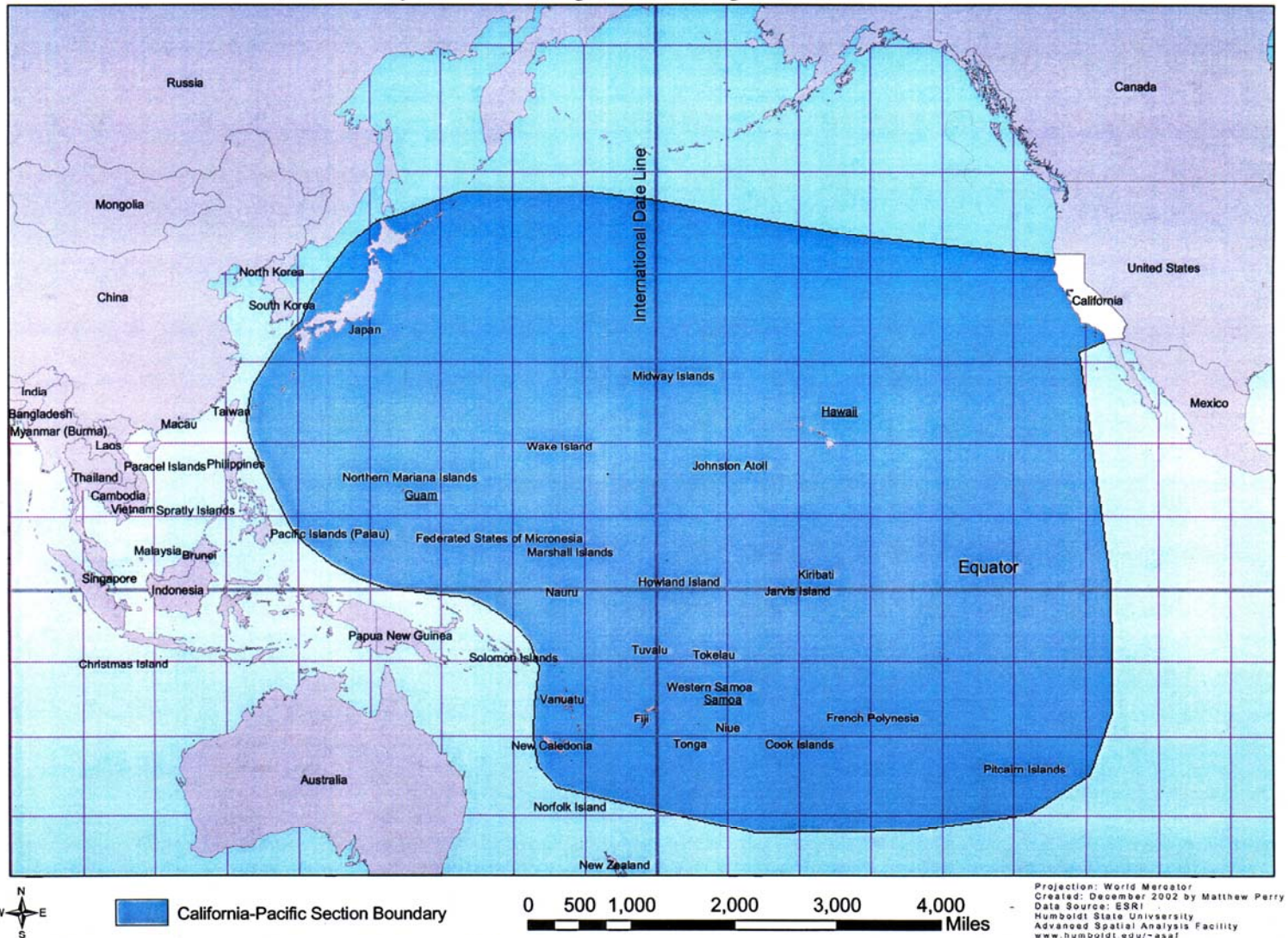


California Pacific Section SRM Handbook and Guidelines for Officers and Committees

Boundaries of the California-Pacific Section of the
Society for Range Management



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*Society for Range Management**Cal-Pac Section***GUIDELINES AND SUGGESTIONS**

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, Section articles of incorporation and bylaws (Appendix A), 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 (or Chapter) bylaws. The handbook should also contain specific operating guidelines for the Section. The handbook should be kept current and should be given to newly elected officers by those persons leaving office. All section members are encouraged to keep current with our SRM website www.rangeland.org and Section website www.casrm.org.

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 (Appendix A). 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. The vision and mission of the California-Pacific Section, along with guiding principles and goals are elaborated in a Strategic Plan, Appendix B.

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.

Nonprofit Status. No Section shall be organized or operated for a pecuniary profit. SRM is incorporated as a nonprofit 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 nonprofit 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, members, 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 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 Annual Fall 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 unexpired 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. The President appoints certain other Board members.

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 Chair of the Nominating Committee at least 90 days before the annual meeting. 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 Chair 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, 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 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 (Appendix C). He will provide the Society's Executive Secretary with the names of officers and committee chairs 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. The Secretary is appointed to this office by the President and confirmed by the Board of Directors. The primary responsibility of the Secretary is taking minutes of business meetings, disseminating them to officers, and keeping of records.

Treasurer. The Treasurer is appointed to this office by the President and confirmed by the Board of Directors. The Treasurer's primary responsibility is accounting for deposits and disbursements of funds, and keeping of financial records.

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 and to bring forth concerns of the Sections.

COMMITTEES

Each Section is encouraged to establish standing committees with a representation that provides two or more years tenure for part of the membership for each. Insofar as possible and practical, standing committees should meet at the Section's annual Fall business meeting and Spring tour business meeting. The President should provide time for committee meetings. Committee chairs serve at the pleasure of the President. It is the joint responsibility of the President and committee chairs to set program priorities and to establish procedures to carry them out. Each committee chair has 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 chair 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 Section Handbook and Guidelines are in the possession of all Section officers and committee chairs for reading and reference; these can be downloaded from our website. The Section Secretary will have some copies available for incoming officers.

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 with almost the entire geographical area chaptered. Idaho has the entire Section in chapters, as do a few other Sections. Other Sections seem to function very well with only student chapters at the respective colleges and universities. (California has had one Chapter at Humboldt State University.)

PUBLICATIONS

Sections are encouraged to publish a newsletter on a regular basis as a means of accomplishing its objectives and creating a Section history. The SRM Executive Secretary's office offers assistance in design, but this service is limited; reference can be made to other SRM section newsletters for ideas. At least two issues should be printed and distributed each year. 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, positions and resolutions. 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 (Appendix A) and do not conflict with the policies of SRM (Appendices D and E) and the Section. Such policy statements are normally developed under the auspices of the Public Affairs Committee

and 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 debated 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 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.

SECTION MEETINGS

An annual meeting of the Section should be held for the purpose of presenting a professional program, fostering professional intercourse and continuing education for professional certification, 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 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 days prior to the meeting. See Appendix F for locations of former meetings.

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,
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 to host the SRM annual meeting and the summer tour/meeting. These two events are rotated among geographical regions such that the annual meeting locations is known for five years in advance and the summer tour three years in advance. Sections make bids for meetings through SRM Advisory Council can refer to the SRM Annual Meeting Handbook for specific guidance. The Executive Secretary assists directly in much of the planning, including the selection of site location and facilities, conduct of registration, and various aspects of the meeting (program, trade show, et al.). Both the annual meeting and the summer tour/meeting are events each Section should consider hosting.

California has hosted SRM Winter annual meetings in 1954 at San Jose, 1980 at San Diego, and 2001 in Hawaii, and SRM Summer meetings in 1967 at Santa Barbara, and in 1987 at Arcata.

*Society for Range Management.**Cal-Pac Section***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 (Appendix A):

“. . . 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 Section Strategic Plan (Appendix B) establishes a vision, a mission, guiding principles, and certain goals and actions. The five goals are:

1. Build the leadership capacity and technical competency of the membership through superior member service and opportunities for professional development;
2. Support high quality and sustained rangeland research, and prompt synthesis and dissemination of research results that further the vision of Cal-Pac SRM; Provide technical assistance to rangeland users, planners, and managers that empowers them to achieve the Cal-Pac SRM vision;
3. Provide Public Outreach and Education that furthers the vision and mission of the Section;
4. Improve public policy decisions by educating policy makers and addressing issues critical to accomplishing the vision of Cal-Pac SRM; and
5. Sustain and grow the Section's capacity and health to serve a dedicated, competent, and loyal membership, and accomplish the goals and vision of Cal-Pac SRM.

OFFICERS AND BOARD OF DIRECTORS

The officers of the Cal-Pac Section consist of the President, President-elect, Secretary, and Treasurer. The President-elect is selected each year by ballot and succeeds to the presidency. The Secretary and Treasurer are appointed by the President and confirmed by the Board of Directors. The President appoints the Historian-Archivist and Newsletter Editor and the positions reviewed periodically to ensure incumbent's desire to continue. The Historian and Newsletter Editor are non-voting members of the Board.

An eleven-member Board of Directors (BOD) that includes the officers, immediate Past President, and six elected Directors manage the business of the Section. The terms of the President, President-elect, and immediate Past President are one year. The tenure of the Directors is three years, with two new Directors being selected each year. Vacancies in an unexpired term of office are filled from the eligible membership by a majority vote of the Board of Directors. See Appendix G of former officers and directors.

The BOD serves as the corporate knowledge of the Section. It is incumbent on them to be aware of the duties of all officers and committee chairs to ensure proper coordination and timelines are followed in the business of the Section. Active use of the Strategic Plan (Appendix B), and this Handbook and Guidelines is emphatically recommended.

DUTIES AND FUNCTIONS

President

1. Serves as presiding officer at all Section Board of Directors meetings of the Cal-Pac 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 bylaws and committee guidelines.
4. Appoints members to the office of Secretary, Treasurer, Newsletter Editor, and Historian with the approval of the Section Board of Directors.
5. May appoint a person to obtain newsletter advertisements.
6. Contributes a column on Section activities for each issue of the Section newsletter, two weeks prior to the newsletter's mailing date.
7. Provides the Parent Society's Executive Secretary and Section Secretary with the names, addresses, phone numbers, and e-mail addresses of the officers and committee chairs within 30 days after the Section's annual meeting.
8. Notifies the Board of Directors of Section election results.
9. Provides the Membership Committee Chair and Newsletter Editor with membership update information received from the Society.
10. Appoints an Audit Committee yearly at the Fall annual meeting to audit the Treasurer's records.
11. Ensures all items of pertinent historical value to the Section are provided to the Historian-Archivist.
12. Reviews duties of incumbent officers, directors and committees periodically to ensure that the Section's interests are being served.
13. The Section will provide the President up to \$450 to attend the SRM annual meeting and a like amount for the summer meeting.

President-Elect

1. Serves as a member of the Cal-Pac Board of Directors.
2. Serves as a member of the Parent Society's Advisory Council.
3. Will, in the event of absence, incapacity, resignation, or death of the President, discharge the duties of that office.
4. Shall act as chair of a Strategic Planning Implementation Committee and be responsible for annually updating the Strategic Plan (Appendix B).
5. The Section will provide up to \$450 for the President-elect to attend the SRM annual meeting.

Immediate Past President

1. Serves as a member of the Cal-Pac Section Board of Directors.
2. Serves as a member of the Parent Society's Advisory Council.
3. Serves as Chair of the Meetings Committee, and assists local chair with arrangements for the Section's meeting program including the annual Fall meeting and the Spring tour.
4. Provides photos of Section activities to the Newsletter Editor and Historian, and prepares a brief report or summary of these activities for the Newsletter Editor.
5. Section will provide Past President up to \$450 to attend the SRM annual meeting.

Secretary

1. Serves as a member of the Cal-Pac Section Board of Directors.
2. Takes minutes of Section Business and Board of Directors meetings.
3. Submits draft copies of Section meeting minutes to all members of the Board of Directors, Committee Chairs and Newsletter Editor for editing and subsequent approval by the Board.
4. Maintains all records of the Section.
5. Prepares, receives, and tabulates ballots for Section elections.
6. Informs President of Section election results.
7. Performs all duties necessary to fulfill requirements related to proper maintenance of corporate status of the Section.
8. Works closely with the Section President and Board of Directors to facilitate efficient and effective operation of the Section business.
9. Provides addresses of officers and committee chairs to other committees as necessary.
10. Assists the Historian-Archivist in maintaining current listings of all past officers, award winners, and meeting locations.
11. Ensures all items of pertinent historical value to the Section such as Board of Directors minutes, financial summaries, and meeting agendas are provided to the Historian-Archivist; copies of approved meeting minutes should be cumulated chronologically on a computer disc (CD).

Board of Directors Members

1. Serve on or chair Section committees at the request of the President.
2. Remain informed on all Section and Board of Directors activities and actions; attend and actively participate in all Section Board of Directors meetings.
3. Solicit and report the requests, concerns, and suggestions of the Section membership to the Board of Directors.
4. If a Board Director is absent from two consecutive Board of Directors meetings, she/he may be removed from office by a majority vote of the Board.

Treasurer

1. Serves as a voting member of the Cal-Pac Section Board of Directors.
2. Receives all payments for dues, fees, and assessments owed to the Section.
3. Pays all debts of the Section as directed by the Board of Directors.
4. Maintains accurate records of all Section financial transactions.
5. Prepares and presents a financial statement at the Fall and Spring Board of Directors meetings. This statement (signed and dated) is given below and on page 11.
5. Cooperates with the Audit Committee.
6. Cooperates with the President and Board of Directors to ensure that all financial commitments are kept current.
7. Serves on Meeting Committee with responsibility for fiscal matters and facilities arrangements.
9. Maintains Section nonprofit status with the State of California, including annual dues and State Franchise Tax Board reporting.

California Pacific Section – SRM				
FINANCIAL STATEMENT TREASURER'S REPORT BOARD OF DIRECTORS AND BUSINESS MEETINGS				
ACCOUNT 10746 FUND ACCOUNTS	BEGINNING BALANCE	EXPENSES	INCOME	ENDING BALANCE
DATE				
Savings (00)				
Checking (10)				
Range Camp Checking (11)				
Bentley Fund (61)				
Certification (64)				
Continuing Education (65)				
TOTAL				

TRANSACTIONS		EXPENSES	INCOME	
SRM Dues				
Meeting -- Fall				
Meeting -- Spring				
Range Camp				
Interest Income Bank Acct				
Section Awards Expense				
TOTAL				
Notes:				
1. Accounts payable				
2. Accounts receivable				
3. BOD actions on business				
4. (other)				

Historian-Archivist

1. Actively solicits, receives, and maintains in an orderly manner all information, publications, documents, and other materials deemed appropriate to record the Section's history.
2. Maintains historical records of the Section including information on past meetings, officers, administrative actions, and technical achievements of the Section.
3. Maintains up-to-date listing of all past officers, award winners, and meeting locations.
4. Maintains a file of all past newsletters of the Section and ensure proper protection of same against loss or abuse and provides copies upon request. A completed chronological collection of newsletters by annual volume and issue number should be bound each decade.
5. Provides historical perspective when requested by Section President or other officers of the Section. An historical overview is presented in Appendix H.
6. Prepares "Historical Comments" or articles for the newsletter voluntarily or upon request.

Newsletter Editor

1. Assumes responsibility for the solicitation and receipt of news items, advertising, and/or sponsorship and for the preparation, publication, and distribution of all issues of the Section newsletter which shall be officially known as "Needlegrass Notes"; The "Trailboss" logo shall be a permanent part of the newsletter header (including email issues). At least two numbered issues, and preferably up to four, should be prepared each calendar (volume) year.
2. Maintains a current Section mailing list in cooperation with the Section President and Membership Committee chair.
3. Cooperates with the President, Board of Directors, and all appropriate Section committees in regard to those activities in which the newsletter is used to inform the general Section membership of Section activities and other activities of interest to the Section members.
4. General
 - a. The Newsletter Editor, in cooperation with the President, must contact the various people responsible for the spring and fall meetings, and in the Summer Newsletter, election ballots to be certain announcements reach members in a timely manner.

- b. The Newsletter Editor must arrange to format, print, and mail the newsletter locally; e-mail posting may replace hard copy mailings in some cases (see 10. below)
 - c. The deadline for articles is two weeks before the estimated mailing date.
 - d. Calendar dates of interest: All newsletters will have a section relating to upcoming events and meetings including Society for Range Management meetings and other meetings of interest.
 - e. The Newsletter Editor will seek sponsors (advertisers) whenever possible. Because of nonprofit status, the term "sponsor" is used. The President may assign this duty to another member.
 - f. Address correction is the responsibility of each member. Each issue should state that address corrections should be sent to the Newsletter Editor in addition to the Society's main office. It is suggested that new members be announced in the newsletter.
 - g. Provide extra copies (minimum of two [2]) to the Historian-Archivist for the purpose of maintaining an official historical library of the Section's newsletters.
 - h. Request and print periodic articles on Section history in the newsletter.
5. Spring Newsletter (minimum requirements)
 - a. Mail no later than four (4) weeks before the spring meeting.
 - b. Announcement for spring meetings should include registration form and information on motels and camping and directions (street and freeway maps).
 - c. A membership list may be included in the spring newsletter at the discretion of the Board of Directors. If not made available in the newsletter, the Newsletter Editor will fill requests that are accompanied by a stamped envelope.
6. Summer Newsletter (minimum requirements)
 - a. Mail no later than four (4) weeks before ballot deadline.
 - b. Section ballot is enclosed. Information for return of ballot to the Secretary and deadline for ballot return should be clearly shown on the sheet. Can be done as a fold-over, return mail sheet.
 - c. Include an article recapping the spring meeting.
7. Fall Newsletter (minimum requirements)
 - a. Mail no later than four (4) weeks before the fall meeting.
 - b. Include election results.
8. Winter Newsletter (minimum requirements)
 - a. Include recap and photographs of the fall meeting.
 - b. Provide membership information (new members, Section membership list, if not included in the Spring newsletter).
9. Bulk Mail Requirements:
 - a. Mailing List
 - 1) For each newsletter, request the Section's mailing labels from the Society's main office. Make the request by the 20th of the month for receipt by the 10th of the following month.

- 2) The Section President and Membership Committee Chair should send address updates to the SRM office.
 - 3) A list by zip codes is needed for bulk mailing. An alphabetized list is maintained as a reference for correction of the mailing list.
- b. A bulk mail permit must be obtained each January from the local post office where mailing is to be done. Documents required by the post office showing nonprofit status can be obtained from the Section Secretary.
- 1) Zip mail instructions for handling should be obtained from the post office.
 - 2) As pieces are labeled, mailing list labels must be kept in order by zip code in order to facilitate bulk mail preparation.
 - 3) It is necessary to leave a small deposit (\$10) at the post office to cover count errors or rate changes. The unused portion of the deposit is refunded at the end of the year or carried over if the same post office is to be used the following year.

9. Preparing newsletters for mailing:

- 1) Print shop could collate, fold, and prepare them for address labels.
- 2) Foreign mail cannot be mailed via bulk mail. Those pieces should be sent surface mail at standard rates.

10. Electronic mailing of the newsletters

- b. Members should be encouraged to provide e-mail addresses to the Newsletter Editor and Membership Committee Chair. Members without email should be identified.
- b. Members should be offered the option of receiving the newsletter by e-mail in place of a paper copy. This will save postage and other resources. Email issues should be essentially the same as published, USPS-mailed paper issues, including header and photographs.

*Society for Range Management.**Cal-Pac Section***Awards Committee****PURPOSE**

The purpose of the Awards Committee is to promote professionalism in management of rangeland and grazing lands by acknowledging outstanding accomplishment and service in stewardship of range and resources, and by stimulating leadership and personal development in rangeland management. The Committee serves to select candidates for Section Range Manager of the Year, Excellence in Rangeland Management, and SRM Awards as may be appropriate. Guidelines for SRM awards are given at www.rangelands.org website. See Appendix I for former award recipients.

STRUCTURE

The Awards Committee will consist of a chair appointed by the Section President and other committee members to serve with the chair in conducting committee business. At least one committee member will be selected from the non-office holding general membership by the chair in counsel with the President, other officers, or Board of Directors and Section members. One committee member from the previous committee should likewise be selected. To further ensure continuity, it is recommended that when possible the chair be chosen from the immediate past committee or, if necessary, previous awards committees. There would, thus, be members from preceding committees and newly chosen members. Committee structure should properly represent different geographical regions of the Section, profession within or associated with rangeland management in the Section and interests of the Section's membership. Obvious likely committee members would be recipients of Range Manager of the Year awards but prudence would seem to limit this to one per committee.

FUNCTION**Duties of Committee Members and Committee Chair**

1. To obtain nominations for Range Manager of the Year and Excellence in Range Management, and from these select a candidate(s) to be submitted to the Board of Directors for final approval. The Board of Directors established nomination and selection procedures for Range Manager of the Year in 1970, and for Excellence in Rangeland Management in 1986.

Nomination of Range Manager of the Year:

- a. Any member of the Section in good standing may nominate a candidate for Range Manager of the Year.
- b. Nominations must be accompanied by a statement of not over 200 words outlining the nominee's activities and contributions which merit this recognition.

- c. Deadline for submitting nominations is August 15.
- d. Recognition as Range Manager of the Year is generally intended for Section members who have been active in Society affairs at local, state, or national levels, but anyone who has made a substantial contribution to range management, regardless of affiliation, is eligible.

Nomination of Excellence in Rangeland Management

- a. Nominations for this award can be made by members of the Society, or by non-members who are acquainted with the operator's ranching practices and grazing operations.
- b. All nominations must be approved and signed by two persons who are members of the SRM Cal-Pac Section. A questionnaire is provided to be completed by the nominators and signed by concurring members. At least one cattle and one sheep producer should be selected each year.
- c. All nominations should include 5-10 slides and a narrative for Committee review, and should be made with the expressed permission of nominee. Deadline for submitting nominations is October 1.
- d. Criteria for selection include:
 - (1) Consideration of nominee's stewardship of rangeland as demonstrated by sustained productivity of livestock, wildlife, water, wood products and aesthetic values;
 - (2) Contributions toward rangeland advancement off the ranch, including association work and training activities that encourage proper management;
 - (3) Improvements made in the overall efficiency of the production unit; and
 - (4) The manager's approach to long and short- term goal setting and achievement of those goals.

Selection

- a. The committee will review nominations for each of the above awards, and select three (3) finalists (if there are that many or more nominations).
- b. Selection is via ranking by individual committee members with the nominee having the lowest total score (sum) from independent rankings being the person recommended to the Board of Directors.
- c. The Board of Directors must then approve or disapprove the recommendation
- d. Winners of the Range Manager of the Year Award receive a special certificate and plaque in a special ceremony during the annual fall meeting.
- e. Winners of the Excellence in Rangeland Management receive a ranch plaque to be presented at the California Cattleman's or Wool/Sheep Grower's Association meeting following selection.

2. To nominate, when the Committee deems appropriate, Section members for the Society's Frederic G. Renner Award following guidelines established by the Section on November 7, 1974:
 - a. The recipient of the Section's Range Manager of the Year Award will automatically be considered for nomination for the Renner Award the following year.
 - b. The incoming Awards Committee will determine whether the accomplishments and/or contributions of the Range Manager of the Year (selected the previous year) are deserving of the Society's most distinguished and prestigious award.
 - c. If the decision is affirmative, the Awards Committee will complete the nomination papers, prepare the supporting statements, and forward the same to the Board of Directors. Upon its approval, the Board of Directors will forward the nomination to the Society's Honor Awards Committee.
 - d. If the decision of the committee is not affirmative, the Board of Directors will be so informed, and the Section will make no nomination that year unless the Board of Directors feels that the Range Manager of the Year or some other person is deserving of nomination.
3. To nominate individuals for other Parent Society Awards. The parent Society sets deadlines for nominations for Parent Society awards, but nominations must usually be made by the end of April.
4. To obtain and prepare whatever award materials are to be presented. Annual awards are presented at the Fall meeting and Banquet.
5. To advise the Board of Directors on the granting of special awards or honors such as certificates of merit for special or exemplary service to the Section.
6. To recommend changes in the committee or awards program to the Board of Directors as the committee feels necessary.

*Society for Range Management.**Cal-Pac Section***Information and Education Committee****PURPOSE**

This committee is responsible for establishing and maintaining a communication link between the Section President, Board of Directors, Section members, public agencies and the general public. The link will be established through committee-generated information and education (I & E) programs that will promote the following:

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

STRUCTURE

The I & E Committee will consist of members, including the chair, who will each serve a two (2)-year term. The Section President will select new committee members during the annual Fall meeting. Every other year, the President will appoint the next committee chair.

FUNCTION**Duties of the Committee Chair and Committee Members**

1. Develop an I & E annual program "plan of action" and request Section membership input in its formulation, including supervision of the Section Website (www.casrm.org).
2. Maintain communication with each Committee member.
3. Present an annual Section I & E program at the annual Fall meeting.
4. Coordinate Section I & E programs with the Parent Society I & E Committee through the Section President.
5. Provide guidance and assistance in I & E programs and activities to the Section members at their local level.
6. Maintain high visibility with the Section members, Public Affairs committee, Board of Directors, and President through actions, activities, and promotion of the committee's purpose.

*Society for Range Management,**Cal-Pac Section***Meetings Committee****PURPOSE**

This committee is responsible for two basic meetings each year: an annual general session in the Fall that includes a Board of Directors meeting and a Section business meeting, and a Spring range tour held in conjunction with a Board of Directors meeting. Additional tours and workshops for professional improvement will be arranged as directed by the Board of Directors and Professional Affairs Committee.

STRUCTURE

The Chair of the Meetings Committee is the Past President. Other members on the committee include the Treasurer and local program and arrangements chairpersons of the Spring tour and Fall meetings, who will assist and advise the Chair. An appropriate registration fee should be charged for both Spring and Fall meetings, the amount to more than cover all costs.

The **Fall meeting** will be held at a different location each year (Appendix F). The meeting, usually held in November, will have a central theme relating to rangeland and related resource management. The Fall meeting program will provide allotted times for invited and/or volunteer papers; have panel discussions and workshops; conduct general business; provide scheduled times and rooms for Board of Directors and committee meetings; and provide a banquet with entertainment and/or speaker.

The **Spring field tour** will be held at a different location each year (Appendix F). The Board of Directors should take advantage of particular member or agency enthusiasm for hosting the tour regardless of location, place, and topic of the previous year's tour. Dates may vary.

FUNCTION

The Chair of this committee will assist in planning and organizing the Spring tour and the Fall meeting with the appointed chairpersons of the respective meetings.

Duties of the Meeting Committee Members

1. Plan and organize meetings that are conducted in a professional manner.
2. Keep the Committee Chair informed of the progress being made in planning the meetings.
3. Make a diligent effort to make each meeting at least "break even" financially.
4. Contact the Chair for his/her assistance or advice in handling any problem.
5. The Meetings Committee Chair will make recommendations to the Board of Directors regarding the location and theme for each of the two yearly Section meetings. They will also keep the Board of Directors and the President fully informed of the progress in planning these meetings. At least one Section meeting shall be held in Hawaii within each eight (8) year period (BOD 11/1/07).

6. A checklist follows for Cal-Pac Section SRM meetings:
 - a. Theme
 - b. Location and Date
 - c. Chairs for Program and Arrangements Committees; the duties of whom are given below.

Program Committee

Speakers and Program Participants:

1. Format
2. Initial speaker contacts (verbal/correspondence) including auctioneer for the Fall, November meeting 3 months in advance.
3. Confirmation in writing
4. Visual aids
5. Accommodations; may provide in-State expenses for two SRM officers at Fall meeting.
6. Complimentary tickets (usually given to guests who are not SRM members)
7. May provide complimentary meals for non-member, non-agency supported invited speakers
8. Letters of appreciation following the meeting

Program Donations (November Meeting):

1. Raffle and auction merchandise procurement
 - a. Personal contact
 - b. Letter of appreciation (from Program Chair)
2. Letters to donors with information on receipts and programs they fund (Program Committee Chair/Meetings Committee Chair)

Displays:

1. Commercial (type and number) designate contacts
2. Professional/nonprofit designate contacts
3. Coordinate with Arrangements Committee

Publicity:

1. Printed program, registration forms, promotional material, and motel/hotel reservation information (coordinate with Arrangements Committee and Section Treasurer).
2. Full promotional information in the October newsletter for the November meeting and January-April issue for the Spring meeting. Supplementary information in earlier newsletter as time permits.

3. Information on meeting content to interested organizations and individuals (includes no-host invitations), as well as pre-meeting notice to local newspapers in collaboration with the I & E Committee.
4. Mailing of information and registration packets to members one month before the meeting (coordinate with Section Newsletter Editor).

Arrangements Committee

Meeting Facilities:

1. Coordinate with Section Treasurer, and other members of the Program Committee.
2. General meeting room with screen and public address system (November).
3. Rooms for Board of Directors, committee meetings (Spring and November), and plant judging contest (November, if held).
4. Display and auction space (November), as may be needed.
5. Banquet and luncheon facilities (Spring and November) – capacity needed based on Section experience (usually 80 percent of attendance is gotten through pre-registration).
6. Coffee service (coordinate with Program Committee) and water for speakers.
7. No-host bar preceding banquet.
8. Registration
 - a. Advance (registration packets prepared)
 - b. At-the-door
 - c. Registration signs
 - d. Personnel to handle registration table
 - e. Receipts
 - f. Name tags and printed meeting programs
 - g. Meal and raffle tickets – coordinate with Program Committee (Section Secretary usually has a supply of them)
 - h. Supplementary audio and visual aids equipment (including back-up equipment and pointer for speakers).

Accommodations:

1. Airplane transportation; transportation from airport.
2. Lodging facilities – hotel, motel, and campgrounds.
3. Block of rooms reserved (number based on Section experience). Arrange program to agree with checkout time at meeting facility to include perhaps a 30-minute break Saturday morning (during November meeting) to provide time for checkout. Arrangements for checkout to be announced in printed program and emphasized at beginning of meeting.
4. Dining facilities for meals not covered in program.

Finances:

1. Section Treasurer provides "seed" money for meetings; a separate checking account at a local bank is advisable.
2. Review and payment of host facility charges is the responsibility of the Arrangements Committee Chair and the Section Treasurer.
3. Although meetings are not intended to be "money-makers", loss should be avoided at all costs.

Pertinent Bylaws

1. Two meetings of the Section shall be held annually, one in the Spring and one in the Fall. Precise location and time shall be designated by the Board of Directors and members will be notified at least 10 days prior to the meeting. The Fall meeting is designated as the annual business meeting and shall be for the purpose of receiving reports of Board of Directors members and for any other business that may arise. The authority to transact business of the Section shall be by majority vote of the members present and voting. (ARTICLE 6, Section 1)
2. The Board of Directors shall meet immediately preceding the Spring and annual meeting and at such other times as may be deemed necessary by the President. (ARTICLE 6, Section 2)

Suggested Presidential Transition Agenda – Fall Business Meeting**1. Outgoing President's Opening Remarks:**

- Acknowledge local arrangements people
- Acknowledge visiting dignitaries including parent society officers
- Announcement of banquet, program, and auction
- Call on Treasurer for Section financial report
- Call on Audit Committee for audit report
- Comment on highlights of the last year under your leadership
- Acknowledge outgoing officers, directors, and committee chairs
- Turn gavel and presidency over to the President-elect

2. Incoming President's Acceptance:

- Present plaque to outgoing President
- Introduce new officers, directors, and committee chairs
- Describe plan for the upcoming year
- Announce upcoming meetings
- Conduct remainder of the meeting

*Society for Range Management,**Cal-Pac Section***Membership Committee****PURPOSE**

This committee is responsible for promoting recruitment in the Cal-Pac Section and to retain from year to year those members who are currently active within the Section.

STRUCTURE

The chair is appointed by the Cal-Pac Section President at the annual Fall meeting. Committee members are selected by the chair, with the President, other officers, or Directors and Section members as counsel. Committee members should represent geographical regions and professions within or associated with range management in California. The chair and committee members should be knowledgeable of the goals and benefits of membership for the Cal-Pac Section.

FUNCTION**Duties of the Committee Members**

1. To motivate others within the Cal-Pac Section to actively solicit new membership whenever possible and to be familiar with membership categories and dues. These and applications are available at www.rangelands.org.
2. To develop and distribute membership and general information material concerning the Cal-Pac Section, including a current year Section member list.. To distribute to members and potential members any similar material developed by the Society.
3. To contact delinquent members on an informal basis with the purpose of re-establishing membership.

Duties of the Committee Chair

1. To oversee the activities of the Membership Committee.
2. To contact delinquent members on a formal basis to request renewal of their membership.
3. To serve as Section representative to meetings of the parent Society's Membership Committee.
4. To forward names of new members to newsletter editor.

*Society for Range Management,**Cal-Pac Section***Nominations and Elections Committee****PURPOSE**

This committee is responsible for developing a list of eligible candidates for each elective office in accordance with the bylaws of the Cal-Pac Section SRM (Appendix A). It is essential that the actions of this committee be careful, fair, judicious, and timely. A review of page 2 of this Handbook is advised. A list of former officers is given in Appendix G.

STRUCTURE

The President will recommend, and the Board of Directors will elect a Nominations and Elections Committee composed of five (5) members, including the chair, who are knowledgeable about the duties of the positions to be filled and the goals of the Cal-Pac Section SRM. The Committee is selected at the annual Fall meeting. The President will instruct the Committee as to dates for required action on the balloting in order to meet deadline.

FUNCTION

To follow the adopted nominations procedure (below) in developing eligible candidates for ballots.

Duties of the Committee Members

1. Contact members in the winter period (January - February) for obtaining possible nominees for President-elect and Board of Directors members. Members contacted should represent different geographical areas, professions, and interests.
2. Contact recommended nominees to determine their willingness to be considered. Those expressing such willingness will be asked to provide a biographical abstract which will contain:
 - 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. Professional experience in range management.
3. Screen the biographical abstracts in March and select two (2) persons for President-elect and four (4) for Board of Directors members.

Duties of the Committee Chair

1. To send a follow-up letter verifying the willingness of the nominees selected to be candidates for election; this must be accomplished by April 1.
 2. To provide the abstracts of the nominees selected to the Newsletter Editor and assist in developing abstracts and ballot for publication in the Spring or Summer newsletter with copy to the President.
 3. To seek support of the President who shall notify the Board of the election results tabulated by the Secretary.
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PERTINENT BYLAWS

1. The President-elect and two Board of Directors Members shall be elected each year by letter or e-mail ballot. (ARTICLE 4)
2. All Section members in good standing except student members are eligible for office unless excluded by Article 4, Section 4. (ARTICLE 5, Section 1))
3. The President-elect shall not be eligible for re-election for two (2) years and Board of Directors Members for one (1) year after the end of the their respective terms. (ARTICLE 4, Section 4)
4. Ballots returned to the Secretary no later than October 15 shall be counted by the Secretary and a member appointed by the President. The candidate receiving the largest number of votes for each office shall be declared elected and the results will be reported to the Board of Directors. Ballots will be retained by the Secretary for one year. Officers and Board of Directors members shall take office at the close of the annual meeting following their election. (ARTICLE 5, Section 2)

*Society for Range Management,**Cal-Pac Section***Professional Affairs Committee****PURPOSE**

The committee encourages and assists members of the Section in maintaining and improving their professional competence, and acts to advance the professional status of range science and rangeland management.

STRUCTURE

The chair is appointed by the Cal-Pac Section President at the Fall annual meeting. The Committee Chair shall appoint members who include those persons familiar with National and Section programs of continuing education, and those persons selected by the Certified Rangeland Manager Panel of the Section according to the current Certified Rangeland Manager CRM program (Appendix J). The Panel will maintain its identity and function, serving as a subcommittee.

FUNCTION**Duties of the Committee Chair and Committee Members**

1. Provide information to public and private organizations and individuals about the qualities and capabilities of a trained rangeland management professional (Appendix K).
2. Promote, develop and implement continuing education programs in the Section and inform members of available training opportunities via meetings and newsletters to promote participation by Section members in functions of SRM and other professional societies for accreditation of continuing education credits (CEU).
3. Promote an understanding of the range professional and what its members have to offer as professional managers, teachers, and researchers.
4. The Certified Rangeland Manager (CRM) Panel serves in the capacity to implement and supervise the program of certification and licensing of California CRMs to:
 - a. Function in accord with the Board-approved Section "*Program for Certification of Professional Rangeland Managers*" under the auspices of an Executive Secretary (Appendix J);
 - b. Collaborate with public agencies and private institutions that employ CRMs and natural resource managers in development of appropriate on-the-job training and continuing education programs in rangeland management; and
 - c. Maintain a list of California certified and licensed rangeland managers (www.casrm.org).
5. The Committee Chair will prepare an annual report for acceptance by the Board of Directors at the Fall annual meeting.

*Society for Range Management,**Cal-Pac Section***Public Affairs Committee****PURPOSE**

The responsibility of this committee is to assist the Section and its officers by providing guidance in matters involving public affairs relating to the concerns of range resources and uses. It provides the mechanism for the Section to exert constructive influence on decisions and actions, which have bearing on the welfare of range ecosystems and their products.

STRUCTURE

The chair is appointed by the Cal-Pac Section President at the Fall annual meeting. Committee membership is *ad hoc* for the specific issues or activity to be addressed and consists of representative Society members familiar with or capable of addressing the action needed.

FUNCTION**Duties of the Committee Chair and Committee Members**

1. Furnish information and guidance to the Section concerning public issues and problems and work with other interested parties within Section boundaries to assist in providing sound directions for addressing solutions.
2. Solidify and amplify the influence of the Cal-Pac Section by drafting statements of position on matters related to California range resources and uses. The Committee may develop position statements of draft responses to proposed agency actions normally for BOD approval, and where time is limited, develop a response by an appropriate Committee member on behalf of the Section, but recognizing the response is the view of the author. Guidance is available in Appendices B, the Section Strategic Plan; D, SRM Policy Statements, Position Statements and Resolutions; and E, SRM Advocacy Guidelines.
3. Maintain and improve relations with other professional organizations, government agencies, institutions, industry range livestock operations, and the general public.
4. Coordinate efforts of the committee with those of other committees where mutually beneficial.
5. The Committee may accept statements or resolutions from Section members and assist with presenting them to the Society's Public Affairs Committee.
6. The Committee chair will prepare an annual report for acceptance by the Board of Directors at their Fall annual meeting.

*Society for Range Management,**Cal-Pac Section***Student Affairs Committee****PURPOSE**

This committee is responsible for addressing issues of particular concern to student members of the Section. Such issues may originate from the SRM Board of Directors or committees, Section Board of Directors or committees, or from the general or student membership.

STRUCTURE

The chair is appointed by the Cal-Pac Section President at the Fall annual meeting. Members are selected by the Chair in counsel with the President, other officers or Board of Directors, and Section members.

FUNCTION**Duties of the Committee Chair and Committee Members**

1. To develop position statements of action proposals with regard to student issues and to submit recommendations to the Board of Directors for further action.
2. Obtain and/or receive information from the general membership and other knowledgeable persons on issues of particular concern to student members.
3. Coordinate student activities such as a Annual Plant Judging Contest held in conjunction with the SRM and Section meetings, and any other such events such as special student sessions or symposia.
4. Serve as Section representative to meetings of the parent Society's Student Affairs Committee.
5. Conduct the Section's annual Range Youth Camp.
6. Administer Range Camp Policies:
 - a. Money for such support of the Top Camper to attend the SRM annual meeting should come from Section funds, indefinitely (11/10/88).
 - b. A bequest from Jay Bentley of \$5,000 in the form of SRM Notes shall be used to establish a Jay Bentley Memorial Award (4/27/89).
 - c. There should be a Jay Bentley Memorial Award that would be given to the Top Camper, and if the money from the Notes can be used for support, then it should be done (11/2/89).
 - d. A Range Camp honorarium of up to \$1,500 shall be provided by the Section to the Camp, depending upon the profit generated each year from the camp (11/2/89; 6/6/02).
 - e. Commit Bentley Fund annual income to the Range Camp to assist in sending a camper to the SRM Annual Meeting. This commitment may be reconsidered annually, with adequate notice provided if we do not fund in a future year (11/2/94).