

GUIDELINES AND SUGGESTIONS FOR SECTION OFFICERS
Of the
WYOMING SECTION
SOCIETY FOR RANGE MANAGEMENT
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, Section 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 Section. 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 ecosystem 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 incorporating 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 should consist of carrying on propoganda 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 are 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 should be eligible for election to Section office. No elected officer should 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 annual Section meeting following election.

Each Section should have a procedure approved by its membership to fill vacancies in expired terms of officers. It is recommended that vacancies other than president are 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 should be appointed in accordance with Section bylaws. In the absence of specific direction, the Section president should 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 should 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 at least 90 days before the annual meeting. The nominating committee should 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.

Special mailing or newsletter) should send a ballot 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 are governed by the elected officers, who are known as the Board of Directors. The duties they include but are not limited to the expenditure and investment of Section funds, actions 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 should 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 should provide the Society's Executive Secretary with the names of officers and committee chairman 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.

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 at other business meetings. 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 is encouraged to select new committee members as called for in Section procedures and should receive confirmation of their willingness to serve 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 may be made to SRM committee handbooks. In the absence of Section committee guidelines copies of appropriate SRM committee handbooks are recommended for 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 are recommended 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. SRM Sections such as the Pacific Northwest have many chapters (16) with almost the entire geographical area chartered. Idaho has the entire Section 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 should be presented to the SRM Advisory Council for action before being recommended 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 do not conflict with the political status of SRM and the Section. Such policy

statements should be filed in the office of the Executive Secretary of the Society.

The Board of Directors normally should review resolutions or policy statements before being presented to the membership. This should result in more reasoned rational discussion debate prior to adoption or rejection.

In any matter of policy formulated by Sections, or Chapters, the following guidelines are recommended:

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 could 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. However, 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 certain subject matter is not released to the media unless fully approved by the governing body and/or the 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, strengthening the range management profession, 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 as far in advance of the meeting as 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 prior to the meeting through the Section's newsletter or by special mailing.

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 reports, and (4) committee recommendations, (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 SRM 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 are up to the Section. Both the annual meeting and the summer tour/meeting are events each Section should consider hosting.

Region Sections

- 1 Pacific Northwest, Idaho, International Mountain
- 2 Mexico, Texas, New Mexico
- 3 Colorado, Wyoming, South Dakota, Northern Great Plains
- 4 California-Pacific, Nevada, Utah, Arizona
- 5 Kansas, Oklahoma, Nebraska, North Central
- 6 National Capital, Southern, Florida

IDEAS AND INFORMATION FOR SRM SECTION OFFICERS

A. Section Officers Handbook

Developing, maintaining and using a handbook can help Section officers do a better job in giving effective leadership. Following are suggestions for information to be contained in a handbook.

1. Section officers Guidelines and Suggestions - 1980.

The SRM Advisory Council developed this brief, somewhat generalized document.

2. Section Directory

- a. Section officers - names, addresses, phone numbers
- b. Committee chairman - names, addresses, phone numbers
- c. Committee members - names, addresses
- d. Chapter officers - names, addresses

3. Section Operations

- a. Section bylaws and articles of incorporation
- b. SRM Bylaws and articles of incorporation
- c. SRM benchmarks
- d. SRM position statements
- e. Section position statements

4. Committee guidelines - May be patterned after SRM committee guidelines.

5. Section program of work, if applicable. Recommend including a planning calendar.

6. Minutes of past meetings of Board of Directors and of general business meeting.

7. Financial statements, treasurer reports and budgets

8. Membership list

9. Chapters

- a. Handbook for Chapters - shows how to form chapter and gives sample bylaws
- b. Map of boundaries

10. Section history

- a. List of past meeting locations and dates
- b. List of past officers and directors by years
- c. List of awardees by the kind of award given and date of award.

B. Section Governance

Each Section operates somewhat differently. This information, not complete for all Sections, is offered so that each Section may have some idea of how another Section operates (see attached).

C. Section Activities

1. Have dynamic annual meetings. More likelihood of continued enthusiasm.
2. Use an SRM board member on the annual meeting program. Don't always insist on the SRM president or Executive Secretary.
3. Consider designating someone a permanent Section Executive Secretary. Pay their expenses, if possible.
4. Consider designing Chapters on other than geographical basis, e.g. on an interest basis such as mine land reclamation.
5. The following list was compiled for use at the 1980 Section Officers Workshop (see attached)

D. Information on Section Meetings (see attached)

E. Committee Structure and Function

1. Do not create committees with nothing important and purposeful to do.
2. President should give charges to committees, when appropriate.
3. Assign a Board member liaison for each standing committee.

4. If both chairman and members are appointed, the members should be known to the chairman and be willing to work. Otherwise, the chairman should select the members.
5. Hold yearly turnover of membership to one-third or less.
6. President should know members well enough to select chairmen who have interest in the particular subject. Know their special talents.
7. Put both young and old members on committees.
8. Delegate authority but don't have unrealistic expectations.
9. Make certain the charge to committees is clear.
10. Keep committee chairmen well apprised of appropriate Section activities and needs.
11. Have some funds for committee operations (postage, stationary)
12. Committee chairmen need to let their members know what action was taken as a result of their efforts. Send copies of these letters to executive committee.
13. The following was compiled for the 1980 Section Officers Workshop (see attached)

F. Recruiting and Maintaining Section Membership

1. Potentially delinquent membership list (those who have not paid dues yet) will be sent by Denver office to Section president approximately February 1 so members might be personally contacted before the March 1 suspension date.
2. Presentation by Bill Little, Idaho Section, at Section Officers Workshop (see attached)

G. Youth Camps (see attached)

H. Scholarship Funds and Administration

Most Sections, which have scholarships, have a separate fund and separate fund-raising activities (see attached).

I. Awards

1. Awards must be meaningful to both the Section and award recipient.
2. Do not have too many awards.

3. Awards committee members need to have broad-spectrum knowledge of people and events within the Section.
4. Make certain the award guidelines are clearly understood. Do not confuse service to range management with excellence in grazing management (ranchers).
5. If use a nominations form, make it simple and do not allow it to lead the sponsors. "Fill in the blanks" is not appropriate. The nomination should be open-ended and dynamic.
6. If have more than one award in a category, have them all equal. Second place is demeaning.
7. Re-nominations should be encouraged but should be updated.
8. Give strong publicity to the recipients. This is good for both the Section and recipients. Send in a release to Rangelands.

J. Investment of Section Funds

1. Consider forming an investments committee.
2. Passbook savings interest is not appropriate when there are so many other options. Consider funds managed by firms like E. F. Hutton, Dean Witter and others. Yields are in excess of 12% annually on amounts over \$1000.

K. Section Newsletters (see attached)

L. Section Chapters