

# Procedure for formation of new Society for Conservation Biology Working Groups

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Working Groups of the SCB are formed around topic areas relevant to the Society's mission and strategic plan. Any member may form a working group with the support of SCB membership and Board of Governor approval. To form a Working Group please follow the guidelines below. Templates for all documents mentioned in this document are available at [www.conbio.org/workinggroups](http://www.conbio.org/workinggroups).

## I. Determine a topic area

Many members find a topic area that needs focus not provided by SCB's many activities. When one of these areas is identified and narrowed down those interested in shaping that idea into a formal Working Group should contact the Project Coordinator in the Executive Office (Lauren Krizel, [lkrizel@conbio.org](mailto:lkrizel@conbio.org)). The Project Coordinator will contact you with initial approval to pursue formation of the group, assist with the process and canvassing of members.

## II. Begin forming a base membership

Twenty active SCB members must express interest in your group and agree to support its formation. As you receive these names, be sure to document their full name and email address (gather additional information if possible).

At this stage you may solicit interested members by announcing the formation of the Working Group in the Newsletter, on any SCB Listserv, and posting basic information on the SCB website (to be done by the Project Coordinator). Executive Office support will be very minimal.

## III. Application for Provisional Status

After 20 members have agreed to support the formation of your group you may apply for a Provisional Charter with the Society. The following materials must be submitted to the Project Coordinator for provisional application:

- Provisional Articles of Charter
- Proposal of Working Group activities including activities during first year
- List of 20 (or more) provisional members (SCB Member ID, Name, email, country)

After these items, constituting the provisional application package, are submitted they will be presented to the Board of Governors at the soonest opportunity available for discussion and potential approval. If the Board declines the pursuit of the group no further action may be taken.

If the Board approves provisional status the Group may operate towards their goals for an additional 6 months and attempt to expand membership. The Executive Office will offer minimal support of member solicitation (one all-member email), an expanded website (up to 4 pages), an email with an @conbio.org address, and a listserv (fee applies) to assist your group. When membership has grown to 100 members, the group may apply for official status.

#### **IV. Application for Official Status**

When 100 active SCB members have indicated interest and joined the group, you may apply for an Official Charter with the Society. The following materials must be submitted to the Project Coordinator for provisional application:

- Official Articles of Charter
- Signed Working Group Bylaws
- Report on previous 6 months (or appropriate time) progress
- Working Group Proposal including proposed activities for coming three years
- List of 100 members (SCB Member ID, Name, email, country)

After these items, constituting the official application package, are submitted they will be presented to the Board of Governors at the soonest opportunity available for discussion and potential approval. If the Board declines the pursuit of the group, no further action may be taken.

If the Board approves official status the Group may operate towards their goals for an additional 3 years. The Executive Office will offer support of member tracking (members can join the group at will on the SCB website), an expanded website, an email with an @conbio.org address, annual Society marketing materials (when available), and a listserv (fee applies) to assist your group. After completion of the three year term groups must apply for reauthorization and another three-year term.

#### **V. Reauthorization of the Working Group**

After the initial three years of official status, Working Groups must apply for reauthorization or they will become inactive. To apply for reauthorization the following materials must be submitted to the Project Coordinator for presentation to the Board of Governors at the soonest opportunity available:

- Reauthorization form
- Report of previous three years activity
- Proposal of activity for next three years
- List of current Working Group members (must be >100, SCB Member ID, Name, email, country)
- Updated Bylaws (if appropriate)

The Board of Governors will approve or decline the continuation of the Working Group depending on the progress and activities of the group and topical relevance to SCB's mission and goals. If declined, the group will become inactive and all materials and funds must be returned to the Executive Office.