

OFFICERS AND COUNCIL DUTIES
Of the
WYOMING SECTION
SOCIETY FOR RANGE MANAGEMENT

ARTICLE VII of the Society for Range Management by-laws authorizes the establishment of Sections and gives general guidelines for their operations and functions.

OFFICERS AND COUNCIL

ARTICLE III of the Wyoming Section's by-laws gives guidance to the governing body for the Section.

PURPOSE

The Officers and Council are responsible for managing the business of the Section (Article V Wyoming Section by-laws). This business includes, but is not limited to, Section organization, administration, financing, and programs that will lead toward the objectives of the Section and the Parent Society.

OFFICER STRUCTURE

The officers of the Section shall be President, a president-elect, and a Secretary-Treasurer. (Article III, Section 1, Wyoming Section by-laws.) Terms shall be one year for the President and president-elect; Secretary-Treasurer shall serve one year concurrent with the President. (Article III, Section 3, Wyoming Section by-laws.)

DUTIES AND FUNCTIONS

President

1. Serves as presiding officer at all Section and Council meetings of the Section.
2. Serves as a member of the Parent Society's Advisory Council.
3. Appoints members to fill vacancies on standing and ad hoc committees in accordance with Section by-laws and committee guidelines.
4. Appoints the Secretary-Treasurer, with the approval of the Section Council.
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 the officers and committee chairman within 30 days after the Section Annual meeting.

7. Notifies the Council of Section election results.
8. Provides the Membership Committee Chair and Newsletter Editor with membership update information received from the Society.
9. Appoints a budget committee yearly at the fall annual meeting to analyze the Treasurer's records.
10. Appoints a Nominating Committee by August 1 of each year for Council candidates.

President-Elect

1. Serves as an officer of the Wyoming Section Council.
2. Shall in the event of absence, incapacity, resignation or death of the President, discharge the duties of the President.
3. Serves as a member of the Parent Society's Advisory Council.
4. Chairs arrangements for Sections annual and summer meetings.

Secretary-Treasurer

1. Serves as an officer of the Wyoming Section Council.
2. Takes minutes of Section business and Council meetings.
3. Maintains all records of the Section.
4. Prepares, receives and tabulates ballots for Section elections.
5. Informs President of Section election results.
6. Performs all duties necessary to fulfill requirements related to proper maintenance of corporate status of the Section.
7. Submits copies of Section meeting records to all members of the Council, Committee Chairs, Newsletter Editor and Historian.
8. Works closely with the Section President and Council to facilitate efficient and effective operation of Section business.
9. Receives all payments for dues, fees and assessments owed to the Section.
10. Pays all debts of the Section as directed by the Council.

11. Maintains accurate records of all Section financial transactions.
12. Prepares and presents a financial statement at the Council meetings.
13. Cooperates with the Budget Committee.
14. Cooperates with the President and Council to insure that all financial commitments are kept current.

COUNCIL

Council members shall be made up of the immediate Past President, Chapter Chair, and four elected Council representatives. Term of the immediate Past President is for one year. Chapter Chair term will be during regular tenure of office.

The terms of the four elected Council members shall be for two years, staggered so as to elect two new members each year. (Article III, Section 3, Wyoming Section by-laws.)

Council shall be selected so as to assure representation from the four major Quadrants of the state (Article IV, Section 2 of the Section by-laws).

DUTIES AND FUNCTIONS

Council

1. Serve on or chair Section committees at the request of the President.
2. Remain informed on all section and Council activities and actions; attend and actively participate in all Section Council meetings.
3. Solicit and report the requests, concerns and suggestions of the Section membership to the Council.
4. Write an article for the Section Newsletter – Jan. NW rep, April SE rep, July SW rep, and Oct. NE rep.

Immediate Past President

1. Serves as a member of the Wyoming Section Council.
2. Serves as a member of the Parent Society's Advisory Council
3. Assists with arrangements for the Section's meeting program including the annual meeting and summer meeting.