

# **CHARTER**

## **FLORIDA BAT WORKING GROUP**

### **Background**

Conservation and management of wild bats in the United States is the legal responsibility of state wildlife agencies (with the exception of federally listed species). In addition, other state, federal, and private organizations, particularly those with natural resource management mandates and goals, are increasingly becoming involved in bat conservation efforts. With the increased interest in bat conservation, several private organizations have formed to serve as unifying entities for the multiple partners in conservation efforts.

The Florida Bat Working Group (FLBWG) was established in 2000 to convene individuals working to protect and conserve bats and their habitats in Florida. On December 17, 2020, the FLBWG approved this Charter to provide a formal structure for the working group.

### **Article I. Name, Scope, and Affiliation**

Section 1. **NAME** – The name of this organization shall be the “Florida Bat Working Group,” hereafter referred to as FLBWG.

Section 2. **SCOPE** – The FLBWG shall have as its scope of organization to ensure the long-term sustainability of Florida’s bat populations through integrated research, management, and public education.

Section 3. **AFFILIATION** – The FLBWG is considered a subunit of the regional working group for the Southeast, the Southeastern Bat Diversity Network (SBDN).

### **Article II. Goals and Objectives**

Section 1. **MISSION** – The mission of the FLBWG is to conserve Florida’s bats through collaborative research, management, and education among agencies, organizations, and individuals.

Section 2. **OBJECTIVES** – The specific objectives of the FLBWG are:

- A. Facilitate exchange of information and ideas between state, federal, private organizations, and private individuals concerning all aspects of bat conservation in Florida.
- B. Promote appreciation of bats in the state of Florida through education and outreach.
- C. Promote skills associated with the conservation and management of bats among organizations and individuals interested in bat conservation.

### **Article III. Membership**

- Section 1. MEMBERS – Membership in the FLBWG shall be available to any person interested in bat conservation in Florida and that supports the goals and objectives of the FLBWG and the SBDN. Current members are those who have paid the annual fee at the Annual Meeting or mailed to the Treasurer prior to the Annual Meeting.
- Section 2. MEMBER FEES – Payment of the annual fee of \$10 shall entitle current members to vote for Officers and Members At Large of the Board of Directors, be eligible to become a member of the Board of Directors, and to serve as a committee chair.
- Section 3. LISTING – A listing of current members, addresses, phone numbers, and e-mail addresses will be maintained by the FLBWG.

### **Article IV. Board of Directors**

- Section 1. COMPOSITION - The FLBWG Board of Directors shall consist of the officers (1 Chair, 1-2 past Chairs, a Secretary, and a Treasurer) and 3-5 Members At Large, for a total of 7-10 members.
- Section 2. RESPONSIBILITIES – The Board of Directors shall be responsible for general oversight of the activities of the FLBWG. Specific duties shall include ensuring all Annual Meetings of the FLBWG are organized and held, approving of committees and committee chairs, and participating in quarterly meetings of the Board of Directors. Board meetings can be conducted via electronic means including conference calls.
- Section 3. ELECTIONS – Candidates for Officer and Members At Large positions shall be nominated by the current Board of Directors and elected by the membership at a designated meeting of the FLBWG or by online survey or e-mail vote. Each prospective Officer or Board Member at Large will be voted on separately. Majority vote of the membership is required to elect all members of the Board of Directors.
- Section 4. TERMS OF OFFICE
- A. Term of office for all members of the Board of Directors shall be 2 years, with no limit on number of terms.
  - B. If a Board of Director position becomes vacant mid-term, the remaining Board of Directors can jointly appoint a temporary replacement until the next election can be held.
- Section 5. POSITIONS AND DUTIES
- A. CHAIRPERSON – The Chairperson shall preside at all meetings and shall serve as an *ex officio* member of all committees. The Chairperson shall represent the FLBWG, or designate a representative from the membership, at professional

meetings and workshops. The Chairperson shall be responsible for the scheduling and organizing of the quarterly meeting of the Board of Directors.

- B. PAST CHAIR(S) – The Past Chair(s) shall perform appropriate duties assigned by the current Chairperson. Provides historic perspective and acts as an advisor to the Chair. The Past Chair(s) shall conduct the nominations and elections of officers for the FLBWG.
- C. SECRETARY – The Secretary shall be responsible for maintaining the records of the FLBWG, including the Charter of the FLBWG, minutes of all past meetings, committee reports, correspondence pertinent to the FLBWGs affairs, a master list of past and current membership, and all other materials designated as pertinent by the Chair. The Secretary shall also be responsible for recording the minutes of all meetings and providing copies of the minutes to any current member of the FLBWG upon request.
- D. TREASURER – The Treasurer shall be responsible for the collection and management of fees or any other funds donated to FLBWG. FLBWG funds are held in trust in the SBDN account for use by FLBWG. The FLBWG Treasurer is responsible for maintaining a relationship with the SBDN Treasurer and keeping a financial record that accurately accounts all funds, acquired for use by FLBWG, and all deposits and withdrawals made by FLBWG through SBDN. If fund transfers are necessary when the FLBWG Treasurer is unavailable for an extended period, the FLBWG Chair, or a Chair-appointed board member, may act on behalf of the FLBWG Treasurer.
- E. MEMBER AT LARGE – The Members At Large shall perform appropriate duties assigned by the current Chairperson and Officers. They will represent the membership and will be responsible for liaising with the members to facilitate the goals of the Board of Directors.

#### **Article V. Committees**

Section 1. COMMITTEES – Requests to form committees may be submitted to the Board of Directors at any time. The Board of Directors must approve formation of each new committee and the specific duties or objectives of the committee during a quarterly meeting by two-thirds vote of the Board.

Section 2. APPOINTMENTS – The Board of Directors shall approve the committee leaders for all committees by two-thirds vote. Committee members can self-select.

Section 3. REPORTS – All committee leaders shall submit a written summary of committee activities to the Officers seven days prior to the Annual Meeting or upon request by the Chair.

Section 4. ACCOUNTABILITY – All committees shall be accountable to and operate under the general supervision of the Board of Directors.

Section 5. TENURE – All committees are considered *ad hoc* and shall serve until the duties assigned to the committee by the Board of Directors are discharged. Committees shall be disbanded by a two-thirds vote of the Board.

#### **Article VI. Meetings**

Section 1. ANNUAL MEETING – A meeting of the FLBWG membership shall be held at a time and location agreed upon by the FLBWG membership. Other meetings of the Officers, Board of Directors, or current membership may be called based on specific needs and at the discretion of the FLBWG Board of Directors. Non-members may be allowed to attend the Annual Meeting; attendance fee may be requested.

Section 2. NOTICE OF MEETINGS – Members must be notified at least 45 days prior to the Annual Meeting.

Section 3. QUORUM – Quorum for general membership meetings shall be at 25 percent of the current members. Quorum for meetings of the Board of Directors shall be greater than 50 percent of the current members of the Board of Directors. Discussion may still occur if no quorum is present.

Section 4. MEETING RULES – Order of business and parliamentary procedure for meetings shall follow agreed upon standards for meeting etiquette.

Section 5. VOTING - Votes shall be approved by majority of current membership in attendance provided a quorum is present, unless specified otherwise in these bylaws.

Section 6. CHARTER – The FLBWG charter shall be available for inspection during every meeting.

#### **Article VII. Amendments to Charter**

Section 1. PROCEDURE – This charter may be altered or amended by a 2/3 vote of the FLBWG current membership; vote may conducted by mail, e-mail ballot, online survey, or in-person at a general membership meeting provided that due notice of the proposed change(s) has been provided to all current members at least 30 days in advance.

## APPENDIX A

### Florida Bat Working Group Founding Charter Membership

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>
Robert Aldredge	Wildlife Biologist	US Fish and Wildlife Service
Ralph Arwood	VIP	Big Cypress
Cynthia Balboni	Wildlife Biologist	Camp Blanding Joint Training Center-Florida Army National Guard
Alice Bard	Environmental Specialist II	Florida Department of Environmental Protection
Donna Bear	Curator	Jax Zoo
Shari Blissett-Clark	President	Bat Belfrys / Florida Bat Conservancy
Kara Bogden	Senior Beverage Scientist / Co-Chair BBC Green Team	Bacardi Bottling Corporation (Bat Monitoring Location)
Robin Boughton	Wildlife Research Section Leader	FWC-FWRI
Dan Bozone	President	Friends of Bats
Rob Carlson	Curstor	WDW
Kim Chase	Biological Scientist III	Florida Fish and Wildlife Conservation Commission
Amy Clifton	Wildlife Biologist	Florida Fish & Wildlife Conservation Commission
Anna Deyle	Northeast Wildlife and Landscape Biologist	Florida Fish and Wildlife Conservation Commission
Terry Doonan	Mammal Conservation Coordinator/Biologist	FWC
Norberto Fernandez	Bio. Sci. III	FWC
Laura Finn	Founder / Director	Fly By Night, Inc
Nick Gikas	Scientist	Environmental Solutions & Innovations, Inc.
Mike Gillikin	Assistant Mammal Conservation Coordinator	Florida Fish and Wildlife Conservation Commission
Ken Gioeli	Extension Agent IV/Natural Resources & Environment	UF/IFAS Extension St Lucie County
Jeff Gore	retired	formerly FWC
Lindsey Hacker	Park Ranger	Florida Forest Service
Neal Halstead	Senior Ecologist	Wildlands Conservation
Blair Hayman	Regional Species Conservation Biologist	FFWCC
Eric Hearn	EHS Coordinator	Bacardi Bottling Corporation
Troy Hershberger	Wildlife Biologist	US Air Force
Shelly Johnson	State Specialized Agent, Natural Resources	University of Florida, IFAS Extension
Daniel Judy	Vice President	Environmental Solutions & Innovations, Inc.
Catherine Kennedy	Senior Biologist	FWC
Lorraine Ketzler	Fish and Wildlife Biologist, Liaison to Hurlburt Field	US Fish and Wildlife Service
Mark Kiser	Forest Ecologist	Florida Forest Service
Nonie Maines	Owner/ Wildlife Educator	Nonie's Ark Animal Encounters

Verity Mathis	Mammalogy collections manager	University of Florida/Florida Museum of Natural History
Melissa Meyer	Veterinary technician	White Oak Conservation
Leah Miller	Member of the Board	Florida Bat Conservancy
Bruce Miller	Director	Bat Soundz Services
Allen Mosler	Property Manager	NSS, SCCi, Flint River Grotto
Jeanne Murphy	Wildlife Biologist / Environmental Educator / Business Owner	Sensing Nature, LLC
Jennifer Myers	District Biologist	FWC
Holly Ober	Professor	UF
Brendan O'Connor	Southwest Volunteer Program Biologist	Florida Fish and Wildlife Conservation Commission
Daniel Pearson	Environmental Specialist II	FL. Dept. of Environmental Protection, Div. of Rec & Parks
Brian Pope	Director	Lubee Bat Conservancy
Roxy Pourshoushtari	Florida bonneted bat biologist	Florida Fish and Wildlife Conservation Commission
Carol Rizkalla	District Biologist	FWC
Jess Rodriguez	Conservation Biologist	FWC
Hannah Rowe	Scientist	VHB
Rebecca Schneider	Regional Species Conservation Biologist	FL Fish & Wildlife Conservation Commission
Todd Sinander	Biologist	Bat Conservation and Management, Inc.
Kathleen Smith	Fish and Wildlife Biologist III - CREW Wildlife and Environmental Area	FWC
Lisa Smith	Research Associate	FWC
Danielle Stanek	State Public Health Veterinarian	Florida Department of Health
Scotland Talley	Conservation Biologist	FWC
Sonya Thompson	Environmental Resources Project Supervisor	Miami-Dade County
Tyler Turner	Assistant Regional Species Conservation Biologist	FWC
Andrew Walker	President & CEO	Fish & Wildlife Foundation of Florida
Colleen Werner	Biological Scientist II	Florida Forest Service
Ricardo Zambrano	Regional Biologist	FWC