BYLAWS TO THE CONSTITUTION OF
THE WILDLIFE DISEASE ASSOCIATION

Approved by Council July 26th 2015
For implementation beginning January 1st 2016
WDA is all wildlife diseases, all conservation, all one health all the time!

BYLAWS TO THE CONSTITUTION OF THE WILDLIFE DISEASE ASSOCIATION

As of 1st January 2016

Note: All reference to the “Association” in the bylaws refers to the Wildlife Disease Association.

ARTICLE 1. DUTIES OF OFFICERS AND OTHER MEMBERS OF COUNCIL

Section 1. President

The President represents the Association at the highest levels, serves as the executive officer of the Association, and presides at all meetings of Council. The President attends other business meetings of the Association as appropriate. The President is ultimately accountable to Council and the Association membership for all matters pertaining to the Association.

The President may convene a meeting of Council at any time.

The President, in collaboration with the Executive Manager and Officers, shall develop the agenda for each Council meeting.

The President shall preside over Council meetings using standard parliamentary procedures (e.g. Robert’s Rules of Order or other similar process).

The President shall provide a report to Association members at the annual business meeting held during the Annual International Conference.

Within 1-2 months following the Annual International Conference, the President shall appoint at least one new member for the Nominations Committee to replace outgoing committee member(s).

The President shall appoint members to fill all vacancies accruing in other standing committees before the end of September taking into account some specific directions from Council listed as follows:

1) The Past President or another member with experience on Council will chair the Nominations Committee (JWD 23: 728).
2) The Vice President will chair the Time and Place Committee (JWD 26: 149).

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3) The Time and Place Committee shall consist of at least two individuals serving on the Host Committee of the upcoming Annual International Conference (JWD 26: 149-150), and as deemed necessary by the Chair of the committee, individuals from the planning Host Committee of previous or other future meetings.

4) The Secretary shall chair the Teller Committee

5) The Treasurer shall Chair the Budget and Audit Committee that will include as members the President, Editor of the Journal of Wildlife Diseases (JWD 28:343), Executive Manager, and at least one past Association treasurer and others as requested by the current treasurer (JWD 36: 610-611).

6) Contract negotiation and renewal are one of the primary responsibilities of the Executive Manager. In the absence of an Executive Manager, the President, other Officers, or Journal Editor may negotiate and manage contracts related to Association business. All contracts involving expenses exceeding $3000 must be approved by Council.

When the President and Vice President review committee appointments, they will consult with the respective Committee Chair and Executive Manager.

Once committees are appointed, the President or Vice President as directed by the President shall forward a list of committee members and chairpersons to the Secretary and newsletter editor.

The President shall notify the incoming president of the need to meet the above schedules for appointment to standing committees for the coming year.

The President in consultation with the Vice-President shall establish and appoint members to ad hoc committees and shall determine terms of office (usually three years).

The President may provide direction to committees through the Vice President.

The President shall serve on any ad hoc Long Range Planning Committees.

The President will implement all duly deliberated business passed by Council and shall speak for the Association on policy matters as directed by Council.

The President shall notify all candidates for office of the outcome of the election within seven days or less after receipt of the results from the Teller’s Committee.

The President, in consultation with the Executive Manager and Treasurer, shall assure that the annual report for incorporation as a nonprofit organization is completed and submitted with the annual dues by the deadline set by the Secretary of State in the state of incorporation.

The President will work with the Treasurer to ensure that the President is registered as being able to pay for services on behalf of the Association. The President will do this only when the Treasurer is not available (as per Article V, Section 4 of the Constitution).

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The President shall maintain a set of records and, upon completion of his/her term, redirect those records to the Association archives managed by the Secretary and to the incoming President.

The President shall receive recommendations for establishing student chapters from the Student Activities Committee and if approving an application communicate that recommendation to Council who will vote to approve or deny formation of Student Chapters (JWD 43: 155).

The President shall organize a periodic review of the Executive Manager performance to be completed no later than 1 month prior to expiry of the Executive manager contract. The President and Executive Manager will periodically, but not less than every ten years, propose updates to the Association Constitution and By Laws that shall be presented to Council for consideration and approval.

Section 2. Vice-President

The Vice-President shall assist the President throughout the year in communicating with chairs of the Standing and Ad Hoc committees to assure that they are aware of their charges and deadlines where applicable.

The Vice-President shall send each committee chairperson a list of his/her responsibilities, the charge of the committee, committee guidelines, and the names of the other committee members (JWD 22:149). The President may also provide direction to a standing committee through the Vice President.

The Vice President shall carry out other duties as assigned by the President.

If for any reason the President is unable to fulfill his/her duties, the Vice-President shall assume the office and duties of Acting President and shall remain in that capacity for the remaining period of the President’s term or until a new President can be elected by annual ballot, whichever is the shorter term.

The outgoing Vice-President shall advise the incoming Vice-President and provide sufficient information and records to ensure continuity of the management of the Association.

The Vice President is responsible for ensuring that all committees achieve their targets to the best of their abilities and that final reports are submitted in due time (1 month before the Council meeting at the annual international conference). The Vice President is further tasked with compiling these reports into a single document to forward to the Secretary for distribution to Council.
The Vice-President shall maintain a set of records and, upon completion of their term redirect those records to the Association archives maintained by the Secretary and to the incoming Vice-President.

**Section 3. Secretary**

Upon request of the President, the Secretary or their designate shall give at least 10 days’ notice to members of Council of the time and place of all teleconference Council meetings and at least 30 days’ notice for the Council meeting at the Annual International Conference.

The Secretary shall coordinate collection of reports and briefing notes for meetings and forward them to the President for consideration prior to distributing them to members of Council.

The Secretary shall present to each voting member of Council briefing notes and other preparatory material as far in advance as is possible before Council meetings.

The Secretary shall transcribe minutes from each Council meeting and distribute the minutes within 30 days to all members of the Council.

The Secretary shall chair the Teller’s Committee unless his/her name appears on the ballot as a candidate for office in the coming year.

The Secretary shall supervise preparation, distribution and tallying of ballots electronically by the Teller Committee, or their chosen representative, for elections of officers and members of Council and for amendments to the Constitution.

The Secretary shall notify the President of the outcome of the election as soon as possible after the tallying of ballots.

The Secretary shall maintain a list of important Association deadlines and confirm that those deadlines have been met.

The Secretary shall supervise maintenance of copies of all official correspondence, minutes, balloting and membership survey results, review the updated Constitution and Bylaws, and any other pertinent records of the Association acquired during their tenure.

The outgoing Secretary shall advise the incoming Secretary and transfer all relevant information and records to ensure continuity of the management of the Association.
Section 4. Treasurer

The Treasurer has primary responsibility for the financial integrity of the Association.

The Treasurer shall serve *ex officio* as Chair of the Budget and Audit Committee and be responsible for the budget process, shall sign checks and drafts on accounts owned by the Association to pay authorized expenditures.

The Treasurer shall inform the President and other members of Council of any substantial change in the financial conditions of the Association.

The Treasurer shall serve *ex officio* as Chair of the Budget and Audit Committee and be responsible for the budget process, shall sign checks and drafts on accounts owned by the Association to pay authorized expenditures.

The Treasurer or their representative shall present to Council at each annual international meeting a financial report (as detailed in subsection 4.2) on the previous complete fiscal year and an interim report on the current fiscal year.

The Treasurer shall receive the results of internal and third-party audits and present these to Council.

The Association Business Office is the current contractor that the Association uses to manage day-to-day business operations.

The Treasurer shall receive, through the Association’s current Business Office, all monies payable to the Association and shall, either directly or through the Business Office or Executive Manager, acknowledge (issue receipts upon request) on behalf of the Association, all monies given or bequeathed to the Association.

The Treasurer shall ensure that the President has signing authority on all accounts of the Association [as per Article V, Section 4 of the revised Constitution].

The Treasurer shall provide to the President and the Executive Manager accurate descriptions (account number, registration numbers, name and location of financial institution, etc.) of all funds held in the name of the Association as soon as possible after any changes in those data.

The Treasurer shall chair the Budget and Audit Committee in an annual review of investment funds held by the Association’s current investment advisors. Major changes, such as large sales or transfer of securities, stock certificates, notes, bonds, cash accounts or other securities held or owned by the Association will require approval by Council.

The Treasurer shall maintain ongoing communications with financial staff of the Business Office and will receive and review monthly summaries of financial transactions from the Business Office.

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The Treasurer shall work with the Executive Manager to maintain directors’ liability insurance as directed by Council and ensure that annual premiums for liability insurance are paid in sufficient time to maintain insurance coverage.

The outgoing Treasurer shall advise the incoming Treasurer and provide sufficient financial information and records to ensure continuity of the financial management of the Association.

The Treasurer shall maintain a complete set of records and, upon completion of their term redirect those records to the Association archives and to the incoming Treasurer.

The Treasurer shall serve as a member of the Budget and Audit Committee for at least two years following their term as Treasurer.

The Treasurer may acquire and use a credit card for payment of Association expenses (JWD 43:154). The Treasurer shall send copies of his/her credit card bills to the Executive Manager for approval prior to making payment (JWD 45:561).

The Treasurer and/or Executive Manager shall calculate annually the assets of the Cause Specific Funds (Carlton M. Herman Founder’s Fund, Student Activities Fund and the Tom Thorne and Beth Williams Memorial Award Fund, Journal of Wildlife Diseases Endowment Fund) from within the investment portfolio and report the results to Council and to the members in the Annual Published Financial Report (JWD 44:200).

**Subsection 4.1 Format for Budget**

The calendar year shall be the budget year (JWD 35:401).

The Treasurer or their representative shall request of the Editors, Executive Manager, committee chairs, and members of Council, estimates for expenditures for the forthcoming fiscal year and use these data to develop the forthcoming budget for the initial consideration of Council and for further development of a detailed budget to be presented to Council in time for its last meeting before the end of current fiscal year.

The Treasurer shall create budgets in a format that is consistent with the format of previous budgets so that comparisons can be made readily between years (JWD 35:401).

The Treasurer shall ensure that the format of portion of budgets relating to expenses for the publication of JWD shall match the line items used in the account reports to the Association (JWD 34:205).

The Treasurer shall ensure that budget proposals include separate line items for major expenses such as conference revenue & expenses, Editor’s fees, the Cause Specific Funds, auction...
proceeds (JWD 29:369; 32:717; 33:925), expenses of the Editor’s office, and expenses and contract for the Executive Manager and other items as directed by Council.

Subsection 4.2 Annual Published Financial Report

The report of the Treasurer on the previous fiscal year in the Annual Published Financial Report to Council shall at a minimum include:

1) Total current assets of the Association.
2) Distribution of current assets in designated funds [e.g. Cause Specific Funds, investment accounts including investment portfolio, money market, certificates of deposits and cash within specified bank accounts.
3) The results of any audits performed.
4) Comparison of total revenue and expenses for the current year in relation to those of the previous 2 years. Narrative descriptions should include any major differences in projected vs actual expenses or other significant changes in fiscal status.

Section 5. Members-at-Large, Student Member of Council and Chairs of Sections

The Members-at-Large, Student member of Council, and Chairs of Sections shall be responsible for representing the diverse views, goal, and objectives of the membership at meetings of Council. They should be willing to serve on, and act as Chairs of committees or in other capacities as requested by the President. Council members are expected to attend all Council meetings directly or remotely and to prepare for meetings by submitting necessary documents (as requested by the Vice President or President) and reviewing informational materials provided.

The Section Chairs shall submit to members of Council a written annual report one month prior to the Annual International Meeting reviewing the activities of the Section during the past year. This should include a financial report providing an accounting of current assets and expenditures during the past year.

Section 6. Editors

Subsection 6.1 Editor of Journal of Wildlife Diseases (JWD Editor)

The JWD Editor shall be responsible to Council for the format, content and financial conduct of the Journal of Wildlife Diseases

The JWD Editor shall seek approval of the Treasurer and Council in all budgetary matters that may lead to expenditures beyond those approved by Council.

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The JWD Editor shall submit to peer review manuscripts considered for publication in Association journals, but will make the final decision of acceptance or rejection.

The JWD Editor shall submit to members of Council a written annual report one month prior to the Annual International Conference reviewing the aims and activity of the publication during the past year, predicting future requirements, and suggesting changes in Editorial Board appointments when necessary or desirable.

The JWD Editor shall be assisted by an Editorial Board and Managing Editor. The number of members constituting an Editorial Board shall be subject to the discretion of the Editor(s) in consultation with Council. Members of the Editorial Board are appointed by and are responsible to the JWD Editor. Members of the Editorial Board shall assist the JWD Editor in the review and editing of manuscripts as deemed desirable by the JWD Editor. Major changes to the journal such as number of annual issues or new publication series are subject to approval by Council.

The JWD Editor may acquire and use a credit card for Association expenses (JWD 43: 154).

The JWD Editor is responsible for all transactions with the current publisher regarding editorial procedures of the Journal of Wildlife Diseases.

**Subsection 6.2 Other Editors**

The Newsletter Editor is responsible for soliciting material for publication of Association Newsletter. This newsletter will appear once per quarter.

Responsibilities of other Editors may be defined by Council.

**Section 7. Past President**

The Past President shall serve as Chair of the Nominations Committee.

**ARTICLE II. DUTIES OF COUNCIL**

The Council shall serve as the governing body of the Association. Council members shall make every effort to attend the annual business meeting of the Council convened in conjunction with the Annual International Conference of the Association as well as periodic intervening meetings, either in person or remotely.
Members of Council will familiarize themselves with briefing materials and be prepared to deliberate and vote on all matters pertaining to the business and policies of the Association that duly are brought to their attention.

The Council shall vote on a budget for the forthcoming year submitted by the Treasurer before the end of the current fiscal year. It shall be the duty of the Council to see that the proposed expenditures are within the financial capabilities of the Association.

The Council shall review, evaluate, and vote for or against acceptance of audits.

The Council shall decide on venue of Annual International Conferences proposed by Time & Place Committee at least two years in advance when possible (JWD 14:143).

The Council shall review activities of all permanent and ad hoc committees and Association Sections and deliberate, discuss, and vote on any matters pertaining thereto that require policy changes and/or action by the Association.

The Council shall evaluate publication policies and changes in the operation of the Association's publications as recommended by the publication's Editorial Board.

The Council must approve appointment of the editors of major WDA publications, including, but not limited to, JWD Editor and Newsletter Editor.

The Council shall participate in any additional meeting that the President deems needed, and where input of Council is required.

The Council may approve contracts for professional services for assistance with the business of Association, editing and publication of journal(s), other communications, planning of meetings, website creation and maintenance, or other duties.

ARTICLE III. EXECUTIVE MANAGER

Section 1. Executive Manager

The Executive Manager shall implement policy and action plans as established by Council and ensure the efficient and effective conduct of the business of the Association. This shall be accomplished by working closely with the Officers, members of Council, Editors, Section chairs, chairs of committees, staff of organizations with whom the Association has signed contracts, and others as deemed useful by Council in advancing the mission and business of the Association. In setting priorities, the President and Vice President shall act as first line supervisors for the Executive Manager.
Section 2

The exact duties, length of service and other responsibilities of the Executive Manager will be specified in a separate contract approved by Council.

Section 3

The Council delegates’ contractual authority for meeting contracts to the Executive Manager with a copy provided to the Treasurer (JWD 45: 563).

ARTICLE IV. MEMBERSHIP

Section 1

Applications for membership in the Association shall be made through the Business Office, who shall grant membership in accordance with the policies set down by Council. To remain in good standing, members must pay annual dues by the end of the calendar year.

Section 2

The Association holds the following membership categories:

Regular Member – Regular members shall have the right to vote, to stand for elected office, to receive the Journal of Wildlife Diseases, the Association Newsletter, access to all material available to members on the Association website, and all discounts for registration at Annual International Conferences, for publication page charges, and other privileges as determined by the Association Council.

Student Member – Student members must be: 1) enrolled in an undergraduate or graduate student program at least half-time, or 2) be participating full-time in an internship or residency program which is approved for credit towards board certification. Student members may be required to provide proof of student status. Student members shall have all the rights and privileges of regular members but will only have the option for receiving JWD online. Student members will have reduced Annual International Conference registration and reduced membership fee as determined by Council.

Associate Member – Associate members are those who wish to be members of the Association for a reduced fee as determined by Council. Associate members do not receive the Journal of Wildlife Diseases but do receive the WDA Newsletter and full access to the Association website and all its content. Associate members shall have the right to vote and the right to stand for
elected office. Associate members will not receive discounts accorded to Regular, Life and Emeritus membership.

**Sustaining Member** – Members having particular interest in the objectives of the Association and who wish to make a significant contribution as determined by Council to support those objectives. Sustaining members receive all rights and privileges accorded regular members, but if they are institutions will not be able to vote, and will receive special recognition by the Association.

**Institutional Member** – Institutions shall receive the *Journal of Wildlife Diseases* for a fee as determined by Council. They shall not receive other rights and privileges accorded regular members.

**Emeritus Member** – Emeritus membership is an honorary category. Emeritus members are retired members who in the opinion of Council have contributed significantly to the study of wildlife diseases and who are recipients of the WDA Emeritus Award. Emeritus members receive all the rights and privileges of regular members without further payment of dues.

**Life member** – Life Member is a membership category that encourages members 65 or older who have been Association members for 20+ years to remain active in the Association. For the fee approved by Council, Life Members are entitled to full privileges of membership with electronic access to Journal of Wildlife Diseases (paper copies available at an extra charge) for the remainder of their life.

**Aquatic Animal Member** – Aquatic Animal members have the same rights and privileges as Associate Members and do not receive the *Journal of Wildlife Diseases* but do receive the *WDA Newsletter* as well as access to aquatic animal articles as selected by an editor. Aquatic Animal members shall have the right to vote and the right to stand for elected office. Aquatic Animal members will also have access to the membership directory and receive access to material on the Association’s website as is determined by Council but will not receive discounts accorded to Regular, Life and Emeritus membership.

**Section 3**

The Membership Committee shall be responsible for making recommendations to Council regarding matters pertaining to membership. They are also responsible to formulate membership drives to promote membership in the Association.

**Section 4**

Reminders for membership renewal will be sent over the signature of the President or as designated by the President.
Section 5

Association membership mailing lists will not be rented or sold to commercial companies or other organizations. Exceptions will require consensus approval of the Officers of the Association (JWD 43: 154).

ARTICLE V. FINANCES

Section 1

It is the responsibility of Council to maintain a financial reserve sufficient to insure the solvency of the Association.

Section 2

The Association Executive Manager, Treasurer, and President may approve expenditures of up to $3000 above the approved budget without returning to Council. No financial obligation against the Association of over $400 may be contracted by any other member except as approved by Council.

Section 3

A certain amount of the annual membership fee from every member as determined by Council shall be set aside in the budget as expenses to be used by the Sections.

Section 4

The Council will upon request pay the costs for the Editor of the Journal of Wildlife Diseases to attend the Annual International Conference of the Association and in years of transition between editors the costs for sending one editor to the meeting will be shared between the Editors (JWD 41: 267).

Section 5

The Editor of the Journal of Wildlife Diseases will be remunerated as determined by Council (JWD 41: 267).

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Section 6
The Editor and Treasurer may acquire and use a credit card for ASSOCIATION expenses. [JWD 42:195].

Section 7
Financial records of the Association shall be retained for a period of seven years or as required by Federal and State governments of the United States.

ARTICLE VI. PUBLICATIONS

Section 1
The purpose of publications shall be to acquire and disseminate knowledge and provide communication among members commensurate with the aims of the Association.

Section 2
Advertisements may be placed in the Journal of Wildlife Diseases and/or Newsletter as long as there is no net increase in the costs of publishing and mailing; any advertisement accepted is appropriate to the content of the Journal or Newsletter; and that a disclaimer is placed in the Journal or Newsletter indicating that the presence of advertisements does not suggest endorsement of products by the Association. (JWD 26:151, 30:304).

Section 3
Complimentary copies of the Journal of Wildlife Diseases shall be sent to Emeritus and Sustaining Members of the Association except as specified by Council (JWD 27: 361). Access to the electronic Journal of Wildlife Diseases will be provided freely to less developed countries in the two lowest economic categories as defined by the World Bank or to other countries as designated by Council (JWD 43: 162). Inter Science Institute shall receive a complimentary subscription to the Journal of Wildlife Diseases providing they continue to maintain their Subscription Membership (JWD 31:446).

Section 4
The Journal of Wildlife Diseases shall stop publication of manuscripts by authors that have failed to pay page charges (JWD 34: 207).

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ARTICLE VII. MEETINGS

Section 1. Council

Members of Council may participate in meetings of the Association in person or remotely.

Section 2

A majority of the members of Council constitutes a quorum and this must be achieved for decisions to be approved. In the absence of a quorum, members of Council may meet for discussions of agenda items only.

Section 3

Any action which may be taken at a meeting of the Council may be taken without a meeting if all members of Council have received motions and accompanying explanatory documents by paper or electronic delivery at least 7 days prior to the decision date, and if quorum of Council has voted in support of the action. The Secretary will aggregate the votes using a system accessible to all members of Council.

Section 4

Committee and Section reports to be presented at the Annual International Conference shall be submitted to the Secretary at least one month prior to the Annual International Conference.

Section 5

Business. The order of business at the Annual Council Meeting shall include:
   a) Call to order. The President shall assure that a quorum (majority of all the members of Council) is present and call the meeting to order.
   b) Approval of minutes.
   c) Treasurer's report and budget.
   d) Officers’ reports.
   e) Editors’ reports.
   f) Executive Manager's report.
   g) Standing and ad hoc committee reports, as deemed necessary and in the order called by the President.
   h) Annual reports from Sections.
   i) Unfinished business.
   j) New business.

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k) Unscheduled items.
l) Vote on revised budget and annual fees.
m) Adjournment.

Section 6. Scientific

The local conference organizing committees of future conferences will provide Council with a provisional budget, the Executive Manager and Officers will review the budget before it is presented to Council and an upper limit of total expenses will be approved by Council. In a timely manner following the conference, the local organizing committee will present a close-out budget to Council (JWD 45: 563).

ARTICLE VIII. COMMITTEES

Section 1

Standing Committees shall be defined as those permanent committees established by the Constitution of the Association or its governing Council. These committees shall include, but not be limited to Awards, Budget & Audit, Information, International, Membership & Promotions, Nominations, Public Affairs, Small Grants, Student Activities, Student Awards, Teller, Time & Place, Tom & Beth.

Committees shall function under guidelines and mechanisms approved by Council and will be responsible to the President. All final recommendations and/or reports by committees will require approval by Council before action is implemented.

With the exception of the Editorial Board, membership on a committee and term of membership (usually 3 years) will be determined by the President in consultation with the Vice-President.

Standing committee Chairs and members shall be eligible for reappointment at the discretion of the President in consultation with the Vice-President.

The President shall appoint annually the chair of each committee. Committee members shall be consulted by the President or Vice-President before a decision is made regarding reappointment or termination to a committee.

Committee members shall consult with the Committee chair and President or Vice-President if circumstances demand that they step down from committee membership before the end of their term.

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Section 2

Ad hoc Committees shall be defined as those non-permanent committees established by the President or Council.

The terms of reference, charges and duties, and operational guidelines of ad hoc committees will be clearly defined by the President and/or Council at the time of establishment of the committees.

The committees will be responsible to the President and be required to submit reports to the Council at the annual Council meeting and otherwise as requested by Council.

All final recommendations and/or reports by the committees will require approval by Council before affirmative action can be implemented.

Membership on an ad hoc committee and term of membership will be determined by the President.

Section 3

Unspent funds allocated to the operation of a committee may not be carried forward from one fiscal year to the next.

ARTICLE IX. SECTIONS

Section 1

The purpose of a Section is to bring together Association members who have common scientific interests or common geographical areas.

Section 2

The minimum number of members required for establishment of a Section shall be 10.

Those requesting Section status must present a written request to the International Committee, which reviews the application, and if it meets the requirements, presents it to Council for action.

Council approval is required before a Section may be established. Council can revoke Section status if the number of Association members fall below the minimum requirement for a Section or if the Section does not meet other criteria specified in the bylaws.
Section 3

The Constitution and Bylaws of the Association shall guide the governance of the Sections. The sections shall have an elected Chair and Officers comprising Section secretary, treasurer, Section Newsletter Editor, Section Student Representative and other officers as needed. Section Chairs are elected by section members.

Section 4

Members of a Section must be members of the Association. Members of geographic Sections are determined by the country in which they reside and list as their address with the Association. For purposes of financial reimbursement, only one geographic Section, the one in which the member resides, will receive payment from the Association. Only geographic Sections receive per capita reimbursement. Members can also join other geographic or non-geographic Sections, with the approval of the Section, but cannot direct where their reimbursement will go.

Section 5

The geographic Sections shall, based on the number of members, receive financial support annually from the Association as determined by Council. The use of this financial support is to be decided by each Section but must be in pursuit of the WDA mission. Sections can also apply for additional funds from the Association.

Section 6

The Sections should strive to hold a conference every second year. Sections must inform Council and the website editor or manager of the time and place of the conference at their earliest convenience but no later than 1 month prior to meeting. It is preferred that at least one Council member, Officer, or the Executive Manager attends the biannual conference of each Section (JWD 42: 198, 43:154).

The chair and Officers of the Sections shall hold a meeting in person or by teleconference at least every year.

Section 7

The Section Chairperson as a member of the Association Council, shall be the liaison between the Section, Council and the Executive Manager. The Chairperson shall strive to ensure that Section Conferences are held at least every second year.

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The Section Secretary shall be responsible for the section membership directory and for minutes from section meetings.

The Section Treasurer shall be responsible for Section finances. The Chairperson or Treasurer is permitted to sign cheques and other documents in the name of the section. The section’s Treasurer shall present a financial report of the conferences of the Section.

The Section Newsletter Editor shall be responsible for the collection of information within the section and that this information is passed on to the Association Newsletter Editor.

The Section Student Representative shall be member of the Student Activities Committees of the Association.

One member of the Section Council shall be a member of the Association International Committee.

Section 8

Sections may publish separate Newsletters, maintain a website or a page on the Association website, but similar information should be submitted to the Association Newsletter and website of the Association for consideration for publication.

Section 9

Sections shall have a Nominations Committee appointed by the Chairperson. The Nominations Committee shall nominate people for election at the Section Meeting at least every second year.

Section 10

Sections shall establish their own home pages that should be a part of the Association Website home page.

ARTICLE X. STUDENT CHAPTERS

Student chapters of the Association may be established according to the Student Activities Committee (SAC) guidelines. Applications shall be sent to the Chair of the SAC. If accepted by the Chair plus one supporting regular member of the Student Activities Committee, the committee shall recommend to the President that the chapter application be approved. The President will then inform Council who will vote to approve or deny formation of Student Chapter (JWD 43: 155).
ARTICLE XI. AMENDMENTS TO BYLAWS

These Bylaws may be amended by majority vote of Council in attendance at the regular Annual International Conference of the Council, at teleconference meetings or as established by electronic communication and voting as in keeping with the procedures described within these bylaws.

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