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# SOCIETY FOR RANGE MANAGEMENT

## IDAHO SECTION

June 1989 Revision

### OFFICERS' DUTIES

#### Purpose

Article VII of the Society for Range Management bylaws authorizes the establishment of Sections and gives general guidance for their operation and functions. The purposes for which a Section is established as stated in the bylaws are

"to bring about, through regularly scheduled meetings, tours, or other means, a closer personal acquaintance among members of the Society, an increased spirit of cooperation on matters relating to Society objectives, the encouragement of members to participate in both Section and Society functions, to study and observe local range and range related situations, to work with other Sections or with other local organizations on matters of common interest and concern, and to confer on Society affairs."

In addition, the SRM Advisory Council recommends that Section objectives should be

"to develop a comprehensive understanding of range ecosystems and of the management, use and conservation of range resources; to assist all who are interested in range resources to keep abreast of new findings and techniques in both the science and art of range management; to improve the effectiveness of range management in obtaining values necessary for man's welfare; to create a public appreciation of the social and economic benefits to be derived from range resources; and to promote the professional development of its membership." (SRM ."Guidelines and Suggestions for Section Officers," 1980, pg.1, see appendix 1).

#### Board of Directors

The business of the Section is managed by an eight-member board which includes the president- elect, the president, the immediate past president, and five elected directors. The terms of the president, president-elect, and immediate past president are one year. The representative from the Student Chapter is elected each year, and the tenure of the other directors is two years, with two new directors being selected each year.

#### Section Officers

The officers of the Idaho Section are a president, a president-elect, a secretary, and a treasurer. (The secretary and treasurer offices may be combined at the discretion of the president) The president-elect is elected each year by ballot and steps up to the presidency the following year. The secretary and treasurer, or secretary-treasurer, are appointed by the President and confirmed by the Board of Directors.

## Duties and Functions

### President-Elect

The President-elect is elected by a majority vote of the Section membership from nominations provided by the Nominations Committee. Election results are announced at the annual meeting and the president-elect assumes his office at the time the previous president-elect steps up to the Section President office. The President-elect

1. Serves as a member of the Idaho Section Board of Directors.
2. Serves as a member of the Parent Society's Advisory Council.
3. Is responsible for planning and organizing the Section's annual winter meeting.
4. In the event of absence, incapacity, resignation, or death of the President, discharges the duties of that office.
5. Closely cooperates with the President in the supervising of Section affairs.

The president-elect should observe closely the conducting of Section business during his year in office.

### President

The Section President, after serving one year as president-elect, takes office at the annual meeting after all old business has been completed. He provides general supervision of the affairs of the Section. The President

1. Serves as presiding officer at all Section and Board meetings of the Idaho Section.
2. Serves as a member of the Parent Society's Advisory Council.
3. Appoints members to fill positions of newsletter editor, historian, and committee chairs and to fill vacancies on standing and ad hoc committees in accordance with Section bylaws.
4. Appoints the secretary, treasurer, or secretary-treasurer with the approval of the Section Board of Directors.
5. Contributes a column on Section activities for each issue of the Section newsletter.
6. Provides the Parent Society's Executive Secretary with the names of officers and committee chairs within 30 days after the Section annual meeting.
7. Notifies the Board of Directors of Section election results.
8. Insures that the Membership Committee Chairperson and the Newsletter Editor receive updated membership information from the Society.
9. Calls meetings of the Section at such times and places as prescribed by the bylaws with any deviations being approved by the Board of Directors.
10. Calls meetings of the Board.
11. Serves as principal contact between Section members and the Parent Society.
12. Attends or appoints a representative to attend the annual or the summer meeting of the Parent Society.
13. Works closely with the Section officers, committee persons, and members to keep the membership informed of Section activities.
14. Deals with public affairs issues of concern to the Section.
15. Utilizes the Board of Directors in overseeing the affairs of the committees.
16. Maintains the currently correct Section Handbook and provides all or part as may be needed by officers or committees.
17. Selects a recipient for the President's Award and presents it to him or her at the annual meeting.

18. Upon stepping down, passes the Section Handbook and other relevant information to the President-elect and submits information such as pertinent correspondence to the Historian. Provides both people with the annual summary of the year's activities and accomplishments.
19. Is responsible to see that appropriate Internal Revenue Service Reports are submitted to maintain tax-exempt status.

The Section President provides the leadership which moves the Section forward in all areas of activity. He or she discusses committee or Section responsibilities and comes up with ideas or motivation to enhance the activities of the Section. The President delegates authority under clear guidelines understood by those to whom the authority is being delegated. It is recommended that the President appoint an audit committee yearly at the fall meeting to audit the Treasurer's records.

#### Immediate Past President

1. Serves as a member of the Section Board of Directors.
2. Serves as a member of the Parent Society's Advisory Council.
3. Serves as chair of the Nominations Committee.
4. Serves as member of the Awards Committee.

#### Secretary or Secretary-Treasurer

1. Serves as a nonvoting member of the Board of Directors.
2. Takes minutes of Section business and Board meetings.
3. Maintains records of the Section.
4. Coordinates, prepares, mails, receives, and tabulates ballots for Section elections in accordance with Section bylaws Article 111, Section 7.
5. Informs President of election results.
6. Performs all duties necessary to fulfill requirements related to maintenance of Section's tax-exempt status.
7. Submits copies of Section meeting records to all members of the Board, to committee chairs, and to both the Newsletter Editor and the Historian.
8. Works closely with the Section President and the Board to facilitate efficient and effective operation of Section business.

#### Treasurer or Secretary-Treasurer

1. Serves as a nonvoting member of the Board of Directors.
2. Receives all Section monies including dues, fees, and endowments/donations.
3. Pays all debts of the Section as directed by the Council.
4. Maintains accurate records of all Section financial transactions.
5. Prepares and presents a financial statement at all Board meetings.
6. Cooperates with the President and the Board to insure that all financial commitments are kept current.

## Directors

1. Chair or serve on ad hoc Section committees at the request of the President.
2. Remain informed on all Section and Board activities and actions; attend and actively participate in all Section Board meetings.
3. Solicit the requests, concerns, and suggestions of the Chapter and report them to the Board; report all Section and Board activities and actions to respective Chapters.
4. Cooperate with the Membership Committee on membership activities of their respective Chapters.

## NOMINATIONS COMMITTEE

### June 1989 Revision

#### Purpose

The Nominations Committee is responsible for developing a list of eligible candidates for each elective office in accordance with the bylaws of the Idaho Section-SRM.

#### Structure

The Nominations Committee is an annual committee consisting of three (3) members: the Section President, the immediate Past President, and a previous Past President. The immediate Past President serves as committee chair and selects a Past President for the committee.

#### Function

##### A. Duties of Committee Members

1. Contact members to obtain names of possible nominees for President-elect. Members contacted should represent different geographical areas, professions, and interests.
2. Contact recommended nominees to determine their willingness to be considered. Those expressing willingness will be asked to provide a biographical abstract containing the following:
  - a) Active participation in the Society For Range Management
  - b) Recent interest in activities at the Section level
  - c) Education and training pertaining to the goals of the Section
  - d) Experience in range management
3. Review biographical abstracts and select two candidates for president-elect

##### B. Duties of Committee Chairperson

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Send a follow-up letter verifying the willingness of the nominees selected to stand for election.
3. Obtain the names and biographical abstracts of the nominees for president-elect and include them on a ballot
4. Submit the ballot to the Section Secretary by September 1 each year.

##### C. Duties of Section Secretary/Treasurer

1. Notify the Chapter Presidents and the immediate Past President that the candidate names for president-elect and for Board members are to be submitted by August 15.
2. Mail a ballot in a stamped return envelope to all Section members by September 20.
3. Receive the ballots by October 15.
4. Count the ballots, assisted by one or more Section members appointed to be election judges.
5. Notify, in writing, the Section President and all candidates of the results by November 1.

D. Duties of Section President

1. Notify the Board of the election results.
2. Notify the members attending the annual winter meeting of the election results.

Pertinent Bylaws

Article II, Sections 4, 5, 6; Article III.

Suggestions

1. Utilize the Section's bulk mailing permit to send out ballots.
2. (President) Send a letter of appreciation to the unsuccessful candidates for their willingness to serve and for their support of the Section.

## MEMBERSHIP COMMITTEE

### June 1989 Revision

#### Purpose

The Membership Committee seeks to increase and to perpetuate active membership in the Society for Range Management and to promote the goals and objectives of the Idaho Section and the Parent Society.

#### Structure

The Idaho Section Membership Committee is composed of the chairperson from each Chapter and others as needed. The committee chairperson will be appointed by the Section President and may be the representative from one of the Chapters. All committee members serve for one year from their installation at the annual Section meeting. Committee members and chairs may be annually reappointed as many times as the President deems appropriate.

#### Function

##### A. Duties of the Chairperson

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Motivate Membership Committee members and individuals within the Idaho section to actively solicit new members.
3. Oversee the activities of the committee.
4. Contact delinquent members to request renewal of their membership.
5. Serve as a member of the Parent Society's Membership Committee.

##### B. Duties of the Committee Members

1. Actively solicit new members within the Chapter/Section and motivate Chapter members to solicit additional memberships.
2. Develop and distribute membership material and information concerning the Society for Range Management.
3. Contact delinquent members on an informal basis to re-establish membership.

##### C. Reports

1. Develop and maintain a current and past membership computer listing for the Idaho Section.
2. Prepare and present an annual Membership Committee budget and work plan and a year-end report.
3. Provide the Section President, Chapter chair, Board of Directors, Newsletter Editor, and Section officers with membership lists upon request.
4. Provide the Newsletter Editor and other officers with mailing labels.
5. Prepare a news article for the Section newsletter.
6. Provide the Section President with a list of new members for his or her "Welcome" letter.
7. Provide the Newsletter Editor with the names of both new and outgoing Section members to be published in the newsletter.



## INFORMATION AND EDUCATION COMMITTEE June 1989 Revision

### Purpose

The Information and Education (I & E) Committee is responsible for establishing and maintaining communication between the Section President, the Section members, public agencies, and the general public. The communication is established through committee-generated I & E programs that will promote the following:

1. The role of the Society as a body of interested, informed persons concerned with rangeland resource management
2. Public recognition of the range profession
3. Public recognition and appreciation of rangeland resources
4. The ongoing professional activities and public involvement of the Section members
5. A format for exchanging and addressing ideas, concerns, issues, and opportunities in the range profession
6. Section members' participation in state, county, and local activities related to range management
7. The use of the various news media (i.e., newspapers, radio, television, magazines, displays, pamphlets, and telephone) to convey the professional principles of the Society and to recognize the achievements of Section members

### Structure

The I & E Committee promotes the goals and activities of the Idaho Section. The President appoints the committee chairperson.

### Function

#### A. Duties of the I & E Committee Chairperson

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Coordinate activities and plans with the President and the Board.
3. Maintain a liaison with Parent Society I & E Committee Chairperson.
4. Serve as a member of the Parent Society I & E Committee.
5. Maintain communication with each committee member.
6. Maintain high visibility with the Section membership.

#### B. Duties of the Section I & E Committee Members

1. Formulate and present an annual Section I & E program at the annual fall meeting.
2. Request member input to formulate the annual I & E programs.
3. Provide guidance and assistance in I & E programs and activities to the Section members at the local level.
4. Maintain high visibility with the Section members, the Board, and the President through actions, activities, and promotion of the committee purpose.
5. Prepare and present the bi-annual I & E reports at the fall and spring meetings.
6. Assist the committee chair in maintaining the committee record.
7. Coordinate committee activities with the Section President and Board.
8. Maintain a directory of outside interest groups or individuals as well as of

Section membership, officers, Board, and committees.

## STUDENT AFFAIRS COMMITTEE June 1989 Revision

### Purpose

The purpose of the Student Affairs Committee is to continue providing viable information and educational programs for youths interested in renewable resources, particularly range management. The committee is also responsible for addressing issues of concern to student members of the Section.

### Structure

The committee chairperson is appointed by the Idaho Section President at the annual winter meeting. The committee consists of at least three members, including the chairperson. The committee should have one member from the University of Idaho (U of I) Range Resources Department to maintain a liaison with U of I students. The chairperson, with the concurrence of the Section President, appoints committee members.

### Function

#### Annual Duties of the Committee

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Develop action proposals regarding student issues brought to the committee's attention and then submit recommendations to the Board of Directors.
3. Coordinate both student activities held in conjunction with the winter Section meeting, such as the annual plant judging and written exam contests, and any other events such as special student sessions of symposia
4. Facilitate development of range management-oriented youth programs in Idaho such as 4-H and FFA
5. Select the U of I recipient of the annual Idaho Section Undergraduate Range Management Scholarship. Coordinate with the Awards Committee chairperson on plaque inscription and recipient certificate.
6. Request the Board of Directors to provide a scholarship to sponsor a student at the National Resources Workshop. If the scholarship is approved, select the recipient with the concurrence of the President and/or Board of Directors. Assist in providing range instructors, as needed, at the Natural Resource Workshop.
7. Request the Board of Directors to sponsor a student to represent the Idaho Section at the Youth Forum held during the SRM Parent Society meeting. If approved, select the student with the concurrence of the President and/or Board of Directors.
8. Encourage youth attendance and participation in Idaho Section tours and meetings and at the SRM Parent Society meetings. Help solicit financial support as needed to enable the members of the U of I Plant ID and Range Exam teams to attend the Parent Society meeting.
9. Encourage Idaho Section members to support range youth activities and the student endowment fund in their Chapters and at the University of Idaho.

PUBLIC AFFAIRS COMMITTEE  
June 1989 Revision

Purpose

The responsibility of the Public Affairs Committee is to provide guidance to the Section and its officers in matters of public affairs concerning range resources and uses. This committee enables the Section to exert constructive influence on decisions and actions which have bearing on the welfare of range ecosystems and their products.

Structure

The committee chairperson is appointed by the Idaho Section President at the annual fall meeting. The committee chair, with the concurrence of the President, selects committee members. Committee membership is ad hoc for each specific issue or activity and consists of representative Section members familiar with and capable of addressing the particular issues at hand.

Function

Duties of the Committee Chairperson and Committee Members

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Furnish information and guidance to the Section on public issues and problems within Idaho.
3. Maintain and improve relationships with other professional organizations, government agencies, institutions, range livestock industries, and with the general public.
  - a. Develop and maintain a directory of names and addresses of groups and individuals outside the SRM and the Idaho Section that are concerned with the management and utilization of the rangeland resources (such as state and federal agencies, producer groups, and special interest groups).
  - b. Provide interested groups and individuals with the name and address of the Idaho Section President.
  - c. Provide the newsletter chairperson with names and addresses of producer groups and special interest groups.
  - d. Obtain a schedule of meetings of different groups and forward it to the Newsletter Editor and the President.
  - e. Maintain contact with and represent the SRM at the meetings of organizations and groups, such as cattle producers and wool growers, who have an interest in or exert an impact on the State's rangelands.
4. As directed by the Board, develop position statements or draft responses to proposed agency actions and to other matters related to Idaho range resources and uses.
5. May accept statements or solutions from Section members and assist in presenting them to the Board for consideration.
6. Keep abreast of activities or actions by federal, state, and local governments, corporations, or individuals that impact the rangeland of Idaho. Monitor new or proposed State and National legislation that deals with or affects rangelands or range resources. Advise the Chapter and Section Presidents both of opportunities for input of needed facts or information concerning rangelands and of foreseeable conflicts with other groups.

## HONORS AND AWARDS COMMITTEE June 1989 Revision

### Purpose

The Honors and Awards Committee recognizes individuals from within the state of Idaho for outstanding accomplishments and service in the field of range management. Recognition for these accomplishments should promote professionalism, development of leadership qualities, and personal and professional development among the membership of the Section.

### Structure

The committee is composed of a chairperson and at least three (3) other members from the following livelihoods or interests: (1) Ranch-a livestock producer whose operation depends upon the range resource; (2) Education-a student or faculty member from an educational institution that includes range management in its curriculum; (3) Land Management-an employee of any of the major public land management agencies in the state; or (4) Conservation-a spokesperson for a group or organization with environmental goals and objectives.

The chair is selected by the President of the Section. Existing committee members should be considered by the President in making the selection to insure some degree of continuity from year to year. The term of office for each member is recommended as two (2) years.

Nominations for committee members are solicited by the chair with suggestions coming from the President, Chapter chairs, and interested individuals. Members must come from the same group (as described above) that the retiring member represented. Thus the basic structure of the committee will be maintained.

### Function

The duty of the committee is to select the most deserving nominees for Section and national awards.

#### Duties of the Chairperson

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan (see appendix 3) by December 31.
2. Publish and distribute the nomination forms.
3. Compile the nominations from the general membership and distribute them to committee members for selection.
4. Serve as a tie-breaker in the event of a tie vote for awards.
5. Compile selections of the committee and forward them to the President for approval.
6. Acquire awards.
7. Present awards (the President will present the President's Award).
8. Select new committee members upon the retirement of existing committee members prior to term expiration.
9. Encourage Chapter chairs to present awards to deserving members within their respective chapters.
10. Keep all correspondence records relative to awards and nominations, provide guidance in the selection of award nominees, and assist the President in matters relating to honors and awards.
11. Provide information on Idaho Section award winners to the I & E Committee for dissemination to state news media.
12. Maintain a list of yearly award winners.

## Awards

There are three basic types of awards, originating from the Parent Society, the Section, and the individual Chapters. The Honors and Awards Committee of the Section solicits nominations and selects recipients for Section awards; however, it may only refer nominations for awards to the Parent Society and to individual Chapters. Chapters are encouraged to recognize Rancher and/or Rangeman of the Year at the annual Chapter meetings.

### A. Parent Society Awards

1. Frederick G. Renner Award
2. W.R. Chapline Stewardship Award
3. W.R. Chapline Research Award
4. Fellow of the Society for Range Management Award
5. Outstanding Achievement Award
6. Outstanding Young Range Professional Award
7. Special and Distinguished Service Awards
8. Outside Awards

### B. Idaho Section Awards

1. Top Hand Award
2. President's Award
3. Outstanding Achievement Award
4. Citations
5. Range Exam and Plant ID Contest Awards
6. University of Idaho Student Scholarship

### C. Chapter Awards

1. Rancher of the Year Award
2. Rangeman of the Year Award

## HISTORIAN June 1989 Revision

### Purpose

The Historian is responsible for maintaining records which document the Section's history, including information on past offices, awards, meetings, administrative actions, and technical achievements.

### Structure

The Historian is appointed by the President and, for the sake of continuity, shall remain in that position for as long as is practical. This position should be reviewed periodically to insure that the incumbent desires to continue and also to insure that the Section's interests are being served.

### Function

1. Solicit and maintain historical records of the Section, including publications, documents, and information on past meetings, officers, administrative actions, and technical achievements.
2. Maintain up-to-date listings of all past officers, award winners, and meeting locations.
3. Maintain a file of all past Section newsletters and insure them proper protection against loss or abuse. Make copies of newsletters available upon request.
4. Prepare, publish, and distribute such information as requested by the Board of Directors to accurately and effectively portray the historical activities and actions of the Section.
5. Provide historical perspective when requested by Section President or other Section officers.
6. Prepare "Historical Comments. or other articles for the newsletter upon request

### Suggestion

1. Work directly with the Section President, the Secretary-Treasurer, and the Newsletter Editor to receive appropriate information and material on a routine basis.

## NEWSLETTER June 1989 Revision

### Purpose

The Newsletter Editor is responsible for disseminating information about the Idaho Section to its members by publishing four newsletters per year.

### Structure

1. The Newsletter Editor is appointed by the Section President. The Editor should be a member who is committed to the job, who is willing and able to spend considerable time at quarterly intervals working on the letter, who has access to word processing equipment, and who is a good writer. Preferably, the Editor should be the same person for several years:
2. It is recommended that the Editor, with the assistance of the President, appoint a committee to help with the letter. Two potential committee structures are as follows:
  - a. A representative from each Chapter is chosen to facilitate getting articles on Chapter activities and members.
  - b. Each member is given specific duties such as solicitation and processing of advertisements, maintenance of the mailing list, preparation of technical articles, gathering of news articles, layout, and preparation for mailing.
3. All Section and Chapter officers and committee chairs are responsible for sending information and reports to the Editor for use in the newsletters.
4. The Editor serves as chairperson of all Section ad hoc committees and subcommittees related to the Section newsletter.
5. The Editor submits an upcoming year's budget and a year-end written report concerning newsletter activities and actions to the Section President and Board of Directors before the Section annual meeting.

### Function

#### Duties of Newsletter Editor

1. Scheduling
  - a. There should be a minimum of four issues per year at three month intervals. Other contributors are more likely to respond in a timely manner if a regular schedule is developed and adhered to.
  - b. The Editor should establish a schedule that best fits his or her work load, setting a deadline for submission of articles and a deadline for mailing. A two week space between the two deadlines is realistic. The deadline for submitting articles for the next issue should be printed in each newsletter.
2. Sponsors/Advertisements
  - a. Sponsors and/or advertisements should be solicited to offset the cost of printing and mailing the newsletter.
    - 1) Advertisement rates are computed by the column inch. The rate should be based on the current market (check with other Section Editors) and cost of printing.
    - 2) Four to five ads per newsletter is ideal.
  - b. The best sources of sponsors/advertisers are companies associated with range management, e.g., seed dealers, equipment manufacturers, chemical companies, etc.



- c. Camera-ready copies of the ad should be obtained from the advertiser if possible. This not only saves the Section the cost of preparing the ad (which could easily exceed the income from the ad), but also prevents any misunderstandings.
  - d. Billing can be done with each issue or yearly. A simple, standard contract is recommended to prevent any misunderstandings.
  - e. To maintain our tax-free status, income from the ads should not exceed the cost of the newsletter, and those who provide ads are best referred to as sponsors.
3. Gathering Information
- a. SRM activities-Chapter and Section officers and committee chairs are responsible for SRM news articles. They should provide the articles ready for typesetting rather than requiring the Editor to write the article.
    - 1) The President should write the President's Corner for each issue.
    - 2) Notices of meetings, calls for election and awards nominations, etc. should be submitted in a timely manner in order to inform members a reasonable time prior to the event.
    - 3) Each issue should have a calendar of future events and a list of any new or outgoing Section members.
    - 4) Photographs of members and activities make the newsletter much more interesting. Designate someone at each meeting and tour to take some pictures.
  - b. Technical information-A mix of articles on SRM business and technical information is recommended. Keep in mind the diversified interests of the readers.
    - 1) Members should be encouraged to write technical articles.
    - 2) Such things as various agency newsletters, graduate student theses, and research reports are good sources.
    - 3) Associated organization newsletters such as Idaho Wool Growers Association, Idaho Cattle Association, and Idaho Wildlife Society are also good sources.
4. Typesetting and layout
- a. Reproductions-Several methods of reproduction are available and each should be evaluated to determine the best method. Perhaps the best quality can be obtained using offset, which allows the use of pictures. Printing is more expensive than photocopying but will result in a high quality product.
  - b. Size-Decide on the size of the newsletter (letter size: 8 ½" x 11"; legal size: 8 ½" x 14"; or tabloid size: 11" x 17") and the length. Word processors and electric typewriters make professional looking copies. Submitting camera-ready copy can save time and money. The use of bold type for names and such can be effective and increase reader appeal.
  - c. Width of columns- The newsletter should be prepared in a two-column format, or more for tabloid size. The two-column format is much easier to read than the long lines of type in a one-column page. Optimum line length for each reading is from 2 1/3 to 4 2/3 inches, depending on the size of type. A three-column approach presents justification problems and is time consuming.

- d. Justifying- The newsletter may be made to look more professional by having both margins even (justified). A word processor can be programmed to justify. Another variation includes one narrow (one-third page width) and one wide column for a highlight or some announcement followed by two columns. When using word processors, use a computer driven printer, not a dot matrix, as the quality is better.
  - e. Setting up-Solid blocks of type are difficult to read. Sufficient amounts of white space increase readability between the headings and the item, between paragraphs, and along margins. More space should be allowed at the bottom margin than the top or sides. Do not make the newsletter appear crowded. Generally, the bottom margins should be 1" or more and the side margins should be 3/4:" or more. Allow 1/2" between headings and items. Underscores can be effectively used without separation. A space equivalent to one line is desirable between paragraphs.
    - 1) The most important story should be first. Information on upcoming Section events should also be placed as close as possible to the front page. Use filler material such as short stories, pictures, famous quotes, humor, etc. to avoid excessive blank space.
    - 2) If the printing is done by a commercial printer, indicate order articles are to be placed in the newsletter. Include plenty of filler material and indicate it as filler. Double check names, titles, addresses and such. Be sure to indicate any changes in advertising, masthead, or other regular items in the letter. Include a complete set of instructions with your copy and send everything for each issue together.
5. Photographs
- a. Nothing can add to a good story as much as a clear picture. Poor quality photos should never be used, and mob scenes are generally not effective. Groups and individual pictures where faces can be recognized are much more desirable. Use a bustline where possible and discourage the use of color slides or color prints, as they do not reproduce well. Sometimes negatives can be used. Photo size should be large enough for easy identification of the subject, and the photo should not appear crowded.
  - b. The photos should be individually numbered in consecutive order and coordinated with the copy. If parts of the picture are to be left out during publication, indicate the "cropped" portion on the back or edges with a soft crayon. Do not tape photos on the front. Do not use glue, rubber cement, or masking tape to stick photos to a layout. Reinforce the photos with cardboard before sending them through the mail.
6. Printing
- a. The mechanics of production should be left in the hands of those who can produce an attractive copy economically. Commercial firms are set up to handle the processing and mailing of newsletters. Check local newspapers and printers for the best price and service.
  - b. Newsprint is cheaper than heavier white paper but may not look as nice. However, many readers say they are more likely to read a newsletter on newsprint because of their habit of reading daily newspapers before more technical material.

## 7. Mailing

- a. The newsletter is primarily for Section members and should be written for them. Other copies should be sent to news media, officers of other organizations, administrators, teachers, politicians, and key people in the industry to help keep them informed of range-related activities. Each Section should identify the key people who should be kept informed.
- b. Once the various categories of people who are to receive the letter have been identified, the mailing list must be prepared.
  - 1) Get the current Section mailing list from the Membership Committee and the outside SRM list from the I & E Committee.
  - 2) Along with correct name, spelling, and address, use the zip code plus four if possible.
  - 3) Group addresses by zip codes and alphabetize names within each zip code.
  - 4) Send changes to printer two weeks before publication if the printer is the one who will be mailing the letters.
  - 5) Address changes can best be handled by submitting the old mailing panel with the new address entered.
  - 6) Type deletions and additions as separate lists.
  - 7) Annually edit the mailing list to save Section money.
  - 8) For self-mailing of newsletters, addresses can be photocopied onto peel-off mailing labels or prepared on a word processor.
- c. Newsletters may be sent at bulk rate to save money; however, consider first or third class mail because of more reliable delivery. If choosing first or third class, make sure that it is clearly stated on the newsletter, and consider an alternative method of folding so that your newsletter does not look like fourth class mail. Instructions are available from the Post Office on how to pre-sort the bulk rate mail by zip code. The Idaho Section has a bulk rate permit in Boise. Using it will save the Section money, but the newsletters can only be mailed from Boise (information taken primarily from the SRM)

## 8. Budget

- a. One dollar of each Idaho Section member's dues is specifically for the newsletter. However, this will most likely not cover the annual cost of the letter. The difference should be covered by sponsors/advertising.
- b. The newsletter should be self-supporting. The Editor should present a budget for approval at the annual Section meeting.

## ANNUAL MEETING GUIDELINES

### June 1989 Revision

#### General

According to the Section bylaws, an annual meeting must be held. This meeting must include a Section business meeting which is rotated between Pocatello, Twin Falls, and Boise, in that order, unless a change in location is approved by the Board.

Traditionally, the President-elect is in charge of the technical session and banquet, while the President runs the business meeting and Board meeting. The Board meeting is usually held on the Thursday evening preceding the annual meeting. The technical session usually lasts all day Friday and is followed in the evening by a social hour and banquet. The annual meeting is usually concluded with a Section business meeting on Saturday morning. The Chapter in which the meeting is held is in charge of making all local arrangements.

The annual meeting is usually scheduled in early to mid-November so as not to conflict with the Idaho Woolgrowers and Cattle Association meetings. Any profit realized as a result of the annual meeting is divided between the Section (2/3) and the host Chapter (1/3). The chapter may donate all or part of its share of the proceeds to the Section.

#### Function

##### A. Duties of the President

1. Coordinate with and provide advice to the President-elect on the technical session and banquet.
2. Organize, prepare agenda for, and carry out Board and business meetings.
3. Select and forward the name of the recipient of the "President's Award" to Awards Committee Chairperson.
4. Invite Parent Society representative to attend and speak.

##### B. Duties of the President-elect

1. Plan and carry out technical session and banquet after approval of the Board. May utilize a self-selected Program Committee to assist in soliciting speakers and in preparing agenda and registration forms.
2. See that meeting program and registration forms are given to the Public Affairs Committee for distribution to appropriate news media and interested organizations.
3. Coordinate with the host Chapter to insure local arrangements are compatible with various sessions.
4. Prepare appreciation letters for appropriate session participants at the conclusion of the meeting.

### C. Duties of the Host Chapter

1. Select a Local Arrangements Committee to choose a meeting facility and to make arrangements including the following for the meeting:
  - a) Audio-visual aids
  - b) Preregistration and meeting registration (name tags, receipts, and banquet tickets)
  - c) Banquet meal numbers and details
  - d) Coffee breaks (when and how much refreshment)

### C. Duties of the Section Treasurer

The Section Treasurer should be present at the meeting with the checkbook to pay meeting expenses.

### Annual Meeting Timetable

The following timetable was developed to be used as a guide in planning the annual meeting.

<u>Time Prior To Annual Meeting</u>	<u>Action</u>
12-16 months	President-elect solicits topics for next annual meeting
Summer Board Meeting	President-elect presents draft of technical session agenda and banquet program to Board for their approval. Host Chapter representative describes meeting facility and local arrangements.
Summer Newsletter	Editor includes a brief description of meeting place, time, and agenda.
2-5 months	President-elect (or representative) begins to contact potential speakers and banquet participants. President begins preparing agendas for Board and business meetings. Local Arrangements Committee confirms meeting facility arrangements and solicits coffee break and mixer sponsors.
Fall Newsletter	Editor publishes meeting program and registration information.
1 month	Agenda and registration forms are mailed out to Section members and other interested individuals/organizations. The I & E Committee prepares and distributes appropriate news releases.
1 week to meeting start	President, President-elect, and Local Arrangements Committee coordinate final meeting details.
After meeting	Thank you letters are prepared and distributed. Newsletter article on the meeting is prepared.

## Ideas and Suggestions

1. Plan for an average attendance of 100-125 for the annual meeting technical session, 50 for the business meeting, and 50-80 for the banquet. Most motels will provide free meeting rooms if a specified number of motel rooms is used by SRM members.
2. Develop a budget identifying all expenses prior to determining preregistration and registration fee (meeting room rental, coffee breaks, complimentary rooms, free registration for speakers, and complimentary banquet tickets). Do not balance expenses and income exactly; allow for a \$200+ margin to cover unexpected expenses.
3. Most motels will allow a plus (+) or minus (-) 10% change in agreed upon numbers of banquet meals up until 24 hours before the banquet. Do not be overly optimistic about banquet attendance and end up paying for meals that were not eaten.
4. Get the word out to other organizations about the annual meeting well in advance to allow their members to participate. A personal invitation from the Section President included with the meeting program and registration forms is recommended.
5. Banquet speakers should be entertaining and informative. Try to stay away from controversial or technical speakers since the members have been attending technical talks all day. Politicians can be a banquet attraction, although balancing a politician with a humorist may make for a more entertaining banquet.
6. Choose a Section member to emcee the banquet. Do not forget the short invocation that precedes the meal. Traditionally, banquet speakers and spouses and Parent Society representatives receive free banquet meals. Generally, the banquet should not last over 2 1/2 hours and can start around 6:30 p.m.
7. Consider soliciting a sponsor for the pre-banquet mixer. Generally, most motels have a happy hour in their bars that is cheaper than the social hour bars. This discrepancy tends to minimize social hour participation.
8. All speakers should be asked to give a brief biographical sketch to technical session chairperson prior to the meeting. Speakers should be informed (preferably in writing) of what they are expected to talk about, the amount of time that they have for their presentation, and when their talk will start. Allow some time at the end of each presentation for audience questions. Mail a copy of the meeting program to out-of-state and non-Idaho Section speakers.
9. Minimize paying speakers for travel or per diem. If a speaker pays his or her own way, consider paying for one night's lodging and a complimentary banquet ticket. All non-Idaho Section members should also receive free registration. Idaho Section speakers will generally pay for all meeting activities.
10. Set up the Section display near the registration area to promote SRM ideas to non-SRM members attending the annual meeting. Have SRM membership applications available in this area
11. Invite a Parent Society representative (Executive Secretary, President, or Director) to speak about key SRM issues at the business meeting. The business meeting usually starts early Saturday morning (8:00 am.) so that it can be concluded prior to noon. A coffee break is not scheduled for this meeting. Keep committee and Chapter reports brief.
12. Invite legislators and other elected officials such as members of Congress and of the Senate.

Bylaws of the Idaho Section  
Society for Range Management  
(revised Nov. 1988)

ARTICLE I. MEMBERSHIP

Section 1. Any persons, institution, business firm or other organization engaged in or interested in any aspect of the use or management of ranges in the State of Idaho who is a member in good standing in the Society of Range Management shall be eligible for membership in the Idaho Section, S.R.M.

Section 2. All officers and Directors must reside within the boundaries of the Idaho Section.

Section 3. Any member of the Society for Range Management who resides outside the section may register and be accepted as a member of the Idaho Section.

ARTICLE II. OFFICERS AND DIRECTORS

Section 1. The officers of the Idaho Section shall consist of a president, a president-elect, a secretary, and a treasurer. The offices of secretary and treasurer may be combined at the discretion of the President.

Section 2. A secretary and a treasurer, or secretary-treasurer shall be appointed by the President subject to confirmation by the Board of Directors.

Section 3. The Section will have a governing body called the Board of Directors consisting of the President, the President-elect, the Past President, and five (5) elected Directors (one from each Chapter). The Secretary and the Treasurer shall be nonvoting members of the Board of Directors.

Section 4. The President, President-elect, and Secretary shall serve one (1) year in each position and the immediate Past President shall serve one (1) year as a member of the Board of Directors. The term of office of the Treasurer shall be determined by the Board of Directors. The Student Director's term shall be for one year. The other elected Directors' terms shall be for two (2) years.

Section 5. No elected officer or Director shall be eligible for re-election to the same office until at least one (1) year after the end of his or her respective terms.

Section 6. The term of office of the President, President-Elect, and newly-elected Directors shall begin immediately following the annual winter meeting at which the officers are formally installed.

Section 7. Vacancies in the unexpired term of the Secretary or Treasurer shall be filled by a Section member selected by the President, subject to confirmation by the Board of Directors. A vacancy in the unexpired term of a Director shall be filled by a member of the respective Chapter after selection by the officers of the Chapter and approval by the Section Board of Directors.

Section 8. A vacancy in the unexpired term of the office of the President shall be filled by the President-elect. A vacancy in the unexpired term of the President-elect shall be filled for the current year only pro-tempore by a Section member selected by the Board of Directors. At the end of such time, this office and the office of President shall be filled for the ensuing year by due process of nominations and elections of officers (Article III).

Section 9. Any elected or appointed officer or Director who fails to fulfill the responsibilities of the position may be removed from office by two-thirds (2/3) majority vote of the Board of Directors.

Section 10. Four members of the Board of Directors shall constitute a quorum, provided one member is the President or President-elect.

Section 11. No elected officer or Director shall receive a salary or remuneration for their service in such offices but may be reimbursed for certain expenses incurred in carrying out their official duties.

Section 12. The President shall have general supervision of the administration of the Section. The President shall appoint members of the Section to fill vacancies in standing committees, including chairship, and may create and appoint chairs and members of ad hoc committees.



### ARTICLE III. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1. All nominated or elected officers and Directors must reside in the Section. An officer or Director who moves outside the Section during term of office shall automatically forfeit such office.

Section 2. The President-elect shall automatically succeed to the office of President except in the event of a vacancy in the office of President-elect as noted in Article 11, Section 8. The offices of secretary and treasurer, or secretary-treasurer, shall be filled by Presidential appointment.

Section 3. The President-elect shall be nominated from the Section-at-large. Nominations for Directors shall be made on the basis of Chapters to insure representation of all Chapters on the Board of Directors. The Chapters shall submit the names of at least two candidates to the Secretary by August 15 of each year.

Section 4. The names of candidates for Director from the respective Chapters shall be placed on the ballot being mailed to all Section members and shall be voted upon by the entire membership of the Section. Directors shall be elected from the Northern and Western Chapters in odd years and serve in even years. Directors from the Southern and Lyman Richwine Chapters shall be elected in even years and serve in odd years. A Director from the Student Chapter shall be elected annually to meet changing needs within the Student Chapter.

Section 5. In the event of an appointed President-elect who will not succeed to the office of President, the Nominations Committee will request the names of at least two eligible candidates for the office of President and include the names on the slate of candidates.

Section 6. The Nominations Committee shall consist of three members: the Section President, the immediate Past President, and a previous Past President. The immediate Past President shall be the chairperson of the Nominations Committee. In the event a vacancy occurs in these committee positions, the Board of Directors shall appoint a member from a list of Past Presidents. The Nominations Committee shall prepare a slate of candidates which shall consist of at least two candidates for each elective office. This list shall be given to the Secretary no later than September 1 of each year.

Section 7. The Secretary shall send a typed or printed ballot containing a list of all candidates nominated by the committee to all members of the Section no later than September 20 in a stamped return envelope. The ballots shall be returned to the Secretary in a sealed envelope no later than October 15. Ballots shall be counted by the Secretary, assisted by one or more members appointed to serve as election judges. The candidate receiving the largest number of votes for each office shall be declared winner. In the case of a tie vote, the winner shall be determined by drawing lots. The Secretary shall notify all candidates of the election results no later than November 1. The elected officers shall take office immediately following the close of business at the annual Section meeting.

Section 8. A biographical sketch shall be prepared by the Nominations Committee for each candidate and shall be included with the official ballot mailed to all Section members.

#### ARTICLE IV. MEETINGS

Section 1. There shall be at least one meeting each year. This annual Section meeting shall include a business meeting. The annual Section business meeting shall be rotated as follows: Pocatello, Twin Falls, and Boise. Deviations from this schedule may be approved by the Board of Directors. A Section summer field meeting shall be held as determined by the Board of Directors. This summer meeting shall be bid and hosted by one of the Chapters but not on any rotating basis.

#### ARTICLE V. SECTION CHAPTERS

Section 1. A Chapter of the Section may be authorized by the Board of Directors upon written petition of ten or more members of the Section residing in an area where a strong local organization can be effected. The boundaries of the Chapter shall be established by the Section on recommendation from the members concerned and delineated on a map which shall be attached to the bylaws.

Section 2. Chapters shall hold at least one meeting each year to retain their authorization. Open meetings are specifically authorized. The Section shall encourage Chapters to hold a business meeting just prior to the annual Section meeting in order to carry petitions or other items of business to the Section for consideration by the Board of Directors.

Section 3. The officers of each Chapter shall be elected by the members of each Chapter and shall include a chairperson, a chairperson-elect, and a secretary-treasurer who shall be voting members of the Parent Society, serving concurrently with the officers of the Section. A current list of the officers and the members of each Chapter shall be filed with the Secretary of the Section and with the Executive Secretary of the Society.

SOCIETY FOR RANGE MANAGEMENT

GUIDELINES AND SUGGESTIONS FOR SECTION OFFICERS

1980

Article VII of the Society for Range Management bylaws authorizes the establishment of Sections and gives general guidance for their operation and functions. All Section officers should possess a copy of SRM bylaws, articles of incorporation. Chapter bylaws and guidelines for SRM and Section committees. The following guidelines and suggestions for Section officers along with the above documents should serve as a nucleus for a Section officer's handbook. They are intended as a guide in the absence of more specific direction in your Section and Chapter bylaws. The handbook should also contain specific operating guidelines for that Sections. The handbook should be kept current and should be given to newly elected officers by those persons leaving office.

## SECTION NATURE AND PURPOSE

### Objectives

The purposes for which a Section may be established and function are included in Sections 4 and 5 of Article VII of the Society bylaws. In addition to those, the general objectives and purposes of Sections should be to develop a comprehensive understanding of range ecosystems and of the management, use and conservation of range resources; to assist all who are interested in range resources to keep abreast of new findings and techniques in both the science and art of range management; to improve the effectiveness of range management in obtaining values necessary for man's welfare; to create a public appreciation of the social and economic benefits to be derived from range resources; and to promote the professional development of its membership.

### Operations

Sections are strongly encouraged to conduct meetings and field trips, disseminate information, acknowledge achievements and accomplishments, carry out educational and promotional programs, and otherwise determine the needs and demands for the activities named above.

### Non-profit Status

No Section shall be organized or operated for a pecuniary profit. SRM is incorporated as a non-profit corporation under Section 501 (c) (3) of the internal revenue code and also is classed as a public foundation under Section 509(a) (2) of the code. Each Section is strongly encouraged to incorporate as a non-profit corporation. No part of the income shall contribute to the benefit of any private individual except reimbursement may be made for expenses incurred for the Section by any officer, agent, member, or any other person pursuant to and upon authorization of the governing body.

### Political Status

No substantial part of the activities of a Section shall consist of carrying on propaganda or otherwise attempting to influence legislation. Sections shall not participate or intervene in any political campaign on behalf of any candidate for public office.

## MEMBERSHIP

### Eligibility

Persons shall be eligible for Section membership who are members of the Society for Range Management. Members may hold membership in more than one Section.

### Dues

Annual dues of the Society for Range Management and Section shall be payable to the Executive Secretary of the Society for Range Management as outlined in Article 1 of the Society bylaws. Section dues are rebated to the Section by the Executive Secretary. Each Section has the right to alter the amount of Section dues. Chapter dues are usually optional with each Section. It is the responsibility of the Section President to notify the Executive Secretary of any change in Section dues.

## SECTION OFFICER STRUCTURE

Article VII, Section 3, of the Society bylaws requires the annual election of a president-elect and such other officers as may be necessary. The number, tenure of office and responsibilities of officers may vary by Section. Patterning Section officer procedures after SRM ones is often desirable. Only active members shall be eligible for election to Section office. No elected officer will be eligible for re-election to the same office in the same Section for a period of one year. The term of office will begin during the fall annual Section meeting following election.

Each Section should have a procedure approved by its membership to fill vacancies in an unexpired term of officers. It is recommended that vacancies other than president be filled from the Section membership by a majority vote of the remaining Section officers, and such elected officer shall serve the unexpired term. The president-elect should fill a vacancy in the office of president.

## ELECTION OF OFFICERS

### Change of Officers

The president-elect shall succeed to the presidency. Other elected officers shall be elected from the Section membership as provided here or by Section bylaws.

### Nominations

A nominating committee will be appointed in accordance with Section bylaws. In the absence of specific direction, the Section president will appoint a nominating committee. The committee should prepare a list of candidates for each elective office at least 60 days prior to the annual meeting. The final list of candidates shall show at least two candidates for each elective position.

The nomination procedure for a Section may include the use of petition whereby any member may propose candidates to any elective office. The procedure should require ample signatures of Section members and transmittal of the petition to the chairman of the nominating committee shall verify each candidate's consent to nomination.

### Elections

The president should instruct the nominating committee of dates for required action on the balloting in order to meet deadlines.

A ballot should be sent (by special mailing or newsletter) to all members of the Section. Ballots should be returned, within the time limit stated on the ballot, to the chairman of the nominating committee or the appropriate person as specified by Section procedures. That person should, with the assistance of at least one other member, count the ballots and certify the election results to the president, who should notify the candidates.

## MANAGEMENT OF THE SECTION

### Governing Body

The affairs and business of a Section shall be governed by the elected officers, who are known as the Board of Directors. The duties may include but are not limited to the expenditure and investment of Section funds, action designed to advance the interest and objectives of the Section, the establishment of committees and chapters and to promote the Society for Range Management.

The governing body should meet at the time and place of the Section's annual meeting and at other times and places as the officers shall direct or at the call of the president.

Official notice for call of Director's meetings shall be made at least 30 days in advance in the Section newsletter or from the president to each officer. A quorum for the conduct of Society business should be established and recorded in the Section handbook.

### President

The president should supervise the affairs of the Section. The president should create and staff such committees as necessary to handle the business of the Section as well as appropriate parts of the SRM program of work. The president should preside at meetings of the governing body and Section. He will be a member of the Society's Advisory Council. He will provide the Society's Executive Secretary with the names of officers and committee chairmen within 30 days after the Section annual meeting.

### President -elect

The president-elect shall, in the event of the absence, resignation, or death of the president, discharge the duties of that office. As president-elect he will serve as a member of the Society's Advisory Council. This person often is in charge of the annual meeting program prior to advancement to president.

### Immediate Past President

Representation on the Society's Advisory Council includes the immediate past president from each Section. The president should utilize this person's experience whenever appropriate.

### Secretary- Treasurer

Someone is normally appointed to this office by the president. Taking minutes of business meetings and disseminating them to the officers is the primary responsibility. Also included is deposit and disbursement of funds as directed by the president.

### Directors

Directors have primary responsibility under the president's guidance for developing Section policies. They may be called upon to represent the Section at various events and activities. The president may assign specific duties to Directors as a means of carrying out SRM objectives.

### Advisory Council

SRM Advisory Council is comprised of all Section presidents, presidents-elect, and immediate past presidents. The Advisory Council meets at the annual meeting and at the summer meeting. The Council's primary function is to be advisory to the SRM Board of Directors and to bring forth concerns of the Sections.

## COMMITTEES

Each Section is encouraged to establish standing operating committees with a representation that provides two or more years tenure for part of its membership. Insofar as possible and practical, most standing committees should meet at the Section's annual meeting and summer business meeting. The president should provide time for committee meetings. Committee chairmen serve at the pleasure of the president. It is the joint responsibility of the president and committee chairmen to set program priorities and to establish procedures to carry them out. The committee chairmen have the responsibility to manage that committee including notification of time and place of meetings. Each president-elect should have selected new committee members as called for in Section procedures and received confirmation of their willingness to serve at least 30 days prior to the annual meeting date. The chairman is the primary person on each committee and is accountable to the Section through the president. In the establishment and conduct of Section committees, reference should be made to SRM committee handbooks. The president should be responsible for seeing that copies of SRM committee handbooks are in the possession of all Section officers and committee chairmen. The Executive Secretary will have copies available for this purpose.

## CHAPTERS

Article IX of SRM bylaws authorizes the establishment of Chapters within Sections. The procedures outlined in Article IX should be followed unless Section bylaws are more restrictive. Chapters can be extremely important because this more localized unit of the Section may often serve as the main involvement for an SRM member. Some Sections such as the Pacific Northwest have many chapters (16) with almost the entire geographical area chaptered. Idaho has the entire Section divided into four chapters. So do a few other Sections. Other Sections seem to function very well with only student Chapters at the respective colleges and universities.

## PUBLICATIONS

Sections are encouraged to publish a newsletter on a regular basis as a means of accomplishing its objectives. The SRM Executive Secretary's office offers Sections assistance in layout and publication of newsletters but this service is limited. Sections may issue other periodicals or publications at such times and in the manner to satisfy the need.



## POLICY

Sections, and Chapters through their parent Sections, may initiate and help develop proposed Society policy statements or proposed changes in Society policy. Such proposals will be forwarded to the SRM Advisory Council for action before being presented to the SRM Board of Directors.

A Section or Chapter has authority to formulate policies relating to matters within the area of its jurisdiction, provided that such local policies conform to the objectives and purposes of the Society and so not conflict with the political status of SRM and the Section. Such policy statements shall be filed in the office of the Executive Secretary of the Society.

Resolutions or policy statements must be reviewed by the Board of Directors before being presented to the membership. This should result in more reasoned rational discussion prior to adoption or rejection.

In any matter of policy formulated by Sections. or Chapters, the following guidelines shall be followed:

1. Formulation of policy should be a deliberate matter because of the diversity of groups within the Society, the breadth of its objectives, and the way in which it is organized. Impetuous and hastily conceived policy statements can be disastrously divisive and reflect unfavorably on the Society .
2. Policy statements should relate to principle rather than specifics or procedures. Thus formulated they would be more flexible, more enduring, and more in keeping with the objectives of the Society and Section.
3. The manner in which policy statements are made will need to be governed by prudence, foresight and a sense of realism.
4. On issues where the Section or Chapter is divided significantly in opinion, even though the issue is approved by majority vote, it would be unwise to express a position forcibly.
5. There are many kinds of issues on which it would be imprudent for Sections or Chapters to issue policy statements or to express an opinion. This does not mean that discussion and debate should not occur on such issues.

Section operating procedures regarding policy changes, position statements, and resolutions should include to the extent possible, (1) development within the committee structure including drafting of the document and rationale supporting it; (2) recommendation to the Section Board of Directors with additional backing of the Section Advisory Council if such exists; (3) discussion and action by the Section Board of Directors and (4) submission to the Section president and in some cases the membership. The Board of Directors must assume responsibility for policy within the constraints of SRM and Section bylaws. Given these conditions, there should be ample checks and balances to avoid becoming involved in unwise policy.

In controversial matters, Section officers should make sure certain subject matter is not released to the media unless fully approved by the governing body and/or membership. Use counsel of the SRM Executive Secretary and SRM President when unsure of either procedure or jurisdiction.

## MEETINGS

An annual meeting of the Section should be held for the purpose of presenting a professional program, fostering professional intercourse, encouraging discussion of matters of interest and concern, encouraging involvement by members, and conducting business of the Section. Notice of the time and city of the annual meeting should be announced at least a year prior to the meeting, when possible. The location, tentative program and other meeting details should be announced to the general membership by the president or the responsible person acting for the president at least 60 day prior to the meeting.

The schedule for the annual or other meeting should provide ample time for the officers and committees, as necessary, to give full consideration to Section business. The governing body of an active Section may require a day or more to conduct its business. A printed agenda of items to be acted upon should be prepared by the president and mailed to the Board of Directors in sufficient time before a meeting takes place. The agenda should include (1) approval of meeting minutes, (2) treasurer's report, (3) both the old and new business of receiving committee report, and (4) committee recommendations, and (5) membership action where appropriate, and (6) general old and new business of the Section not included in committee reports.

### Hosting SRM Meetings

Sections have the opportunity and obligation to host the SRM annual meeting and the summer tour/meeting. These two events are rotated among the five geographical regions such that the annual meeting location is known for five years in advance and the summer tour three years in advance. Sections make bids for meetings through SRM Advisory Council. The host Section can refer to the SRM Annual Meeting handbook for specific guidance. The Executive Secretary assists directly in much of the planning but the implementation of the plans is up to the Section. Both the annual meeting and the summer tour/meeting are events each Section should consider hosting. Proceeds or losses incurred at such events will normally be sustained by the host Section.

<u>Region</u>	<u>Sections</u>
1	Pacific Northwest, Idaho, International Mountain
2	Mexico, Texas, New Mexico
3	Colorado, Wyoming, South Dakota, Northern Great Plain
4	California, Nevada, Utah, Arizona
5	Kansas-Oklahoma, Nebraska, North Central, National Capitol, Southern, Florida