

Procedure for formation of new Society for Conservation Biology Working Groups

This document was last updated: *3 September 2010*

SCB Working Groups 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 Governors' approval. To form a Working Group, please see the guidelines below. Templates for all documents mentioned herein are available at <http://www.conbio.org/WorkingGroups/>.

I. Determine a topic area (thematic)

Occasionally, members find a specific topic area that would benefit from focus not provided by SCB's many activities. When one of these specific areas is identified and leaders for a group around that topic are identified, a new working group can be formed. The leader(s) of the nascent group should contact the Executive Office ([Laura Walko](#)). She will initially approve the idea for the working group, ensuring that it is relevant to the Society's goals and not already addressed via an existing SCB Working Group, or SCB Section.

II. Begin forming a base of membership

Twenty active SCB members must express interest in your group and agree to support its formation. As you collect these names, be sure to document the members' full names and email addresses (gather additional contact information if possible).

At this stage, you may solicit interested members by announcing the formation of the Working Group in the SCB Newsletter, on any SCB listserv, or the SCB bulletin board.

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 Executive Office ([Laura Walko](#)):

- Provisional Articles of Charter
- Proposal of working group activities including first year's planned activities
- List of 20 (or more) active SCB members (SCB MemberID, name, email, country)

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

If the Board approves of the new group, the new working group may operate towards their goals for an additional 6 months in an attempt to expand its membership. The Executive Office will offer minimal

support of member solicitation (one all-member email), a website (up to 4 pages), an email with an @conbio.org address, and a listserv (fee applies) to assist your group. When membership grows to 100 active SCB 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 within the Society. The following materials must be submitted to the Executive Office ([Laura Walko](#)) 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 the coming 3 years
- List of 100 active SCB members (SCB MemberID, name, email, country)

After these items, constituting official application package, are submitted, they will be presented to the SCB 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 via the SCB website), an expanded website, an email with an @conbio.org address, annual Society marketing (during the ICCB, etc.), 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 Executive Office 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 active SCB members; SCB memberID, 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.