

11/11/05

Handbook

Utah Section of The Society for Range Management

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SECTION HANDBOOK UPDATES AND REVISIONS

November 2005

Bylaws	Revised January 2003 – Approved November 2003
Officers Duties	Revised March 2001
Guidelines	
Historian	Revised March 2001
Honors and Awards	Revised March 2001 (Added criteria for "Rancher" and "Rangeman" of the year Awards.) Separated out Range in Excellence Award January 2003
Information and Education	Revised November 2003 ("Public Affairs" duties included)
Membership	Revised March 2001
Newsletter	Revised March 2001
Nomination	This in an ad hoc committee chaired by the immediate past president. (Revised March 2001)
Scholarship	Small changes made November 2003 to reflect bylaw changes. Addition changes in November 2005
Student Affairs	Revised March 2001
Range Excellence	Added November 2003
<i>Public Affairs</i>	<i>Combined with I&E April 2003 (An old writeup is included)</i>
<i>Range Reference and Natural Areas</i>	<i>No writeup</i>
Annual Meeting Guidelines	Guide Number 1 Revised in 1989 Guide Number 2 Revised in 1985

PREFACE

This version of the Utah Section Handbook is the most recent information available to help guide section officers and members. The by-laws listed here are a consolidation of the Section's constitution and by-laws with a few minor additions and changes. These by-laws will need to be approved by the Section membership before they become an official document.

The writeups for Section officers, committees, and the annual meeting are intended to serve as guides and should be especially useful to new officers and committee chairs. They are "works in progress", and should be maintained and updated as appropriate. While they are intended to reflect official policy, any question of such should be resolved by referring to the Section by-laws. Any proposed changes or additions to these guidelines should be given to the Section secretary who will be responsible for maintaining the handbook.

Ross Wight
January 2003

Bylaws of the Utah Section
Society for Range Management
(Revised November 2003)

ARTICLE I. NAME

Section 1. This Section shall be known as the UTAH SECTION of the Society for Range Management.

ARTICLE II. OBJECTIVES

Section 1. The objectives of the section shall be to foster advancement in the science and art of grazing land management, to promote progress in the conservation and sustained use of forage and soil resources, to stimulate discussion and understanding of scientific and practical range and pasture problems, and to provide a medium of exchange of ideas and facts among Section members and allied technologists, and to encourage professional improvement of its members.

ARTICLE III. MEMBERSHIP

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

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

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

ARTICLE IV. OFFICERS AND DIRECTORS

Section 1. The officers of the Utah Section shall consist of a president, a president-elect a past president, and a secretary or secretary/ treasurer. The offices of secretary and treasurer may be combined or separated at the discretion of the President with the approval of the Council.

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

Section 3. The Section will be governed by a Council consisting of the President, the President-elect, the Past President, three (3) elected Directors and President of each chapter. The Secretary or Secretary/ Treasurer shall be nonvoting members of the Council.

Section 4. The President, President-elect and immediate Past President shall serve one (1) year in each position.. The term of office of the Secretary or Secretary/Treasurer shall be determined by the invitation of the President and approved by the Council. The elected Directors' terms shall be for three (3) years. Election of directors shall be staggered so that one new director is elected each year.

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

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

Section 7. Vacancies in the unexpired term of the Secretary or Treasurer shall be filled by a Section member selected by the President, subject to confirmation by the Council. A vacancy in the unexpired term of a Director shall be filled by a member of the Section, nominated by the president and approval by the Section Council.

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

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

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

Section 11. No elected officer or Director shall receive a salary or remuneration for their service in such offices.

ARTICLE V. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

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

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

Section 3. The President-elect and the Directors shall be nominated from the Section-at-large.

Section 4. The names of candidates shall be placed on the ballot being mailed to all Section members with the fall newsletter and shall be voted upon by the entire membership of the Section. Members may cast a ballot either at the annual winter meeting or may utilize the ballots furnished in the fall newsletter. Ballots sent back through the mail must be received prior to the winter meeting.

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

Section 6. The Nominations Committee shall consist of three members: the immediate Past President, who will function as the chair, Section President, and a previous Past President. In the event a vacancy occurs in these committee positions, the Council shall appoint a member from a list of Past Presidents. The Nominations Committee shall prepare a slate of candidates which shall consist of at least two candidates for each elective office.

Section 7. A biographical sketch shall be prepared by the Nominations committee for each candidate and shall be included with the official ballot mailed to all Section members.

Section 8. Ballots shall be counted by the Past President, assisted by one or more members appointed to serve as election judges. The candidate receiving the largest number of votes

for each office shall be declared winner. In the case of a tie vote, the winners shall be determined by drawing lots. The President shall announce the election results at the winter meeting. The elected officers shall take office immediately following the close of business at the annual Section meeting.

ARTICLE VI. MANAGEMENT OF THE SECTION

Section 1. The Council will manage the affairs of the Section in conformance with the provisions of its bylaws. It shall direct the investment and care of funds of the Section; take measures to advance the interest of the Section; disseminate technical knowledge by publications, meetings, and other media; and generally direct its business.

Section 2. The President shall have general supervision of the affairs of the Section. He shall appoint members of the Section to fill vacancies in standing committees, including chairships, and may create and appoint chairs and members of ad hoc committees, and he presides at meetings of the Council and Section.

Section 3. The President-elect shall, in the absence of the President, preside at meetings and discharge the duties of the President; in the event neither can serve, the Council shall appoint a Chairman pro tempore.

Section 4. The Secretary shall be the Executive Officer of the Section and shall be accountable to the President. The Secretary will be expected to attend all business meetings of the Section. He will outline and duly record the business and proceedings thereof; maintain a suitable membership file; conduct the correspondence of the Section and keep full records of the same; make a report which shall be presented at the annual meeting of the Section; and perform all other duties which may from time to time be assigned to him by the President.

deposit

Section 5. The Treasurer or Secretary/Treasurer shall collect all dues and receive and all monies in the name of the Section and shall pay all bills when certified by the President. He shall make a financial report which shall be presented at the annual meeting of the Section.

Section 6. It shall be the duty of the Council to formulate policies, carry out the will of the Section membership as expressed at annual meetings and oversee the activities of the standing committees. Council members should stand ready to represent the Section regarding Society business when called upon by the President.

ARTICLE VII. MEETINGS

Section 1. A meeting of the Section for the presentation and discussion of professional papers and for professional intercourse shall be held annually at such time and place as the Council may determine. Notice of such meeting, including a tentative program, shall be announced to the membership at least 60 days in advance of the meeting. Regular business meetings (for all members) shall be held in connection with the annual meeting.

Section 2. Business meetings and other meetings may be called, at intervals, by the President. The call for a business meeting shall be issued not less than thirty days in advance and shall state the purpose thereof, and no other business shall be transacted at such meeting.

Section 3. A Council meeting shall be called within 60 days following the annual meeting to appoint committees and approve the budget for the coming year.

Section 4. A Section summer field meeting shall be held as determined by the Council. This summer meeting shall be bid and hosted by one of the two non-student Chapter on a rotating basis.

ARTICLE VIII. SECTION CHAPTERS

Section 2. There shall be four Chapters organized in the Utah Section: USU Student Chapter, BYU Student Chapter, Southern Utah Chapter, and Northern Utah Chapter. The Northern Chapter shall include the following counties: Box Elder, Tooele, Davis, Cache, Rich, Weber, Summit, Daggett, Uintah, Duchesne, Wasatch, Salt Lake and Morgan. All counties south of these will be in the Southern Utah Chapter.

Section 3. Chapters shall be managed in accordance with their constitution and By-Laws, except that activities concerning all Utah Section members shall be coordinated through the Utah Section Council.

ARTICLE IX. PUBLICATIONS

Section 1. The Section or the Society or their officers shall not be responsible for statements or opinions advanced in papers or discussions at meetings of the Section or printed in its publications.

ARTICLE X. AMENDMENTS

Section
be referred

Section 1. Amendments to the By-Laws may be proposed at any annual meeting of the and may be adopted by a two-thirds affirmative vote of the members present or may to the entire membership for majority vote by letter-ballot.

ARTICLE XI. L. A. STODDART SCHOLARSHIP

Section 1. A scholarship will be offered annually to a junior or senior student in range or a range related program at one of the universities or colleges in Utah.

Section 2. The amount of the scholarship will be \$1000 with one half to be given each of two semesters. The amount of the scholarship can be changed at the discretion of the Section's governing council.

Section 3. The Scholarship Committee will advertise the scholarship, prepare scholarship application forms, select the scholarship recipient and one alternate, and advise the Section President on means to help maintain the scholarship fund.

Section 4. Application deadline will be February 15 each year and the successful applicant will be announced by March 20 of that year

Section 5. In event the recipient defaults prior to the beginning of the school year, The scholarship will be awarded to the alternate. If the recipient defaults during the school year, the unused portion will be given to the alternate or revert back to the general fund.

SOCIETY FOR RANGE MANAGEMENT
UTAH SECTION
March 2001 Revision

OFFICERS' DUTIES

Purpose

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

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

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

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

Council

The business of the Section is managed by an a Council which includes the president-elect, the president, the immediate past president, Chapter Presidents and three elected directors. The terms of the president, president-elect, and immediate past president are one year. The tenure of the directors is three years, with one new director being elected each year.

Section Officers

The officers of the Utah Section are a president, a president-elect, past president, a secretary, and a treasurer. (The secretary and treasurer offices may be combined at the discretion of the president.) The president-elect is elected each year by ballot and steps up to the presidency the following year then to past president the year after. The secretary/treasurer is appointed by the President and confirmed by the Council.

Duties and Functions

President-Elect

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

1. Serves as a member of the Utah Section Council.
2. Serves as a member of the Parent Society's Advisory Council.
3. Is responsible for planning and organizing the Section's annual winter meeting.

4. In the event of absence, incapacity, resignation, or death of the President, discharges the duties of that office.
5. Closely cooperates with the President in supervising Section affairs.
6. Establishes committees for his/her term by the annual winter meeting
The president-elect should observe closely the conducting of Section business during his/her year in office.

President

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

1. Serves as presiding officer at all Section and Council meetings of the Utah Section.
2. Serves as a member of the Parent Society's Advisory Council.
3. Appoints members to fill positions of newsletter editor, historian, and committee chairs and to fill vacancies on standing and ad hoc committees in accordance with Section bylaws.
4. Appoints the secretary, treasurer, or secretary-treasurer with the approval of the Section Council.
5. Contributes a column on Section activities for each issue of the Section newsletter.
6. Provides the Parent Society's Executive Secretary with the names of officers and committee chairs within 30 days after the Section annual meeting.
7. Notifies the Council of Section election results.
8. Insures that the Membership Committee Chairperson and the Newsletter Editor receive updated membership information from the Society.
9. Calls meetings of the Section at such times and places as prescribed by the bylaws with any deviations being approved by the Council.
10. Calls meetings of the Council.
11. Serves as principal contact between Section members and the Parent Society.
12. Attends or appoints a representative to attend the annual or the summer meeting of the Parent Society.
13. Works closely with the Section officers, committee persons, and members to keep the membership informed of Section activities.
14. Deals with public affairs issues of concern to the Section.
15. Utilizes the Council in overseeing the affairs of the committees.
16. Maintains the currently correct Section Handbook and provides all or part as may be needed by officers or committees.
17. Selects a recipient for the President's Award and presents it to him or her at the annual meeting.
18. Upon stepping down, passes the Section Handbook and other relevant information to the President-elect and submits information such as pertinent correspondence to the Historian. Provides both people with the annual summary of the year's activities and accomplishments.
19. Is responsible to see that appropriate Internal Revenue Service Reports are submitted to maintain tax-exempt status.

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

Immediate Past President

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

4. Serves as member of the Awards Committee.
5. Coordinates, prepares, mails. Receives, and tabulates ballots for Section elections in accordance with Section bylaws.
6. Informs President of election results

Secretary or Secretary-Treasurer

1. Serves as a nonvoting member of the Council.
2. Takes minutes of Section business and Council meetings.
3. Maintains records of the Section.
4. Submits copies of Section meeting records to all members of the Council, to committee chairs, and to both the Newsletter Editor and the Historian.
5. Works closely with the Section President and the Council to facilitate efficient and effective operation of Section business.

Treasurer or Secretary-Treasurer

1. Serves as a nonvoting member of the Council.
2. Receives all Section monies including dues, fees, and endowments/donations.
3. Pays all debts of the Section as directed by the Council.
4. Maintains accurate records of all Section financial transactions.
5. Prepares and presents a financial statement at all Council meetings.
6. Performs all duties necessary to fulfill requirements related to maintenance of Section's tax-exempt status.
7. Cooperates with the President and the Council to insure that all financial commitments are kept current.

Directors

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

HISTORIAN
March 2001 Revision

Purpose

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

Structure

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

Function

1. Solicit and maintain historical records of the Section, including publications, documents, and information on past meetings, officers, administrative actions, and technical achievements.
2. Maintain up-to-date listings of all past officers, award winners, and meetings.
File annually:
 - List of officers and committee chairs
 - Section and National award winners
 - Year- end committee reports
 - Finance report
 - President's report summarizing section activities
 - Annual meeting program
 - Summer tour locations
 - Program of other activities and reports
3. Maintain a file of all past Section newsletters and insure them proper protection against loss or abuse. Make copies of newsletters available upon request.
4. Prepare, publish, and distribute such information as requested by the Council to accurately and effectively portray the historical activities and actions of the Section.
5. Provide historical perspective when requested by Section President or other Section officers.
6. Prepare "Historical Comments" or other articles for the newsletter upon request.

Suggestion

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

HONORS AND AWARDS COMMITTEE
January 2003 Revision

Purpose

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

Structure

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

Function

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

Duties of the Chairperson

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

Awards

The Honors and Awards Committee of the Section solicits nominations and selects recipients for Section awards; and refers nominations for awards to the Parent Society. Chapter Presidents are encouraged to recognize special acts of members within their Chapters..

A. Parent Society Awards

1. Frederick G. Renner Award
2. W.R. Chapline Stewardship Award
3. W.R. Chapline Research Award

4. Fellow of the Society for Range Management Award
5. Outstanding Achievement Award
6. Outstanding Young Range Professional Award
7. Special and Distinguished Service Awards
8. Outside Awards

B. Utah Section Awards

1. Rancher of the Year Award
2. Range Excellence Award (Nominated, selected and awarded by Range Excellence Committee)
3. Range Manager of the Year Award
4. Outstanding Young Range Professional Award
5. President Awards - Outstanding Achievement or Distinguished Service Awards
6. Citations and Special Act

Rancher of the Year Selection Criteria

1. Recipient will be considered without regard to race, creed, color, sex, or national origin. Recipient need not be a member of the Range Society, but must reside and base operation in Utah. Candidate must be engaged in ranching or livestock farming with at least 50 percent of unit in rangeland. Candidate must have demonstrated a sincere interest in the development and/or application of rangeland management principles. Candidate must be practicing an outstanding range and livestock management program on individual unit. Candidate should be a cooperator with his soil conservation district and/or public land management agencies.

The condition of candidate's ranch should demonstrate the value of good rangeland management practices. The recipient must demonstrate ingenuity in rangeland management, grazing systems, range improvements, economic or energy conservation measures, or equipment use which is unique to his operation.

The candidate must demonstrate a knowledge of the importance of individual animal performance and production as it relates to the total production of livestock herd. Selection of replacement animals, breeding programs, performance testing, marketing and health precautions are points which will be considered.

The candidate must be involved in community, state, regional, or national organizations or programs which foster sound land use, resource conservation, or betterment of the range livestock industry. Whether his ranch unit is used for demonstration tours or youth activities will be considered.

Complexity and the size of the ranching operations.
Length of ownership.

Rangeman of the Year Selection Criteria

1. Recipients will be considered without regard to race, creed, color, sex, or national origin.
2. The candidates must be actively engaged in ranching or livestock farming, or in the professional fields dealing with range management. These may be teaching, research, advice and counseling, technical assistance, or information, such as magazines, newspapers, radio, and television. They may also be businessmen vitally interested in the betterment of the field of range management.
3. The candidate must be a recognized leader, one that is accepted over at least a large segment of the State as being a progressive, enterprising person always looking ahead to the improvement of range management.
4. The candidate must be interested in the promotion and advancement of the art and science of range management, preferably, though not required, a member of the Utah Section of the Society for Range Management.
5. If the candidates are ranchers or livestock farmers, they must be practicing an outstanding range and livestock management program on their individual unit. They should be cooperators with their soil conservation district, a public lands grazing permittee, a supporter of 4-H and FFA programs, they must also be active in livestock associations and show interest in the development and improvement of range management.
6. If the candidates are professionally engaged in the range management field, they must be active in

professional and scientific societies. They must frequently attend the meetings of such societies and participate in the meetings. They should be a contributor of technical or popular type releases to publications of various kinds. In other words, they must be more than just an employee of some agency or business.

7. If the candidates are businessmen or representatives of business, they should display unselfish interest and activity towards the advancement and improvement of range management. They should be actively engaged in and giving support to the various programs and organizations dedicated to range management.
8. This final criterion must be given high priority in the selection of a candidate and award winner. The candidate must have made a contribution to the advancement of the art and science of range management that is worthy of special recognition. It may have been made during the past year, or a previous year, but the contribution must still be recognized for its merit. Such a contribution may consist of a new and better method of doing something in the range management or treatment field; an outstanding research project that has been significant in its results; an outstanding article, publication, or information activity that has been widely acclaimed; development and application of an outstanding treatment and management program on an operating unit; or unusual leadership in the ranching or professional field of range conservation and management. These are examples, but not all, of the outstanding contributions that may be considered for an award.

Outstanding Young Range Professional Award Selection Criteria

This award is presented to an individual who has demonstrated extraordinary potential and promise as a young range management professional. This award is presented as an encouragement for outstanding performance by young men and women entering the profession of range management.

1. Recipient will be considered without regard to race, creed, color, sex, or national origin.
2. The primary criterion for this award is tangible evidence that the nominee's accomplishments demonstrate extraordinary potential and promise as a future leader in the range profession.
3. Demonstration of leadership and professional potential may be in all facets of range management, including ranch management, agency employment, research, and education. Generally, demonstrated potential across a broad perspective is better than specialized attainments in a single area.
4. A nominee's participation in the Society activities, particularly at the Chapter and Section levels, is desirable. Membership in the Society is required.
5. The nominee shall have not reached his or her 35th birthday by January 1st of the year the award is to be conferred.
6. A recipient of this award shall not be eligible to receive this award again.

INFORMATION AND EDUCATION COMMITTEE
January 2004 Revision (Includes Public Affairs Committee Responsibilities)

Purpose

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

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

Structure

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

Function

A. Duties of the I & E Committee Chairperson

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

B. Duties of the Section I & E Committee

1. Formulate and present an annual Section I & E program at the annual fall meeting.
2. Request member input to formulate the annual I & E programs.
3. Provide guidance and assistance in I & E programs and activities to the Section members at the local level.
4. Maintain high visibility with the Section members, the Council, and the President through actions, activities, and promotion of the committee purpose.
5. Prepare and present the I & E reports at the quarterly Council meetings.
6. Maintain a committee record.
7. Furnish information and guidance to the Section on public issues and problems within Utah.
8. Maintain and improve relationships with other professional organizations, government agencies, institutions, range livestock industries, and with the general public.
 - a. Develop and maintain a directory of names and addresses of groups and individuals outside the SRM and the Utah Section that are concerned with the management and utilization of the rangeland resources (such as state and federal agencies, producer groups, and special interest groups).
 - b. Provide interested groups and individuals with the name and address of the Utah Section President.

- c. Provide the newsletter chairperson with names and addresses of producer groups and special interest groups.
 - d. Obtain a schedule of meetings of different groups and forward it to the Newsletter Editor and the President.
 - e. Maintain contact with and represent the SRM at the meetings of organizations and groups, such as cattle producers and wool growers, who have an interest in or exert an impact on the State's rangelands.
9. As directed by the Council, develop position statements or draft responses to proposed agency actions and to other matters related to Utah range resources and uses.
 10. May accept statements or solutions from Section members and assist in presenting them to the Council for consideration.
 11. Keep abreast of activities or actions by federal, state, and local governments, corporations, or individuals that impact the rangeland of Utah. Monitor new or proposed State and National legislation that deals with or affects rangelands or range resources. Advise the Chapter and Section Presidents both of opportunities for input of needed facts or information concerning rangelands and of foreseeable conflicts with other groups.

MEMBERSHIP COMMITTEE
March 2001 Revision

Purpose

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

Structure

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

Function

A. Duties of the Chairperson

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

B. Duties of the Committee Members

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

C. Reports

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

NEWSLETTER
March 2001 Revision

Purpose

The Newsletter Editor is responsible for disseminating information about the Utah Section to its members by publishing at least three newsletters per year.

Structure

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

Function

Duties of Newsletter Editor

1. Scheduling
 - a. There should be a minimum of three issues per year timed to report on and highlight upcoming events and meetings. Other contributors are more likely to respond in a timely manner if a regular schedule is developed and adhered to.
 - b. The Editor should establish a schedule that best fits his or her work load, setting a deadline for submission of articles and a deadline for mailing. A two week space between the two deadlines is realistic. The deadline for submitting articles for the next issue should be printed in each newsletter.
2. Gathering Information
 - a. SRM activities--Chapter and Section officers and committee chairs are responsible for SRM news articles. They should provide the articles by electronic mail rather than requiring the Editor to write the article.
 - 1) The President should write the President's Message for each issue.
 - 2) Notices of meetings, calls for election and awards nominations, etc. should be submitted in a timely manner in order to inform members a reasonable time prior to the event.
 - 3) Each issue should have a calendar of future events and a list of any new or outgoing Section members.
 - 4) Photographs of members and activities make the newsletter much more interesting. Designate someone at each meeting and tour to take some pictures.
 - b. Technical information--A mix of articles on SRM business and technical information is recommended. Keep in mind the diversified interests of the readers.
 - 1) Members should be encouraged to write technical articles.
 - 2) Such things as various agency newsletters, graduate student theses, and research reports are good sources.

3) Associated organization newsletters such as Utah Wool Growers Association, Utah Cattle Association, and Utah Wildlife Society are also good sources.

3 Mailing

- a. The newsletter is primarily for Section members and should be written for them. Other copies should be sent to news media, officers of other organizations, administrators, teachers, politicians, and key people in the industry to help keep them informed of range-related activities. Each Section should identify the key people who should be kept informed.

NOMINATIONS COMMITTEE
March 2001 Revision

Purpose

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

Structure

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

Function

A. Duties of Committee Members

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

B. Duties of Committee Chairperson

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan by December 31.
2. Send a follow-up letter verifying the willingness of the nominees selected to stand for election.
3. Obtain the names and biographical abstracts of the nominees for president-elect and include them on a ballot.
4. Submit the ballot to the news letter editor by September 1 each year.
5. Prepares ballots and conducting voting process including counting of the ballots at the winter meeting

D. Duties of Section President

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

Suggestions

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

SCHOLARSHIP
November 2005

Purpose

The scholarship committee is to select an annual recipient of the L. A. Stoddart Scholarship awarded by the Utah Section and the Utah Section SRM Student Scholarship.

Structure

The committee will be composed of at least four (4) members.

The committee chairman will be appointed by the Section President.

The chairman, with the concurrence of the President, will select members of the committee. At least two (2) members will be range management faculty at Utah State University and Brigham Young University.

Function

To select the annual recipients of the L. A. Stoddart Scholarship and the Utah Section SRM Student Scholarship from eligible applicants.

Eligibility: Current sophomore or junior students in range or range-related programs at one of the universities or colleges in Utah. Preference will be given to those who haven't received the scholarship in the past.

Criteria for Selection: (1) GPA, (2) SRM activities, (3) demonstrated leadership, (4) potential to contribute to the range profession, (5) two letters of recommendation, and (6) a short essay (2 pages or less) entitled "Applying Range Science Principles to the Management of the World's Rangelands." Applicants must be members of the Society for Range Management.

Committee Chairman is Responsible for:

1. Accepting applications and distribution copies to committee members.
2. Directing the recipient selection process so as to achieve selection of a winner by April 1 of each calendar year.
3. Notify both the recipient and all unsuccessful applicants as to who will receive the scholarship.
4. Inform the Section Secretary/treasurer as to the recipient's name and address and when to send the scholarship checks.
5. Preparing a written committee report to the section President and Newsletter Editor.
6. Presenting a verbal scholarship committee report at the Section annual meeting.

Committee Members are Responsible for:

1. Notifying students that the scholarship is available and encouraging them to apply.
2. Working closely with the committee chairman to select a recipient by April 1 of each calendar year.

Scholarship History

Initiated in 1974, the L. A. Stoddart Range Management Scholarship is awarded annual by the SRM Utah Section to the outstanding sophomore or junior range management student at USU, BYU or SUCS. This \$300* cash scholarship honors the memory of the late Dr. L. A. Stoddart, former head of the Range Science Department at USU and a noted researcher, scholar and educator.

* The amount has been amended by action of the council.

STUDENT AFFAIRS COMMITTEE
March 2001 Revision

Purpose

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

Structure

The committee chairperson is appointed by the Utah Section President at the annual winter meeting. The committee consists of at least three members, including the chairperson. The committee should have one member from the Utah State University and Brigham Young University to maintain a liaison with students. The chairperson, with the concurrence of the Section President, appoints committee members.

Function

Annual Duties of the Committee

1. In consultation with the past committee chair, complete and submit the upcoming year's budget and work plan by December 31.
2. Develop action proposals regarding student issues brought to the committee's attention and then submit recommendations to the Council.
3. Coordinate student activities held in conjunction with the winter Section meeting, such as the annual plant judging and written exam contests, and any other events such as special student sessions or symposia.
4. Facilitate development of range management-oriented youth programs in Utah such as 4-H and FFA.
5. Coordinates the Utah Natural Resources Field School.
6. Request the Council to sponsor a student to represent the Utah Section at the Youth Forum held during the SRM Parent Society meeting. If approved, select the student with the concurrence of the President and/or Council.
8. Encourage youth attendance and participation in Utah Section tours and meetings and at the SRM Parent Society meetings. Help solicit financial support as needed to enable the members of the state University Plant ID and Range Exam teams to attend the Parent Society meeting.
9. Encourage Utah Section members to support range youth activities and the student endowment fund in their Chapters and at Utah State University and Brigham Young University.

RANGE EXCELLENCE COMMITTEE
November 2003

Purpose

To review and recognize rangelands within the state of Utah which reflect quality range management.

Structure

The committee is made up of a chairperson selected by the Section President. The chairperson will select 3-5 committee members to complete the committee. The committee should represent a variety of range uses and disciplines.

Duties of Committee Members:

The committee will develop and maintain criteria, search out and seek nominations of individuals and groups representing or owning rangelands deserving recognition. The committee will then validate areas nominated (ranches, allotments or specific management units of rangelands) which demonstrate Excellence in Range Management. They will then select a recipient for an annual award. The award will be presented at the annual Utah Section meeting.

After a period of time areas receiving Range Excellence Awards could be categorized as representing major physiographic provinces and vegetative types throughout the State and used as demonstration areas.

The following criteria are suggested for evaluation and selection of range excellence areas:

1. Rangelands in satisfactory condition, improving under current management, and progressing toward management goals.
2. Improvement in condition is or can be documented and demonstrated
3. A mix of land uses (livestock grazing, wildlife habitat, recreation, etc. and ownership result in diversified and sustained benefits.
4. The area demonstrates either intensive or extensive management systems on mountain, foothill, riparian, or range types.

PUBLIC AFFAIRS COMMITTEE (DROPPED IN 1999)
The responsibilities of this committee have been included in I&E (January 2004)

Purpose

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

Structure

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

Function

Duties of the Committee Chairperson and Committee Members

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

ANNUAL MEETING GUIDELINES

Two Annual Meeting Guidelines have been included in this section of the handbook. Both contain some excellent suggestions for a successful annual meeting.

Guideline Number 1 1989

General

According to the Section bylaws, an annual meeting must be held. This meeting must include a Section business meeting.

Traditionally, the President-elect is in charge of the technical session(s) and banquet, while the President runs the business meeting and Council meeting. The location, theme and length or schedule of the meeting will be suggested by the President-elect and approved by the Council.

The annual meeting is usually scheduled the second week of November and should not conflict with meetings such as those of the Farm Bureau, Woolgrowers and Cattle Association meetings. Any profit realized as a result of the annual meeting will go to the Section.

While the President-elect is responsible for the major arrangements for the winter or annual meeting, it is strongly suggested that a committee be established with at least one individual assigned to develop and arrange for the program; another assigned to take care of local arrangements including meeting rooms, hotel/motel, meals and break refreshments and another the scholarship auction.

Function

A. Duties of the President

1. Coordinate with and provide advice to the President-elect on the technical session and banquet.
2. Organize, prepare agenda for, and carry out Council and business meetings.
3. Invite Parent Society representative to attend and speak.

B. Duties of the President-elect

1. Plan and carry out technical session and banquet after approval of the Council. May utilize a self-selected Program Committee to assist in soliciting speakers and in preparing agenda and registration forms.
2. See that meeting program and registration forms are given to the I & E Committee for distribution to appropriate news media and interested organizations.
3. Insure local arrangements are compatible with various sessions.
 4. If possible provide for a session geared to meet professional certification criteria or continuing education-open to the public
5. Select a Local Arrangements Committee to choose a meeting facility and to make arrangements including the following for the meeting:
 - a) Audio-visual aids
 - b) Preregistration and meeting registration (name tags, receipts, and banquet tickets)
 - c) Banquet meal numbers and details
 - d) Coffee breaks (when and how much refreshment)
3. Prepare appreciation letters for appropriate session participants.

Annual Meeting Timetable

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

Time Prior To Annual Meeting

Action

Spring Council Meeting

President-elect solicits topics and location for next annual meeting.

Summer Council Meeting	President-elect presents draft of technical session agenda and describes meeting facility and local arrangements.
Summer Newsletter	Editor includes a brief description of meeting place, time, and agenda.
2-5 months	President-elect (or representative) begins to contact potential speakers and banquet participants. President begins preparing agendas for Council and business meetings. Local Arrangements Committee/representative confirms meeting facility arrangements and solicits coffee break and mixer sponsors.
Fall Newsletter	Editor publishes meeting program and registration information.
1 month to meeting start	The I & E Committee prepares and distributes appropriate news releases.
1 week to meeting start	President, President-elect, and Local Arrangements Committee coordinate final meeting details.
After meeting	Thank you letters are prepared and distributed. Newsletter article on the meeting is prepared.

Ideas and Suggestions

1. Plan for an average attendance of 80-100 for the annual meeting technical session, 50 for the business meeting, and 50-75 for the banquet. Most motels will provide free meeting rooms if a specified number of motel rooms is used by SRM members.
2. Develop a budget identifying all expenses prior to determining preregistration and registration fee (meeting room rental, coffee breaks, complimentary rooms, free registration for speakers, and complimentary banquet tickets). Do not balance expenses and income exactly; allow for a \$200+ margin to cover unexpected expenses. Attempt to get hotel/motel to provide several rooms for free of charge for guest speakers and parent society representatives.
3. Most motels will allow a plus (+) or minus (-) 10% change in agreed upon numbers of banquet meals up until 24 hours before the banquet. Do not be overly optimistic about banquet attendance and end up paying for meals that were not eaten.
4. Get the word out to other organizations about the annual meeting well in advance to allow their members to plan to participate. A personal invitation from the Section President included with the meeting program and registration forms is recommended. Consider letters to agency administrators encouraging participation.
5. Banquet speakers should be entertaining and informative. Try to stay away from controversial or technical speakers since the members have been attending technical talks all day. Politicians can be a banquet attraction, although balancing a politician with a humorist may make for a more entertaining banquet.
6. Choose a emcee for the banquet. Do not forget the short invocation that precedes the meal. Traditionally, banquet speakers and spouses and Parent Society representatives receive free banquet meals. Generally, the banquet should not last over 2 ½ hours and can start around 6:30 p.m.
7. All speakers should be asked to give a brief biographical sketch to technical session chairperson prior to the meeting. Speakers should be informed (preferably in writing) of what they are expected to talk about, the amount of time that they have for their presentation, and when their talk will start. Allow some time at the end of each presentation for audience questions. Mail a copy of the meeting program to out-of-state and non-Utah Section speakers.
8. Minimize paying speakers for travel or per diem. If a speaker pays his or her own way, consider paying for one night's lodging and a complimentary banquet ticket. All non-Utah Section members

should also receive free registration. Utah Section speakers will generally pay for all meeting activities.

9. Set up the Section display near the registration area to promote SRM ideas to non-SRM members attending the annual meeting. Have SRM membership applications available in this area.
10. Invite a Parent Society representative (Executive Secretary, President, or Director) to speak about key SRM issues at the business meeting. Keep committee and Chapter reports brief.
11. Invite legislators and other elected officials such as members of Congress and of the Senate.
12. For the scholarship auction, consider a silent auction throughout the meeting with the higher value items auctioned off in the pre banquet . Considering the length of the banquet and meetings during the day, attempt to keep the formal auction to an hour. Don't forget to line up an auctioneer.
13. The Section will pay for the banquet tickets for the Rancher of the Year and the Range Excellence award recipients (if they are not Section members) and spouse along with any minor children. The Section will also pay for the banquet tickets for the spouse and minor children of the Range Manager, Young Professional as well as Outstanding Achievement Award recipients. Students receiving Section scholarships will be recognized at the banquet and their meal will be furnished.

Guideline Number 2 November 1985

LOCATION AND TIME OF ANNUAL MEETING

Decision to be made by the Council members in their first meeting approximately a year prior to when the meeting is to be held (may normally be at previous annual meeting).

Motels and hotels need to be reserved at least 10 months prior to meeting time to assure their availability on the desired date.

The selected facility should have adequate meeting rooms, adequate guest rooms, good service and good food at a reasonable price. More than one facility in relatively close proximity could be selected.

SCHEDULE OF PLANNING MEETINGS

The overall annual meeting chairman is the Section President Elect. This person is responsible for everything including the appointing of the program and local arrangements chairpersons.

Local arrangements and program committee chairpersons should be appointed at least 10 months prior to the meeting.

Committee chairpersons should call their first meeting by March to initiate work. A second meeting in May or during the time of the section annual summer tour may be necessary to complete major planning and a third meeting in September to make final arrangements. A fourth meeting just prior to the annual meeting may be desirable to see that every sub-committee chairperson is prepared for the meeting. This latter may be done more effectively by phone depending on conditions.

Don't have more meetings than necessary to effectively complete the job.

COMMITTEES NEEDED

1. Program Committee--Responsible for planning the overall program. Duties include:

- Program theme
- Contacting special speakers
- Call for papers in the Section Newsletter and other

- Accepting or rejection of papers
- Obtaining abstracts and printing for the meeting
- Arranging and printing of the program
- Conducting the program sessions
- Estimate expected expenses for inclusion in registration fee - Etc.

They will need to work closely with the local arrangements chairperson or his designated committee concerning space needs, speaker needs, refreshment breaks, etc. The chairperson and his committee must perform well for a good program. This chairperson should write letters of appreciation to all of the speakers and especially to the invited speakers.

2. Local arrangements chairperson and committee--Responsible for everything that makes for a good meeting. This includes: suggested hotels or motels and cost; adequate meeting space; banquet, luncheon, social and refreshment break requirements, banquet menu, speaker needs; ladies program and activities; pre-registration and registration needs and space for commercial exhibits, etc. Funds from registration and banquet must be high enough to cover all costs. Obviously a good chairperson is very important. This committee is comprised of a group of sub-committees responsible for various areas depending on the need for the specific section meeting. It is suggested that student chapters be used where appropriate.

A. Suggested sub-committees and their responsibility--

These may vary from year to year depending on conditions.

1. Pre-registration and registration--Responsible for getting out mailings and getting pre-registration form to the newsletter. The amount of the registration fee will depend on meeting space costs, banquet entertainment, plus printing of abstracts and programs along with special mailings, etc. Another responsibility would be preparing pre-registration packets. Responsible for banquet tickets, luncheon tickets, door prize tickets, etc. This committee is also responsible for registration at the annual meeting which includes preparing name tags, receipts, etc. Next to the registration booth or in conjunction with it should be a donation booth for accepting donations for the Range Youth Summer Camp and for the college scholarship fund.
2. Speaker needs--A good public address system, slide projectors, screens large enough to see, chalkboard, etc. The chairperson of this committee should see that someone helps with the projectors, room lights, etc.
3. Refreshment breaks--Responsible to see that there is adequate coffee, soft drinks, water, cups, etc. available at the proper times according to the program.
4. Banquet and Luncheon--Responsible for banquet and luncheon, the master of ceremonies and any entertainment. This chairperson should work with the local arrangements chairperson in selecting menu's. Also needs to work closely with the program chairperson and others to facilitate awards, such as the Rancher of the Year, the Rangeman of the Year, other recognitions, etc.
5. Social Hour--Responsible for obtaining financial support for the social hour, arranging for bartender, tickets, etc. This chairperson should write letters of appreciation to social hour sponsors.
6. Door prizes--Responsible for obtaining door prizes and responsible for conducting drawings at the meeting. This committee chairperson should write letters of appreciation to the door prize donors.
7. Commercial exhibits--Responsible for selling space to exhibitors. The chairperson of this committee should sell as much booth space as possible to help defray costs of this meeting. The chairperson should write letters of appreciation to exhibitors.
8. Publicity--Responsible for publicity regarding the annual meeting. This should be coordinated with the I&E committee, and possibly done by them, but they need to know. Information about the meeting should go to the Utah Section Newsletter, Utah Cattleman Association, Utah Wool

Growers, producer magazines, local and area papers, TV, radio, concerned State and Federal agencies, etc.

9. Ladies Program and Activities--Responsible for planning the ladies program. The chairperson should work closely with local arrangements chairperson.
10. Finances--Responsible for seeking financial support to print programs, sponsor coffee breaks, social hours, breakfasts, etc. The chairperson should work closely with social hour and door prize chairpersons. The chairperson of this committee should write letters of appreciation to donors. The annual meeting should at least be financially self-supporting and may be a source of revenue to the Section.
11. Student Activities--Responsible for planning the student program. The chairperson should work closely with the local arrangements chairperson to assure that this area is not neglected. The chairperson is responsible for sending letters to all student chapters or clubs at colleges and universities that teach range management.
12. Space Needs--Responsible for adequate room space for meetings, photo contest, breakfast, luncheon, dance, banquet, social hour, exhibit space, etc.

A. Additional Observations

Get all hotel, motel, meeting rooms, banquet reservations, meal costs and other commitments in writing. A letter or contract covering the following should be obtained.

1. Charge for meeting rooms. Normally there is not a charge for meeting rooms at the headquarters motel.
2. Exact price of a guest room, cost of luncheon, banquet, refreshments for the breaks, whether or not there is a charge for exhibit space, P.A. systems, etc.
3. Give the motel a tax exempt number. Taxes alone can amount to several hundred dollars.
4. Guarantees for luncheons and banquets should be conservative. For example, if you believe you will have 150 people at the banquet, don't guarantee more than 100. They can go up 20% easily, but if you guarantee 150 and have 100, then you will pay for 50 extra at \$15.00 which comes to \$750.00. This is enough to create financial problems. The same is true of the luncheon. Most motels will allow you to give a higher number for the banquet when registration is over.
5. Student registration is usually reduced or it could be free. They pay for the luncheon, banquet or dance if they want to attend.
6. Rancher of the Year and spouse are given free tickets to the banquet.
7. Mailings to advertise this meeting are necessary, but the cost of postage is a big item. Obviously, it is necessary to let people know about the meeting, but it is necessary to provide outside financing to make two mailings for the annual meeting. Sometimes the Chamber of Commerce or the Tourist Bureau will make these mailings at no charge to the Section. A suggestion would be to write a responsible SRM member at various key locations in the State and ask him to notify the members in that area. A list of members living in that area should be included.
8. All costs for the annual meeting should be covered in the registration fee, banquet, etc. along with any funds obtained from other sources such as: the Chamber of Commerce, Tourist Bureau, Local Merchants, Ranchers, Chemical Companies, Seed Companies, Implement Dealers, Soil Conservation Districts, Banks, Industries, Feed Companies, Livestock Auctions, etc.
9. Don't assume that everything is being done! Check to see that it is being done. Work closely with the food service people at the motel to see that coffee breaks have coffee, etc. that everything is in order for the luncheon, banquet, social hour, etc. Check with committee chairpersons to see that

they are not having problems. This is the responsibility of the overall chairperson and the local arrangements chairperson. Don't make a pest of yourself and get in the way, but see that everything is in order.

10. Obtain and distribute SRM letterhead stationery to various committees where needed.

ALL ADDS TOGETHER FOR AN EXCELLENT MEETING!!!