

HANDBOOK
FOR
SECTION OFFICERS, COUNCIL, AND COMMITTEES

NEVADA SECTION
SOCIETY FOR RANGE MANAGEMENT
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TABLE OF CONTENTS

FORWARD	1
SECTION COUNCIL	
Function and Structure	3
OFFICER'S DUTIES	
President	4
President-Elect	5
Past President	6
Secretary	7
Treasurer	9
Executive Vice-President	10
President of Student Chapter	11
Zone Council members	12
Newsletter Editor	13
COMMITTEES	
Awards	15
Bylaws	18
Disturbed Lands	19
Endowment Fund	20
Historian	21
Information and Education	22
Membership	23

Nominations	24
Producer Affairs	26
Public Affairs	27
Research Affairs	29
Scholarship	30
Student Affairs	31
Youth Activities	32

FOREWORD

This Handbook is presented for use of the Section Officers, Council, and committees during their terms in office. It may also be of use to the general membership who are interested in the general administration and management of the Nevada Section and its activities.

The Handbook is designed to present concise and easy-to-find information on Section administration and procedures, in a loose-leaf format that can be updated, revised, or changed as becomes necessary. General guidelines, structural organization, duties of the Section Officers, and Section Committee responsibilities are presented.

The Handbook is meant to be handed along from year-to-year to the various officers and committee members as they succeed each other. It will be up to the officers and committeemen to add any pertinent information that may need correcting or found to be lacking and is of significant importance for the officers or committeemen to carry out their duties satisfactorily.

If and when new permanent or longstanding committees are established in the future, they should be described and added to the Handbook.

The following items are planned to be included in the Handbook so that a complete portfolio of important Section documents are readily available to the officers and committees when they need them:

1. Section Constitution and Bylaws
2. Articles of Incorporation
3. Membership List, Updated Annually
4. Zone Membership Map
5. Past Meeting Locations
6. Past Officers
7. Past Award Recipients
8. Past Section Resolutions and Position Statements

Section Officers may want to consider appointing a standing committee charged with annually updating and maintaining the Handbook so that all succeeding users will always have current information.

SECTION COUNCIL

FUNCTION AND STRUCTURE

The Section Council's responsibility is to manage the business of the Nevada Section, Society for Range Management. This business includes, but is not limited to, Section organization, policy, administration, financing, program development, technical discourse, and other activities that will lead toward meeting the Section objectives as listed in the CONSTITUTION, Article II, Section 1.

The Section Council is composed of 11 elected representatives or council members. These include 7 zone council members, the president, president-elect, immediate past president, and the president of the student chapter.

There are also 3 appointed members which include the secretary, treasurer and the executive vice-president.

Organizational matters relating to the Council such as election of members, terms of office, filling of vacancies, and appointment of specific officers are described in the Section CONSTITUTION and BYLAWS.

OFFICERS' DUTIES

PRESIDENT

The President, as Chief Executive Officer and subject to the control of the Council, provides general supervision and direction of the business and affairs of the Section.

Duties include:

- 1) Serving as a member of the Section Council.
- 2) Presiding at all meetings of the Council and at all meetings of the membership.
- 3) Calling all meetings of the Council.
- 4) Representing the Section with other organizations.
- 5) Appointing the secretary, treasurer, and all principal committee chairmen.
- 6) Being one of three official Section representatives to the Parent Society Advisory Council.
- 7) Employing and discharging such agents and employees as the business of the Section shall from time to time require, and prescribing their duties, terms of employment, and compensation.
- 8) Contributing a column on Section activities for each issue of the Section newsletter.
- 9) Exercising such other powers and performing such other duties as may be prescribed by the Section Council or by the Bylaws.
- 10) Serving as a Nevada Section, Society for Range Management (NSSRM) Endowment Fund Manager.

PRESIDENT-ELECT

The President-elect shall, in the absence of the President, preside at meetings and perform routine duties of the President, and:

- 1) Is a member of the Section Council.
- 2) Is one of three official Section representatives to the Parent Society Advisory Council.
- 3) Is Program Chairman responsible for Section meeting arrangements.
- 4) Is prepared to move into the duties of the President the following year.
- 5) Serves as a NSSRM Endowment Fund Manager.

PAST PRESIDENT

The Immediate Past President will utilize experience and knowledge of Section and SRM affairs to counsel and provide guidance to the Section Council, officers, and committee members. Duties include:

- 1) Being a member of the Section Council.
- 2) Along with the President and President-elect, serving as one of the three official Section representatives to the Parent Society Advisory Council.
- 3) Representing the Section at special events, upon request, in the absence of the President or President-elect.
- 4) Serving as NSSRM Endowment Fund Manager.
- 5) Serving as Chairman of the Nominations Committee

SECRETARY

The Secretary is appointed by the President and confirmed by the Council. Duties include:

- 1) Serving as a member of the Section Council.
- 2) Attending all Council and business meetings and keeping accurate minutes of all transactions.
- 3) Maintaining a minutes file, at the principal office of the Section, of all meetings of the Council and membership in the form and manner required by law.
- 4) Keeping at the principal office, open to inspection by members at all reasonable times, the original or a certified copy of the Constitution and Bylaws of the Section as amended or otherwise altered to date.
- 5) Keeping and maintaining, open to inspection by any Council member at all reasonable times, adequate and correct accounts of the properties and business transactions of the Section, which shall include all matters required by law and be in form as required by law.
- 6) Keeping the Section corporate seal and affixing it to all papers and documents requiring a seal.
- 7) Developing and maintaining a directory of Section members, officers, and committee chairmen along with current addresses and telephone numbers.

8) Maintaining close contact with the Section Historian, to assure that current Section historical material is appropriately placed in the archives and factually documented for posterity.

9) Attending to such correspondence as may be assigned.

10) Performing all other duties incidental to said office or prescribed by the Councilor by law.

TREASURER

The Treasurer is appointed by the President and confirmed by the Council. Duties include:

- 1) Serving as a member of the Section Council
- 2) Attending all Council and business meetings and, upon request, presenting current up-to-date financial summaries for the Section.
- 3) Having the care and custody of funds (including the Robertson-Fleming Scholarship monies) and valuables of the Section, and depositing same in the name of and to the credit of the Section with such depositaries as the Council may designate.
- 4) Disbursing funds of the Section, as ordered by the Council, to take care of the Section's financial transactions.
- 5) Rendering to the President or to the Council, whenever they may require it, an account of all transactions as Treasurer, and a financial statement in form, satisfactory to them, showing the condition of the Section.
- 6) Keeping records of and preparing separate financial summaries for the various monetary funds and investments of the Section.
- 7) Having such other powers and performing such other duties as may be prescribed by the Council.

EXECUTIVE VICE PRSIDENT

THE Executive Vice President is appointed by the President, confirmed by the Council, and is asked to serve a five year term. His duties include:

- 1) Serving as a member of the Section Council.
- 2) Be present at all meetings of the Council and the general membership for the purpose of providing coordination and consistency to the section.
- 3) When necessary, represent the Section with other organizations.
- 4) Assist or act on behalf of the three official Section representatives to the Parent Society Advisory Council.
- 5) Contribute a column on Section activities for each issue of the Section newsletter.
- 6) Contribute Section information to the Rangelands Editor on a regular basis.
- 7) Serves as advisor to the Endowment Fund Manager.
- 8) Serves as one of the four advisors to the Financial Committee.
- 9) Will attend the Parent Society Annual Meeting.
- 10) Will be reimbursed for expenses incurred while attending Parent Society or outside meetings, upon approval of the Section President.
- 11) Exercise other powers and perform other duties as may be prescribed by the Section Council or the Bylaws.

PRESIDENT OF THE STUDENT CHAPTER

This individual is elected by the SRM Student Chapter members in the College of Agriculture at the University of Nevada-Reno. The duties are:

- 1) Serving as a member of the Section Council.
- 2) Providing direct liaison between the Student Chapter and the Section Council.

ZONE COUNCIL

Zone Council members are elected for two year terms to represent the seven membership zones within the State of Nevada. Because Zone Council members have broad responsibilities, they are usually not assigned to specific committees. Duties include:

- 1) Serving as members of the Section Council and attending Council meetings.
- 2) Acting as the key contact between the Council and Section members residing within the zones represented.
- 3) Maintaining a list of Section members within their respective zone.
- 4) Being knowledgeable about range, rangeland activities, and related matters occurring within the zones.
- 5) Maintaining a particularly close contact with the Section membership committee to assist in achieving membership goals.
- 6) Being contact point for consultation with other Section committees whose charge involves activities or assignments within their respective zone.
- 7) Being observant about worthwhile rangeland news items in the zones that may be suitable for use in the Section newsletter and accordingly preparing articles for the newsletter.

NEWSLETTER EDITOR(S)

This position is appointed by the President and confirmed by the Council. It may be one person or, if desirable, two persons may share the assignment as co-editors. The Editor's duties shall include:

- 1) Be in attendance at Council meetings.
- 2) Serve as the central collection point for news items and reports of Section activities.
- 3) Assemble, prepare, and distribute the Section newsletter on a regular basis.

Historically, the dates for the newsletter have been:

March 15

June 15

September 15

December 15

- 4) Work closely with the President in contacting sponsors, developing ads, assessing costs, and determining news coverage for each edition.
- 5) Develop liaison with principal committee chairmen and Zone Councilmen regarding news items and committee reports.

COMMITTEES

Much of the Nevada Section's work is carried out by committees. Committee chairmen are appointed by the President. In many cases the committee chairman will select committee members, possibly working through the Zone Council. It is the joint responsibility of the President and committee chairman to set program priorities and to establish general procedures to meet the goals. The committee chairman is the primary person on each committee, and is accountable to the Council and Section membership through the President. Progress and final reports on committee activities should be printed in the newsletter at intervals to keep the membership informed. Present operating committees in the Nevada Section include:

Awards Nominations

Bylaws	Producer Affairs
Disturbed Lands	Public Affairs
Endowment Fund	Research Affairs
Historian	Scholarship
Information & Education	Student Affairs
Membership	Youth Activities

Two ad hoc committees on the Operations Manual and Technology Transfer also exist.

AWARDS

This committee is to carry out activities relevant to the awards program of the Nevada Section, SRM. The objective is to provide public recognition of land managers, ranchers, administrators, technicians, educators, elected representatives, youth, and business people who make significant contributions to range and related resource management. The committee's duties shall include:

- 1) Arranging for selection of a Range Man of the Year.
- 2) Announcing in the Section newsletter that nominations are needed from the membership, and listing principal criteria for consideration.
- 3) Requesting specific assistance from Zone Councilmen in obtaining the nominations.
- 4) Considering the practice that usually has resulted in selection of a rancher one year and a non-rancher the next year, but this custom is not binding. A decision will be made based on nominations received.
- 5) Being aware of the fact that SRM or Section membership is not always required to be an award recipient.
- 6) Also arranging for other special or continuing awards in addition to Range Man of the Year.
- 7) Arranging for proper presentation of certificates or other mementos as evidence of awards.
- 8) Seeking nominees for SRM parent society awards, assure that nominations and supporting materials are properly prepared, and that submission deadlines are met.

Principal criteria for evaluating nominees for SRM awards:

- Nominee:
- a. Name
 - b. Date and place of birth
 - c. Address (with zip code)
 - d. Phone number (with area code)

- Nominator:
- a. Name
 - b. Address (with zip codes)
 - c. Phone number (with area code)

Qualifications of Nominee:

- a. Education -Give major field, institution, and date for any degrees received.
- b. Honors and awards received, including membership in honorary societies.
- c. Occupational Background Summarize employment history giving nature of business or position, date, and location.
- d. Publications Related to Range Management -Give complete list.
- e. Other Educational Contributions – Teaching classes, movies or TV programs, workshops, tours, etc.
- f. Development of Programs, Practices and/or Products for Improvement of Rangeland Resources – Give emphasis to planning, coordinating, developing procedures, invention or modification of equipment, etc.

g. Application of Programs, Practices and/or Products for Improvement of Rangeland Resources -Emphasis here should be on successful day-to-day on the ground management.

h. Other Contributions -May be in field related to nomination.

i. Service to the Society for Range Management –Offices held, committee assignments, services rendered, etc. (This is an important section for Fellow Award.)

j. Service to Other Organized Groups -Elected and appointed positions or service to other professional organizations, service clubs, government, churches, 4-H, NRCO, etc.

k. Summary of accomplishments for past five years (for Renner Award nominees only) .

l. Evaluation -Identify in this section the contributions on which this nomination is based. Explain why the nominee is especially qualified to receive the award. (This is very important and should be carefully prepared by the nominator.)

BYLAWS

The purpose of this committee is to study and review the Section Constitution and Bylaws from time to time to see if present operating procedures and policies are following the criteria in these documents. The committee's duties shall include:

- 1) Becoming familiar with the principal legal documents pertaining to the Section such as the Constitution, Bylaws, Articles of Incorporation, and any amendments that have been made thereto.
- 2) Consulting with the Council on changes, revisions, or amendments that may be needed.
- 3) Preparing and distributing all proposed changes to the membership through the newsletter.
- 4) Checking changes with qualified legal counsel to insure that proposed changes have no effect on our present legal qualifications to carry out the SRM mission.
- 5) Presenting suggested changes to the Council for action, then presenting at annual business meeting for vote and final disposition.
- 6) Then, preparing new, revised copies of the Constitution and Bylaws with the changes included, and making available for Section distribution.

DISTURBED LANDS

This is a technical committee charged with the responsibility of reviewing and studying techniques and procedures for treating or rehabilitating areas where severe land disturbance has occurred through mining, construction, or natural causes. The committee's duties shall include:

- 1) Reviewing all literature on the subject that would be applicable to Nevada conditions.
- 2) Becoming familiar with major locations in Nevada where this problem exists and where rehabilitation efforts have been implemented.
- 3) Using the newsletter, special sessions, and tours to disseminate information, and requesting input from the Section membership.
- 4) Recommending new techniques or procedures, and suggesting where new research needs may be required to solve the problem.
- 5) Contacting federal, state, or corporate entities who may have carried on in this work, and seeing what they have available.

ENDOWMENT FUND

This committee has the responsibility of establishing and operating the Nevada Section Society for Range Management (NSSRM) Endowment Fund, which was established and created at the 1985 summer meeting in Gardnerville. The purpose of the fund is too

develop income with which to finance or partially finance special Section activities such as special I & E projects, awards, youth activities, etc. The committee's managers shall be: the President, President-elect, and the immediate past president of NSSRM. The Section Executive Vice President shall serve as advisor to the fund manager. A separate committee chairman to be appointed by the Section President. The chairman's duties shall include:

- 1) Encouraging donations to the fund and informing membership of the fund and its users.
- 2) Meeting with the fund managers and the Section Treasurer at least once a year to decide on the use of the available funds.
- 3) Prepare appropriate responses to those donating to the fund. If donations are memorials or honor donations, the family or the person or persons honored will be notified so they can respond to the donor. Letters will be prepared by the committee chairman and signed and mailed by the Section President.
- 4) All donations will be submitted to the Section Treasurer for deposit. A report shall be prepared and provided to the fund managers prior to each Section meeting by the committee chairman.
- 5) Maintain a permanent record of the fund, which shall include:
 - a) All donations received and who they honor or memorialize.
 - b) A record of Yearly income.
 - c) A record of disbursements that identifies when, to whom, and for what purpose.
 - d) A copy of the authorizing resolution for the NSSRM Endowment Fund.

HISTORIAN

The primary purpose of the Section Historian is to collect and send materials, reports, or actions about the Nevada Section SRM, and record these events in a manner so as to provide a historical record of their occurrence. Duties include:

- 1) Researching and keeping in good form the history of the Section.
- 2) Keeping records up-to-date on meetings, special activities, officers, awards, tours, etc.
- 3) Working closely with the Section Secretary to see that Section historical information is properly maintained and safeguarded.
- 4) Preparing articles, upon request, for the newsletter on significant Section historical actions or events that may be of current interest.
- 5) Preparing a historical update every five years to become part of the permanent record along with the thirty year history.

INFORMATION AND EDUCATION

The primary purpose of this committee is to promote communication and disseminate information to the Section membership and to the public. These goals are to be achieved through the development of programs, publications, displays, and public contacts which advocate sound concepts of range and rangeland management through the Nevada Section of SRM. The committee's duties shall include:

- 1) Developing media contacts with local newspapers, television, radio stations, etc.
- 2) Developing and distributing SRM brochures and Nevada Section flyers.
- 3) Work with the newsletter editor and Zone Council members in developing news items and public education programs of significant interest.
- 4) Preparing write-ups and obtaining photos of field days, tours, and special events involving the Section and Section members.
- 5) Scheduling and providing personnel to man the SRM and Section displays at livestock producer and other natural resource organization gatherings and conventions.
- 6) Monitoring close liaison with the parent society I & E Committee and being aware of its goals and objectives.
- 7) Being alert for opportunities to present talks or slide programs by the committee or other Section members to public groups or interested organizations.

MEMBERSHIP

This committee shall seek to perpetuate and to increase active membership in the Nevada Section, Society for Range Management. The committee's duties shall include:

- 1) Actively recruiting new members for the Section and the Society.
- 2) Making contact with and encouraging delinquent members to renew their membership.
- 3) Being responsible for providing recruitment materials to the general membership.
- 4) Maintaining close communication with the Section president, Secretary, and Zone Councilmen on all matters relating to membership.
- 5) Sending a letter to all new members and to the member that recruited them, along with the Nevada Section Bylaws {new members only}.
- 6) Publishing new and renewing members in each newsletter welcoming them to the SRM, Nevada Section.
- 7) Keeping an up-to-date record of the Nevada Section membership.
 - a) Utilizing computer print-outs of membership list (Sent from SRM office in Denver during January and July.)
 - b) Utilizing monthly membership reports from Denver to update membership list.
 - c) Providing updated list to Section officers semi-annually.

NOMINATIONS

The primary responsibility of this committee is to select a slate of eligible candidates who will agree to run for the Section Officer positions that will be up for election on the following year. Due to this close relationship to Section activities during the pas year, it is expected that the Immediate past President of the Section will chair this committee. The committees duties will include:

- 1) Working closely with the newsletter editor and Zone Councilmen to set up procedures.
- 2) Announcing in the September newsletter that nominations for the identified positions will now be accepted.
- 3) Ascertaining that two nominees are available for each position and making sure that nominees have agreed to serve.
- 4) Reviewing nominees from specific zones with the specific Zone Council member to validate qualifications and membership status.
- 5) Candidates for President-elect should be senior members and have served as Council members and/or committee chairman.
- 6) Developing additional nominees, in coordination with the Zone Councilman, in case sufficient nominations from the field are lacking.
- 7) Preparing ballots and biographical sketch of candidates for printing in the December newsletter. Ballots must be prepared and ready for mailing by November 1, or, as a last resort, they could be handed out at the winter meeting.

8) Tallying results of the selection at winter meeting; reporting the results to the Section Council and at the membership business meeting.

9) Identifying Section candidates for office in the parent society, acquiring Section support, and seeing that nominations are properly submitted with all supporting materials.

PRODUCER AFFAIRS

(ED. Note: Is this now supposed to be the “EXCELLENCE IN RANGEMANAGEMENT” COMMITTEE? If so, I think that someone should write up a new list of duties.)

The primary purpose of this committee is to closely relate the agribusiness and livestock producer groups with subjects of mutual interest in the Nevada Section and in SRM. A livestock producer or agribusiness operator usually heads the committee and calls upon his professional organization's knowledge to assist in guiding the committee's work. The committee's duties shall include:

- 1) Working closely with the Section President in determining annual goals for producer-Section activities and events.
- 2) Concentrating on expanding the agribusiness and live stock producer membership in the Section by offering more activities and programs that are of mutual interest.

PUBLIC AFFAIRS

The Nevada Section has stated that it needs to exert greater influence on decisions and actions related to the State's range and rangeland resources in the political, economic, and natural resources field. There are actions being taken by many groups that impact on the welfare of the State's range ecosystems, where Section expertise would be helpful in arriving at sound and technically appropriate decisions.

This committee will serve as the nucleolus and focal point for providing input on public issues and preparing recommendations to Section officers on those matters that significantly impact the State's rangeland resources. The committee's duties shall include:

- 1) Working closely with the President and other Section officers in determining those issues or actions that should require consideration by this committee.
- 2) Preparing resolutions and/or position statements indicating the Section position on important issues, and presenting for discussion and adoption to the council and membership.
- 3) Taking action to assure that the Section's position or stand is communicated to those individuals in political or leadership roles who can be encouraged to act accordingly.

- 4) Developing and maintaining a directory of names and addresses of groups and/or individuals outside the SRM and the Nevada 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.
- 5) Providing interested groups with the address of the Nevada Section and the principal officers.
- 6) Providing newsletter chairman with names and addresses of agri-oriented producer groups and special interest groups.
- 7) Obtaining schedules of meetings of all different groups and forwarding to newsletter editor and President.
- 8) In cooperation with the Section I & E Committee, maintaining contact with and attending the meetings of organizations and groups which have an interest in or exert an impact on the State's rangelands.
- 9) Reviewing Environmental Impact Statements and related documents and, where appropriate, preparing responses or position statements for signature of the President or action by the Council.

RESEARCH AFFAIRS

This committee serves as a forum for producers, managers, and research scientists to discuss research needs in rangeland management and in related industries. The committee will serve the Section by alerting its officers and membership to new research findings and to assess where new research may be needed. The committee's duties shall include:

- 1) Being familiar with range research being conducted within the State of Nevada.
- 2) Keeping the membership posted on current research findings and available literature in the field of range management.
- 3) Contributing articles to the newsletter on current research projects in Nevada or on the application of research results to specific programs.
- 4) Assessing research needs through professional channels and develop plans to initiate the required studies.

SCHOLARSHIP

The purpose of this committee is to operate and manage the Robertson-Fleming Range Management Scholarship Program that has been in effect with the University of Nevada-Reno, since 1964. At this time, the Section is awarding two \$500 scholarships each year.

The committee's duties shall include:

- 1) Consulting with the President and Treasurer to determine the amount of stipend and number of scholarships to be awarded each year.
- 2) Establishing eligibility requirements for the scholarships.
- 3) Notifying the appropriate University department heads that the scholarships are available and that applicants are requested.
- 4) Accepting scholarship applications, screening and reviewing qualifications.
- 5) Making the scholarship selections and submitting recommendations to the Section President and the UNR Scholarship Committee.
- 6) Initiating fund raising projects to generate monies for the scholarship fund.

STUDENT AFFAIRS

This committee is responsible for addressing issues of particular concern to student members of the Section. Such issues may originate from the Section Council, Section Committees, or from the students themselves. The committee's duties shall include:

- 1) Developing position statements or action proposals covering student issues, and submitting recommendations to the Council for action.
- 2) Obtaining and/or receiving information from the general membership and other knowledgeable persons on issues of particular concern to student members.
- 3) Promoting activities of interest to students to stimulate more involvement in the Section and in SRM.

YOUTH ACTIVITIES

The purpose of this committee is to initiate and sustain viable range information and educational programs for youth, especially below college level age. The committee's duties shall include:

- 1) Co-sponsoring the Summer Range Camp and taking an active part in planning and conducting the camp.
- 2) Initiating new programs for youth as the need and opportunity arises.
- 3) Preparing and presenting awards for youth sponsored or organized range related activities.
- 4) Stimulating range educational activities through tours, field trips, and program presentations.
- 5) Instilling in youth participants a thorough understanding of the objectives of SRM, how SRM can help them in their careers, and the role of the Nevada Section in the State of Nevada.