Large of the Society's Board of Governors in accordance with the Society's Bylaws. The social science representative may officially represent the Working Group on business of the Society.

Article 5

Committees. The Working Group Board and voting membership may at any time decide to form a committee to address a particular issue. Committees shall be chaired by a member of the Working Group. Chairs will be appointed by the President with the approval of the Working Group Board and will serve at the pleasure of the Working Group Board. Committees shall be composed of interested members of the Working Group Board and the voting Working Group membership. The Chair shall be responsible for appointing the other members of the committee, and these members will serve at the pleasure of the Chair. All committees shall, at any time, be accountable to the Working Group Board.

Article 6

*Section 1. **Conservation.*** This Committee shall keep Working Group members informed about current conservation issues on a regional or global scale and help facilitate awareness of regional conservation issues by Society members outside the Working Group.

*Section 2. **Program.*** This committee shall assist the Vice-President in arranging the program and activities schedule for the Working Group, including the Members' Meeting and any alternative mechanisms intended to substitute for meetings.

*Section 3. **Education.*** This committee shall act as an extension of the Working Group within the academic and regional community. The committee shall act as necessary to inform the public of regional and global conservation issues and shall promote the study of conservation biology. The committee also may act as a forum in which solutions to regional issues may be discussed and debated.

*Section 4. **Membership.*** This committee shall encourage membership in both the Working Group and the Society, especially among underrepresented groups. The committee shall assist the Secretary in maintaining the list of the Working Group's membership and shall help facilitate any mailings to the membership.

*Section 5. **Nominations.*** This committee shall organize all nominations for positions elected by voting members of the Working Group, and present to the Working Group Board and voting membership a complete and diverse slate of nominees.

*Section 6. **Communications.*** This committee shall provide advice on development of printed and electronic publications of the Working Group such as newsletters and web sites. This committee also shall work with the Membership Committee and other committees of both the Working Group and the Society to achieve the outreach and marketing goals.

*Section 7. **Policy.*** Should the membership decide to deliver Resolutions and Public Advocacy explaining the Working Group's view on a particular issue or controversy, such statements shall be prepared by this committee for review and action.

*Section 8. **Audit.*** This committee shall ensure the annual audit, independent of the Chief Financial Officer, of the Working Group's financial records. The committee shall report to the President.

*Section 9. **Student Affairs.*** This committee shall facilitate the participation of undergraduate and graduate students in activities of the Working Group and the Society. This committee shall be responsible for communicating student issues to the Working Group and the Society.

Article 7

Finances. The Working Group will be supported by grants, contributions, and fund-raising activities. The Working Group Board may choose to establish annual dues to support Working Group Activities. Assessment and amount of Working Group dues is left to the discretion of the Working Group. Funds of the Working Group shall be under the supervision of the officers, and shall be handled by the Chief Financial Officer. Audited financial records (see Article 6, Section 8) shall be reported to the membership.

Article 8

Policy. The Working Group may make Resolutions and engage in Public Advocacy subject to the conditions described below.

*Section 1. **Definitions.*** A "Resolution" is any public statement that reflects the position or view of the Working Group. "Public Advocacy" is any public activity by the Working Group in support of a Working Group Resolution.

*Section 2. **Conditions for Declaration of Resolutions and Public Advocacy.*** Proposed Resolutions must be presented to a quorum of the membership of the Working Group and approved by a two-thirds majority of the voting members present and voting. A voting quorum will consist of 25% of the voting members of the Working Group. Presentations and voting may take place at a scheduled meeting, by mail, or by email. A voting member who is absent may file an absentee ballot. Proposed Resolutions must include the following: (i) a statement of relationship of the Resolution to the objectives of the Society, (ii) a statement of the need for the

Resolution, (iii) scientific documentation concerning the circumstances of the Resolution, and (iv) a list of the proposed recipients of the Resolution.

Any Public Advocacy must be based on an approved Resolution. Proposed acts of advocacy must be presented to the membership of the Working Group at a scheduled meeting, by mail, or by email and approved by a majority of voting members. A voting member who is absent may file an absentee ballot.

*Section 3. **Disclaimer of Responsibility by Society for Working Group Activities.*** The Social Science Working Group of the Society for Conservation Biology shall claim responsibility for all Resolutions and Public Advocacy enacted by its membership. All public documents or actions shall include the statement: Resolutions (or Advocacy) of the Social Science Working Group of the Society for Conservation Biology do not necessarily reflect the views of the Society for Conservation Biology as a whole.

*Section 4. **Reporting.*** All Resolutions and supporting materials and descriptions of acts of Public Advocacy by the Working Group shall be forwarded to the President of the Society with the Annual Report.

Article 9

Meetings

*Section 1. **Members' Meeting.*** A Members' Meeting shall be held, or an alternative mechanism for conducting Working Group business and facilitating communication among members arranged, each year. The elections for the officers of the Working Group Board shall be held at this meeting or via its alternative.

*Section 2. **Procedure and Order of Business.*** Meetings and voting deadlines shall be announced at least one month in advance. At the beginning of each meeting any Working Group or Society business will be discussed prior to the scheduled program. The business portion of any meeting will be run by the President. The Working Group's Bylaws will be available at each meeting. All meetings will be governed by Robert's Rules of Order (The Modern Edition, revised by Darwin Patnode, 1993).

*Section 3. **Votes.*** All votes of the Working Group on matters not specified in the Bylaws will be decided by a simple majority of those voting. Tie votes in Members' Meetings or in meetings of the Working Group Board will be broken by the presiding officer. Tie votes in committee meetings will be broken by the Chair.

*Section 4. **Quorum.*** 25% or 15 individuals of the Working Group members including members represented by proxy will constitute a quorum of the Working Group, and 50% of Working Group Board members a quorum of the Board.

Article 10

Annual Report. The Secretary shall file an annual report on the Working Group's activities with the President of the Society.

Article 11

Continuation/Dissolution

Section 1. Working Group Board Requirement. If the membership fails to elect a Working Group Board, the Working Group shall be considered dormant. At that time the outgoing Working Group Board shall forward the Working Group's charter, bylaws, and remaining funds to the President of the Society. The Working Group may be reactivated at any time within a period of two years by holding a Special Election. The purpose of the Special Election is to vote for a Working Group Board.

Section 2. Membership Requirement. If the membership falls below 30 for longer than two years, the Working Group shall be considered dormant. At that time the outgoing Section Board shall forward the Working Group's charter, bylaws, and remaining funds to the President of the Society. The Working Group may be reactivated when membership rises above 30.

Article 12

Amendment to Bylaws

Section 1. Procedure. Proposed modifications to the Working Group bylaws must be presented to a quorum of the membership of the Working Group and approved by a two-thirds majority of the voting members present and voting. A voting quorum will consist of 25% of the voting members of the Working Group. A voting member who is absent may file an absentee ballot.

Section 2. Conformance. No amendment to these Bylaws shall be enacted that results in a conflict with the Bylaws of the Society. Proposed amendments to the Working Group Bylaws must be approved by the Society's Executive Committee of the Board of Governors before becoming effective.

Ratified for the Board of Governors by

President, Society for Conservation Biology

Date