

**ADMINISTRATIVE HANDBOOK**

**INTERNATIONAL MOUNTAIN SECTION**

**SOCIETY FOR RANGE MANAGEMENT**

**1990**

## TABLE OF CONTENTS

Purpose .....	1
Description of Duties	
Officers	
President.....	2
1 st and 2nd Vice Presidents.....	4
Secretary-Treasurer .....	5
Board of Directors .....	6
Committees	
Standing	
Nominating .....	7
Auditing .....	7
Executive .....	7
Special	
Program .....	8
Information and Education (I & E) .....	9
Membership .....	10
Public Affairs.....	11
Range Youth .....	13
Awards .....	15
History .....	23
Newsletter Editor .....	24
By Laws	
International Mountain Section .....	25
Programs	
Information and Education (I & E) .....	31
Range Youth .....	36
Other	
1. Suggestions for Summer Tour.....	43
2. Sample Meeting Agenda. ....	46
3. Sample Food List (Summarized from 1989) .....	47
4. Recipes .....	51

## PURPOSE

This handbook is intended to provide the necessary information for orderly and efficient transfer of responsibilities of officers and committee persons of the International Mountain Section. The information presented herein represents a compilation of material from the Society of Range Management "Handbook for Section Officers", relevant paragraphs from the bylaws of the International Mountain Section, and procedures currently in use.

This handbook is not intended to supersede the bylaws of the International Mountain Section or the Parent Society in any way. Information and procedures are presented as a guideline to officers and committee persons to facilitate the execution of the responsibilities they accept. Those responsible for the conduct of Section business are free to conduct the business as they choose. It is hoped, however, that continuity be maintained through the use of this handbook.

## SECTION PRESIDENT

The Section President, after serving one year as 2nd vice president, and one year as 1st Vice President, takes office at the Annual Meeting after all old business has been completed. His duties are:

1. General supervision of the affairs of the Section.
2. Presides at Section Meetings and meetings of the Board of Directors.
3. Serves with the 1st Vice President and 2nd Vice President as an Executive Committee.
4. Appoints the Secretary-Treasurer subject to confirmation by the Board of Directors.
5. Calls meetings of the Section in accordance with the by-laws, at such times and places as approved or determined by the Board of Directors.
6. Appoints members and chairmen of committees, subject to the approval by the Board of Directors.
  - a. Appoints 2 members to the Auditing Committee prior to the Annual Meeting of Members (November Meeting).
  - b. Appoints 4 members to the Nominating Committee at the Annual Meeting of Members (November Meeting).
7. Acts as Chairman of Program Committee of the Annual Meeting of Members.
8. Performs all duties and such other duties as prescribed by the Board of Directors.
9. Is a representative of the Section on the Advisory Council of the Parent Society. In the event that representation is impossible, the responsibility will be delegated to another member.
10. Serves as principal contact between Section members and the Parent Society.
11. Attends or appoints a representative to attend the Annual and Summer Meetings of the Parent Society.

12. Works closely with the Section officers, committee persons and Section members to keep the membership informed of Section activities. Writes a column for the Section Newsletter.
13. Deals with public affairs issues of concern to the Section with the approval of the Board of Directors.
14. Maintains the currently correct Section Administrative Handbook and provides all or part as may be needed by officers or committees.
15. After receiving the report from the Nominating Committee at the Regular Meeting, calls for additional nominations from members.

The Section President should 1) provide the leadership to move the Section forward in all areas of activity, 2) be able to discuss committee or Section responsibilities and provide the ideas or motivation to enhance the activities of the Section, 3) keep the officers and membership informed of Section and Parent Society activities, 4) delegate authority under clear guidelines understood by those to whom the authority is being delegated.

## FIRST AND 2ND VICE PRESIDENT

The duties of the 1<sup>st</sup> Vice President:

1. Acts for the President in his absence or at his request.
2. Is an active member of the Board of Directors.
3. Works in close cooperation with the President in the supervision of the affairs of the Section.
4. Serves with the President and 2nd Vice President as an Executive Committee.
5. Shall act as Chairman of the Program Committee for the Summer tour held in conjunction with the Regular Meeting of Members.
6. Is a representative of the Section on the Advisory Council of the Parent Society.
7. Shall make all committee appointments no later than the Annual Meeting at which the presidency is assumed.
8. Shall perform other duties as may be assigned by the President or Board of Directors.

The 2nd Vice President is elected by a majority vote of the membership of the Section. After serving one year in office, the 2nd Vice President becomes 1<sup>st</sup> Vice President. After serving as 1<sup>st</sup> Vice President, he or she shall succeed to the Presidency.

1. Acts for the 1<sup>st</sup> Vice President in his absence or at his request.
2. Is an active Member of the Board of Directors.
3. Serves with President and 1<sup>st</sup> Vice President as an Executive Committee.
4. Works closely with 1<sup>st</sup> Vice President and Board of Directors to learn the responsibilities and functions of the Section.
5. Initiates planning for the Summer Tour.
6. Is a representative of the Section on the Advisory Council of the Parent Society.
7. Shall perform other duties as may be assigned by the President or Board of Directors.

## SECRETARY-TREASURER

Duties of the Secretary-Treasurer are as follows:

1. Maintains the records of the Section. This includes the minutes of the meetings, the financial transactions, historical records, and correspondence.
2. Records the minutes of the Board of Director meetings, and the Annual and Regular Meetings of Members of the Section as well as any Special Meetings that may be called.
3. Submits the minutes to the newsletter editor in sufficient time to be in the newsletter immediately following the Regular and the Annual Meetings.
4. Upon the direction of the President or Board of Directors, pay bills as they are received and then submit to Board of Directors for approval at the Regular, Annual and any Special Meetings.
5. Have charge and custody of and be responsible for all funds and securities of the Section. Receive and give receipts for funds received from any source and deposit all such funds in the name of the Section in the banks selected by the Board of Directors. Prepare a statement of the Section's financial records and its financial position. A verbal statement may be given at the summer meeting and a written statement will be prepared and available to the Board of Directors and the membership at the Annual Meeting.
6. Ensure that the newsletter editor has the nominations for the election of officers, the Board of Directors, and any special ballots. Ballots must be circulated to the membership by September 15 of each year. All elections will comply with the by-laws.
7. Ensure that all notices of meetings are publicized as required in the by laws, and by law. Normally the newsletter serves as notice of the Regular and Annual Meetings.
8. Be custodian of the corporate seal of the Section.
9. Keep a record of the post office address of each member.
10. Serves as an ex-officio member of the Executive Committee and of the Board of Directors.
11. Performs all duties necessary to fulfill requirements related to proper maintenance of corporation status for the Section.

## BOARD OF DIRECTORS

### Duties

1. Manage the affairs of the corporation in accordance with law, its articles of incorporation, the Section bylaws, and those of the Parent Society. (Article V. Section 1, IMS Bylaws)
2. Attend the Annual Meeting and Regular Meeting and any Special Meetings that are called by or at the request of the President or any three Directors. The Board of Director's Annual Meeting is held immediately before the Annual Meeting of Members. The Board of Director's Regular Meeting is held immediately before the Regular Meeting of Members. (Article V. Sections 4,5,6, IMS Bylaws)
3. Count ballots at the Board of Director's Annual Meeting. If necessary, resolve a tie vote.



## **STANDING COMMITTEES**

### **Nominating Committee**

Upon assuming office, the President appoints 2 members from Montana and 2 from Alberta. At the Regular Meeting (Summer), the Nominating Committee submits a list of candidates which shall consist of at least two candidates for each office to be filled.

Members of the Nominating Committee should be well acquainted with Section members. Only members willing to work and serve the Section should be nominated. No names should be submitted without the nominee's consent.

To assist with the selection of the nominees, the Nominating Committee should obtain the following:

- 1) A current list of members,
- 2) A list of past directors and officers, and
- 3) Copies of attendance records at the past 3 Regular and Annual Meetings.

The Nominating Committee should provide the Secretary-Treasurer the following material:

- 1) A list of candidates for office, and
- 2) A biographical sketch of each candidate for publication in the September Newsletter. Therefore, these materials will be provided to the Secretary-Treasurer not later than August 15.

### **Auditing Committee**

Consists of 2 members who shall audit the books prior to the Annual Meeting.

### **Executive Committee**

Consists of the President, 1st Vice President and 2nd Vice President. The Executive Committee has the interim power to act in behalf of the Board of Directors whenever the Board is unavailable to address the issue of concern.

## **SPECIAL COMMITTEES**

### **Program Committees**

1. The 1st Vice President is chairman of the committee for the Summer Tour which is held in conjunction with the Regular Meeting of Members. This function is traditionally held the 3rd or 4th weekend in July, scheduled to avoid conflict with the date of the Parent Society's Summer Meeting.

#### Purpose

To provide an educational tour to view practical range management applications.

#### Function

To plan and implement an educational tour to be held in conjunction with the Regular Meeting of Members.

2. The President shall appoint a Program Committee Chairman for the technical program which is held in conjunction with the Annual Meeting of Members. This function has traditionally been held on the first Saturday of November.

#### Purpose

To present a technical program covering current issues relating to range management that may be of interest to the general membership.

#### Function

To plan and implement an educational technical program to be held in conjunction with the Annual Meeting of Members.

## **Information and Education Committee**

The Society for Range Management is actively seeking to gain greater exposure and to establish itself as a spokesman on issues related to rangeland and rangeland resources. In order to gain recognition, the Society through the sections, must continuously strive to inform the public. To gain support for its objectives, the Society must educate both its membership and the public regarding its position on vital issues.

Within the International Mountain Section, an Information and Education (I & E) Committee will collect and disseminate information under the direction of the Board of Directors.

### Purpose

1. Promote broad recognition of and appreciation for rangeland and rangeland resources.
2. Promote recognition of the professionalism of range managers.
3. Promote wider recognition of the role of the Society as a body of interested, informed persons concerned with rangeland resource management.
4. Coordinate the work of this Committee with other committees in areas of mutual interest and concern, especially public affairs.

### Function

1. The I&E Committee shall bring vital issues to the attention of the Board of Directors. The Committee shall, with Board of Directors approval, prepare material on vital issues for dissemination for publication in the Section Newsletter, or for distribution to the news media.

The Committee shall explore ways and means of using multi-media outlets for I&E programs and materials.

3. The Committee will work closely with the Parent Society's I&E Committee to exchange ideas, materials and proposals of mutual interest and concern.

### Reports

The Committee Chairman shall be prepared to present progress reports prior to the Regular Meeting of Members. Special reports will be prepared as requested by the Section President or Board of Directors. A written report shall be presented at the Annual Meeting.

## **Membership Committee**

The Society for Range Management is actively seeking new members to fulfill its objectives. For member recruitment and retention, the following suggestions should be considered in formulating the Membership Committee:

- 1) Appoint members that represent a diverse cross-section of the membership.
- 2) Appoint members that represent Alberta and Montana.

### Purpose

1. Actively recruit new members.
2. Retain current membership.

### Function

1. The Membership Committee will recruit new members for the Section and/or Society.
2. The Membership Committee will make contact with and encourage delinquent members to submit their dues to the Society.
3. The Membership Committee will be responsible for providing recruitment materials to the general membership.
4. The Membership Committee will be responsible for communicating problems and attitudes of the general membership to the officers.
5. The chairman of the Membership Committee should communicate with the Chairman of the Parent Society Membership Committee and the Executive Secretary on problems and ideas concerning membership.
6. The chairman of the Membership Committee will report at the Section Meetings. At the Annual Meeting, a written report will be submitted. The committee will also report to the President and Board of Directors upon request.

## Public Affairs Committee

The Section needs to exert greater influence on decisions and actions related to rangeland and range resources. In the political, economic, and natural resources fields actions are being taken which have a bearing on the welfare of range ecosystems. The Society has the expertise among its members to make constructive inputs into the decision-making process. The Public Affairs Committee of the International Mountain Section will provide guidance to the Section President and the Board of Directors in matters involving public affairs.

### Purpose

1. Provide guidance to the Section President and the Board of Directors concerning legislation affecting range issues.
2. Provide timely and accurate information to agencies, organizations, institutions, industry and interest groups concerning management and utilization of rangeland resources.
3. Provide information and guidance to the Section President and the Board of Directors concerning issues and problems within Montana or Alberta which indicate the need for action by the Section.
4. Make the SRM a known and respected Professional Society with expertise on matters related to management of rangeland ecosystems.
5. Coordinate public affairs activities with other Section committees and with the Public Affairs Committee of the Parent Society.

### Function

1. Be informed of public affairs within Montana and/or Alberta which concerns the Section. Major issues and activities should be brought to the attention of the Parent Society's Public Affairs Committee. The Section membership will be encouraged to inform the Public Affairs Committee of any issue that may be of concern to the Section.

2. Monitor new or proposed legislation which deals with or affects rangelands or range resources. Advise the Section President and the Board of Directors when the Section should become involved in the process.
3. Policy statements are a function of the Parent Society; the International Mountain Section should not develop policy statements.

## **Range Youth Committee**

### Purpose

The Range Youth Committee is responsible for identifying outstanding youth who have demonstrated exceptional interest and accomplishment in range management. The names of eligible individuals so identified are submitted to the Section President as nominations for the Section's Range Youth Achievement Awards. Also, the Range Youth Committee recommends a delegate or delegates from the current year's achievement award winners as prospective candidates to attend the annual Range Youth Forum. Details of the eligibility criteria are outlined in the description of the Section's Range Youth Program.

### Structure

The Range Youth Program will be conducted by two separate committees; one for the Montana side and one for the Alberta side. The Section President appoints the two chairmen and allows each to choose his own committee members. Each chairman reports directly to the Section President.

1. Montana

The Montana committee chairman will appoint to his committee a qualified SRM member from each of the areas (presently four) that are identified in the writeup of the Range Youth Program.

2. Alberta

The Alberta committee chairman will appoint to his committee one staff member of the Alberta Department of Agriculture's 4-H Branch and one or more (if appropriate) qualified SRM member(s) who resides in Alberta.

### Function

The Range Youth Committee will:

1. Prepare a written description of the Range Youth Achievement Award which shall include conditions of eligibility, suitable subject areas, description of the awards, method of selection and other appropriate information.
2. Distribute copies of the description of the award program to high schools, 4-H clubs, other clubs that include rural youth as members or to any other appropriate groups or individuals.

3. Receive by a specified date each year project proposals from applicants for the award.
4. Assist applicants by making suggestions on how to improve the suitability of project proposals, if so requested by the applicants, and by identifying range related functions that the applicants would profit from attending.
5. Inform potential award winners where and when they shall submit summaries of their activities or project.
6. Select first, second and third place award winners from each area of Montana or Alberta and submit their names to the Section President on or before October 15 of each year.
7. Obtain a first place plaque for each area, (the winning recipient's name should be engraved on the plaque). Prepare certificates for the second and third place winners from each area. Insure that all of the awards are available for presentation at the Section's Annual (fall) Meeting.
8. Inform the award winners of what they will be asked to do at the Annual Meeting. Where possible, assist the winners in obtaining automobile transportation to the Annual Meeting.
9. If the Section Board of Directors elects to send a delegate (or delegates) to the Annual Range Youth Forum, select prospective candidates from the current year's achievement award winners.
10. Invite the award winners to the Section's summer tour. Where possible, assist the winners in obtaining automobile transportation to the tour.



## Awards Committee

### Structure

The awards program of the Society for Range Management is designed to publicly recognize members and others who have made outstanding contributions to the science and art of range-related resource management. The Awards Committee of the International Mountain Section will recognize and identify Montanans and Albertans who have made significant contributions to rangelands, and nominate them for an award.

The Award Committee shall be made up of 5 members. The procedure for selecting members is outlined below:

1. If the award is given to an Alberta member in 1981, the members of the committee would be appointed initially as follows:
  - 1 year term - Alberta member
  - 2 year term - Montana member
  - 3 year term - Alberta member
  - 4 year term - Montana member
  - 5 year term - Alberta member
2. If the award is given to a Montana member in 1981, then the above appointments would be made substituting a Montana member for an Alberta member and vice versa.
3. The member with the shortest remaining term would serve as Chairman of the committee.
4. In succeeding years, an individual appointed to the committee would serve a term of five years. He or she would be appointed from Alberta during the year the award was given to an Alberta member and from Montana during the year the award is given to a Montana member. The committee member would be appointed by the Section President with the recommendation submitted by the incoming chairman.
5. If a vacancy should occur, a Section member could be appointed to serve the unexpired term. The appointment will be made by the Section President.
6. An individual should not be appointed to serve two consecutive terms.

## Function

1. The Awards Committee will nominate members of the International Mountain Section for the annual IMS Outstanding Rangeman Award.
2. The Awards Committee will obtain the current "Awards Committee Handbook"<sup>11</sup> from the Parent Society.
3. The Parent Society has several awards that recognize members for their accomplishments in range management. The Awards Committee should consider nominating IMS Members for SRM Honor Awards Program. All nominations for recognition by the Parent Society must adhere to their prescribed guidelines.

## International! Mountain Section Award Program

### OUTSTANDING RANGEMAN AWARD

The Outstanding Rangeman Award is the highest award bestowed by the International Mountain Section.

### Guidelines

- a. One award will be given in the Section per year.
- b. The award will recognize an Alberta member in one year and a Montana member the next. It will continue to alternate in this rotation during subsequent years.
- c. Nominations for Awards
  - a) The committee is responsible for nominating individuals and for receiving nominations.
  - b) The committee may solicit nominations from members.
  - c) Members may submit nominations to the committee.
  - d) The nominations should outline in detail an individuals contributions and accomplishments in the field of range management.

d. Award Format

- a) It is recommended that the award be a suitably engraved plaque. The Awards Committee will be responsible for obtaining the plaque. The maximum cost of the plaque will be determined by the President of the Section.
- b) It is recommended that the award be presented in odd years at the Annual Meeting to be held in Lethbridge. It is desirable to recognize an individual's accomplishments by his closest associates; therefore, the award is recommended to be presented to an Alberta member. In even years, the award will be presented to a Montana member at the Annual Meeting in Great Falls.

e. Selection Responsibility

The committee is responsible to select a suitable recipient for the award and recommend the individual to the Section President.

Selection Criteria

- a) Must be a member of the International Mountain Section of the Society for Range Management
- b) Must have made significant contributions to the furtherance of range management.
- c) Award may be given posthumously.
- d) Award may not be given in any one year if recommended as such by the Awards Committee.
- e) Award would generally be presented to any one individual once during their lifetime.
- f) A detailed resume of the award recipient's numerous accomplishments and contribution shall be prepared and presented by the Chairman of the Awards Committee or his designate at the Annual Meeting.

## Honor Award Program

### THE FREDERIC G. RENNER AWARD

The Frederic G. Renner Award is the highest award bestowed by the Society.

The award consists of an appropriate certificate and citation and carries an honorarium from a fund generously contributed to the Society by Frederic G. Renner, a Charter and Life member, and the second President of the Society (1949). The award is presented with the belief that such recognition will foster better use of rangeland resources and broader understanding of the contributions that these resources make to the welfare of all people.

### Selection Criteria

- a. The primary criterion for selection of a recipient for this award is sustained outstanding accomplishments in, or contributions to any aspect of range science and range management by a member of the Society for Range Management during the past ten years. A nominee must be currently active in that area which constitutes the major justification for this award. Accomplishments or contributions may be in, but not necessarily limited to, such areas as range management practices, research, administration, teaching, writing, legislation, foreign affairs, business activities or public relations.
- b. Any individual, or group of individuals working as a close team (e.g. research team or ranch owner and foreman), is eligible for nomination for this award. Institutions, agencies or other formally organized groups are not eligible for this award.

## THE W.R. CHAPLINE LAND STEWARDSHIP AWARD

The W. R. Chapline Land Stewardship Award gives special recognition to members of the Society for exceptional accomplishments and contributions to the application of the science and art of range management to specific rangeland entities and to wildlife and domestic livestock on such areas.

### Selection Criteria

- a. This award has its primary criterion the recognition of exceptional managers, administrators, and counselors in the field of range management and supporting disciplines.
- b. Typically the award is given to one individual, though it may be given to a selected group which has worked so closely that credit cannot be given to an individual member of the group.
- c. This award is reserved for those whose efforts and accomplishments are on a time basis commensurate with the pace of changes in range condition and improvement within the past 10 years prior to nomination.
- d. This award is intended for people in government positions, private advisors and ranch managers, whether on owned or leased land, public or private.

## THE W.R. CHAPLINE RESEARCH AWARD

The W.R. Chapline Research Award gives special recognition to members of the Society for exceptional accomplishments in research in biology, morphology, physiology and the ecology of specific range species, ecosystems, relating plant environments, wildlife and domestic livestock on such lands.

### Selection Criteria

- a. This award has as its primary criterion the recognition of exceptional research in the fields of diverse scientific disciplines related to range management. The emphasis is on research and investigation.
- b. This award may be given to an individual or a closely knitted group whose achievement forms a single advance in human knowledge.
- c. While there may be exceptions, the purpose of this award is to recognize the outstanding research professional for excellence in achievements.

## THE FELLOW OF THE SOCIETY FOR RANGE MANAGEMENT AWARD

The title of Fellow is conferred upon members of the Society for Range Management in recognition of exceptional service to the Society and its programs in advancing the science and art of range-related resource management. This high honor is granted in the belief that special recognition should be given for exceptional and dedicated service to the Society.

### Selection Criteria

- a. The primary criterion for selection of a recipient for this award is tangible evidence that the exceptional service performed by the nominee is widely effective and generally recognized throughout the Society.
- b. Sufficient evidence must support the nomination to present a strong case history of continuous contribution and service.
- c. Membership in the Society for at least ten consecutive years and evidence of significant participation in, and contribution to, progress of the Society during this period is required.

## THE OUTSTANDING ACHIEVEMENT AWARD

The Outstanding Achievement Award is presented by the Society for Range Management for outstanding achievement to members and other qualified individuals working with rangeland.

### Selection Criteria

- a. The primary requisite for this award is tangible evidence that the professional contribution of the nominee is eminently noteworthy. Emphasis should be given to acknowledge currently recognized eminence.
- b. Qualifying contributions may be, but not necessarily limited to: management practice, research, administration, teaching, writing, legislation, foreign affairs, business activities, or public relations. Among those to be considered are ranchers and administrators in land managing agencies who have conducted superior rangeland management practices; scientists who have developed and conducted a research program leading to the solution of major problems in range and related resource management; university professors who have been especially effective in training range management students; specialists who have motivated ranchers and others on a wide scale to adapt superior resource management practices; and persons who have shown outstanding perception and legislative ability in contributing significantly to resource management at the state, national, or international level.

## OUTSTANDING YOUNG RANGE PROFESSIONAL AWARD

The Outstanding Young Range Professional Award is presented by the Society for Range Management to an individual member who has demonstrated extraordinary potential and promise as a range management professional. This award is presented as an encouragement for outstanding performance by young men and women entering the profession of range management.

### Selection criteria

- a. The primary criterion for this award is tangible evidence that the performance and accomplishments demonstrate extraordinary potential and promise as a range professional.
- b. Sufficient evidence must support the nomination to present a strong case of extraordinary potential and promise.
- c. The nominee shall not be more than 40 years old when the nomination is approved by the Board of Directors.
- d. A recipient of this award shall not be eligible to receive this award again.

## SPECIAL AND DISTINGUISHED SERVICE AWARD

These are presented by the Society for Range Management to individuals for their contribution to the profession of range management. These awards are presented in recognition of significant contributions to the profession outside the realm of exceptional and dedicated service or eminent noteworthy contribution or career. They shall recognize truly exemplary service to the profession of range management.

### Selection Criteria

- a. The primary criterion for selection of a recipient or recipients for this award is significant contribution to the profession of range management as demonstrated through truly exemplary service. Contributions to the Society may be in, but are not necessarily limited to, such areas as range management practice, education, administration, research, agribusiness, international affairs, legislation, or public relations.
- b. Any individual, or group of individuals working as a close team (e.g., research team or ranch owner and foreman), are eligible for nomination of these awards.
- c. This award may be presented to Society members or non-members.
- d. Special Awards will not be granted to recognize long and faithful service in lieu of a significant contribution to range management.
- e. A recipient of this award shall not be eligible to receive this award again.



## **History Committee**

### Purpose

Record all significant events affecting the IMS.

### Structure

The History Committee shall be composed of a historian (chairman) appointed by the Section president and other individuals needed. The historian should be selected from previous committee membership when possible.

### Function

1. The Committee shall actively solicit and archive in an orderly manner all information, publications, documents and other material deemed pertinent to maintaining the records of Section history.
2. Documents shall be prepared and published as required by the Section Board of Directors to appropriately disseminate the historical information.
3. The Committee will prepare a written report of committee activities and submit it at the Annual Meeting.

## NEWSLETTER EDITOR

Our existence depends upon communication. We are familiar with the spoken and written word. We have progressed from the crude hieroglyphics of primitive man, the smoke signals and marked trees of Indians, and the drums of African jungle to our modern methods. Through these we pass on knowledge, information, and instruction. We have recognized the urge and the need to communicate.

The newsletter serves as one means of communication. The challenge facing us is to present news of the Society in an attractive and readable form.

### Purpose

1. To serve section members by providing a connecting link among members and between administrations, and to inform the general public of the programs, activities and goals of the Society.
2. To publish four newsletters per year. Each has a special purpose. The March issue provides news on the SRM Annual Meeting, the June issue provides details on the IMS Summer Range Tour, the September issue provides ballots and an agenda for the Section Annual Meeting, and the December issue provides a list of new officers. These newsletters are mailed to reach the Members no later than the middle of each publishing month.

### Function

1. Inform members of recent developments and techniques in range management.
2. Present news of the Section's affairs and members.
3. Present items of interest to ranchers, managers, technicians and scientists.
4. Summarize current bulletins, research reports, and other items relating to any aspect of the rangeland resource.
5. Inform members and others of meetings, tours, deadlines and coming events.
6. Publish updated lists of officers, board of directors, and committees.
7. Include the ballot and biographical sketches of nominees in the Newsletter preceding the Annual Meeting of Members.

By-laws of the  
International Mountain Section  
Society for Range Management  
Approved November 3, 1990

ARTICLE I. PARENT SOCIETY AND BOUNDARY

The corporation is a local section of the Society for Range Management, a corporation organized and existing under the laws of the State of Wyoming, with its principal office in Denver, Colorado. The parent society consented to the incorporation of the corporation under the Montana Nonprofit Corporation Act and has established its area to be those parts of Montana and Alberta lying west of the following imaginary line:

From Bridger to Columbus to Big Timber to Moccasin to Great Falls due north to the International Border, thence to Bow Island, to Brooks, to Camrose, to Edmonton, to Athabasca and west of the Athabasca River.

ARTICLE II. OFFICES

The principal office of the corporation in Montana shall be located in Great Falls, Cascade County. The corporation may have such other offices either within or without Montana, as the board of directors may determine or as the affairs of the corporation may require from time to time. The corporation shall have and continuously maintain in Montana a registered office, and a registered agent whose office shall be identical with such registered office as required by the Montana Nonprofit Corporation Act. The registered office may be, but need not be identical with the principal office of the corporation, and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE 111. MEMBERS

Section 1. Eligibility. Persons who are interested in or engaged in range management or related subjects are eligible for membership in the Society for Range Management. Each member of the parent society who resides within the area described in Article I shall be a member of the corporation, except where he notifies the executive vice president of the parent society otherwise. A member of the parent society outside such area may elect to become a member of the corporation by so notifying the executive vice president.

Section 2. Voting Rights. Each member shall be entitled to one vote on each matter submitted to a vote of the members. When membership is in the name of a partnership, corporation, trust, or other entity, such organization shall designate its voting representative by a written instrument filed with the secretary-treasurer of the corporation. Such representative shall be considered a member of the corporation for the purpose of serving as an officer, a director or a member of a committee.

Section 3. Termination of Membership. The membership of any member shall terminate when he ceases to be a member of the parent society.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Annual Meeting. The annual meeting of the members shall be held in the fall of each year, on such day and at such time as the board of directors may designate, for the purpose of transacting such business as may come before the meeting.

Section 2. Regular Meeting. The regular meeting of the members shall be held in the summer of each year, in conjunction with a summer tour, on such day and at such time as the board of directors may designate, for the purpose of transacting such business as may come before the meeting.

Section 3. Special Meetings. The president, the board of directors, or not less than one-tenth of the members may call special meetings of the members.

Section 4. Place of Meeting. The board of directors may designate any place, either within or without Montana or Alberta, as the place of meeting for any annual meeting, for any regular meeting or for any special meeting called by the board of directors. If no designation is made or if a special meeting were otherwise called, the place of meeting shall be the registered office of the corporation. The annual meeting and the regular meeting shall be alternated between Canada and the United States.

Section 5. Notice of Meetings. Written notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than ten nor more than sixty days before the date of such meeting, by or at the direction of the president, or the secretary-treasurer, or the officers or persons calling the meeting. In case of a meeting when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the mail addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid.

Section 6. Quorum. The members attending a meeting to which proper notice was served shall constitute a quorum at such meeting.

Section 7. Manner of Acting. A majority of the votes entitled to be cast on a matter to be voted upon by the members present at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or by these by-laws.

#### ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its board of directors in accordance with law, its articles of incorporation, these by-laws and those of the parent society. Directors shall be members of the corporation.

Section 2. Number, Tenure and Qualifications. The number of directors shall be seven, consisting of four who shall be elected by the general membership, the president of the corporation, the first vice president, and the second vice president. Each elected director shall hold office for two years beginning at the close of the annual meeting of the members. Each year one director shall be elected from Alberta and one from Montana. A director shall not be eligible for re-election until at least two years have lapsed after the term of his term. The secretary-treasurer shall serve as ex-officio member of the board.

Section 3. Election of Directors. The directors shall be elected as provided in Article VII.

Section 4. Annual Meeting. The annual meeting of the board of directors shall be held immediately before the annual meeting of members, at such place as the board of directors shall provide, for the purpose of transacting such business as may come before the meeting.

Section 5. Regular Meeting. The regular meeting of the board of directors shall be held immediately before the regular meeting of members, at such place as the board of directors shall provide, for the purpose of transacting such business as may come before the meeting.

Section 6. Special Meetings. Special meetings of the board of directors may be called by or at the request of the president or any three directors. The person or persons authorized to call special meetings of the board may fix any place, either within or without Alberta or Montana, as the place for holding any special meeting of the board called by them.

Section 7. Notice. Notice of any meeting of the board of directors shall be given at least ten days previously thereto by written notice delivered personally or sent by mail or telegram to each director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the mail in a sealed envelope so addressed, with postage thereon prepaid. If notice were given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at, or the purpose of, any special meeting of the board shall be specified in the notice or waiver of notice of such meeting.

Section 8. Quorum. A majority of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 9. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by law or by these by-laws.

Section 10. Vacancies. Any vacancy occurring in the board of directors may be filled by the affirmative vote of a majority of the remaining directors, though not by less than a quorum of the board of directors. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 11. Compensation. Directors as such shall not receive any stated salaries for their services.

Section 12. Informal Action by Directors. Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors.

Section 13. Gifts. The board of directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

Section 14. Removal. If a director fails to attend two consecutive board meetings without a valid excuse as determined by the majority of the remainder of the board of directors, the position will be declared vacant and filled as specified in Section 10.

ARTICLE VI. OFFICERS

Section 1. Officers. The officers of the corporation shall be a president, a first vice president and a second vice president. The board of directors may elect or appoint such ex-officio officers, as it shall deem desirable. Ex-officio officers shall be members of the corporation. The president, first vice president and second vice president shall constitute an executive committee. The secretary-treasurer shall be an ex-officio member of the executive committee.

Section 2. Election and Term of Office. The term of officers of the corporation shall be for one year, beginning at the close of the annual meeting of members. At such time the first vice president shall succeed to the presidency. The second vice president shall succeed to first vice presidency. The second vice president shall be elected as provided in Article VII. The offices of president, first vice president and second vice president shall be alternated between Alberta and Montana. Each officer shall hold office until his successor shall have been duly elected or appointed and shall have qualified. The person who has served as president shall not be eligible for re-election as second vice president until at least two years have lapsed after the end of his term as president.

Section 3. Removal. Any officer may be removed by the board of directors, by affirmative vote of a majority of all the members of the board of directors after an appropriate hearing, whenever in its judgment the best interests of the corporation would be served thereby. If an officer fails to attend three consecutive meetings without a valid excuse, as determined by the majority of the board of directors, the office will be declared vacant and filled as specified in Section 4.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the board of directors for the unexpired portion of the term.

Section 5. President. The president shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the board of directors. He may sign, with the secretary-treasurer or any other proper officer of the corporation authorized by the board of directors, any instruments which the board of directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these by-laws or by statute to some other officer or agent of the corporation; he shall act as chairman of the program committee for the annual meeting of members; and in general he shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time.

Section 6. First Vice President. In the absence of the president or in the event of his inability or refusal to act, the first vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The first vice president shall act, whenever possible, as chairman of the program committee for the summer tour held in conjunction with the regular meeting of members and shall perform such other duties as from time to time may be assigned to him by the president or by the board of directors.

Section 7. Second Vice President. In the absence of the first vice president or in event of his inability or refusal to act, the second vice president shall perform the duties of the first vice president. The second vice president shall become fully acquainted with the business and affairs of the corporation and initiate plans for the next year's summer tour and shall perform such other duties as from time to time may be assigned to him by the president or by the board of directors.

Section 8. Secretary-treasurer. The president, subject to confirmation by the board of directors, shall appoint the secretary-treasurer. The secretary-treasurer shall serve as ex-officio member of the executive committee and the board of directors. The secretary-treasurer shall keep the minutes of the meetings of the members and of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these by-laws; keep a register of the post office address of each member; conduct the correspondence of the corporation and keep full records thereof; have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source

whatsoever, and deposit all such moneys in the name of the corporation in such banks as shall be selected by the board of directors; shall give the members at each meeting a financial report of the corporation; and in general perform all the duties incident to the office of secretary-treasurer and such other duties as from time to time may be assigned to him by the president or by the board of directors. If required by the board of directors, the secretary-treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the board of directors shall determine, at the expense of the corporation.

#### ARTICLE VII. ELECTIONS

The second vice president and two directors (one from Alberta and one from Montana) shall be elected each year by letter ballot, which shall be sent to all members by the secretary-treasurer. Upon assuming office, the president shall appoint a nominating committee consisting of two members from Montana and two from Alberta. At the regular meeting of members, the nominating committee shall present a list of candidates, which shall consist of at least two candidates for each office to be filled. The president shall call for additional nominations from members at the regular meeting. The list of candidates shall be transmitted to the secretary-treasurer not later than August 15. The secretary-treasurer shall send the blank ballots to the members not later than September 15. The ballots shall be returned to the secretary-treasurer in a sealed envelope not later than October 31. The secretary-treasurer shall deliver the sealed ballots to the board of directors, who shall count the ballots at the annual meeting. The candidates receiving the largest number of votes for each office shall be declared elected. The board of directors shall resolve a tie vote.

#### ARTICLE VIII. COMMITTEES Section 1. Standing

Committees. There shall be the following standing committees:

- (a) The executive committee as provided in Article VI;
- (b) The nominating committee as provided in Article VII; and
- (c) The auditing committee, consisting of two members, which shall cause the books to be audited prior to the annual meeting.

Section 2. Special Committees. The board of directors, by resolution adopted by a majority of the directors, may establish special committees and shall provide the powers and duties of all standing and special committees, except as set forth in these by-laws.

Section 3. Appointment and Removal. Members of each committee shall be members of the corporation and shall be appointed by the president, subject to the approval of the board of directors, unless otherwise provided in these by-laws. The board of directors may remove any member of a committee whenever in its judgment the best interests of the corporation would be served by such removal.

Section 4. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 5. Chairman. One or more members of each committee shall be appointed chairman or co-chairman by the president.

Section 6. Vacancies: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 7. Rules. Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the board of directors.

#### ARTICLE IX. BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and board of directors, and shall keep at the office of its secretary-treasurer a record giving the names and addresses of the members entitled to vote. Any member, or his agent or attorney may inspect all books and records of the corporation, for any proper purpose at any reasonable time.

#### ARTICLE X. FISCAL YEAR

The fiscal year of the corporation shall begin at the annual meeting and end at the next annual meeting.

#### ARTICLE XI. SEAL

The board of directors may provide a corporate seal for the corporation.

#### ARTICLE XII. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Montana Nonprofit Corporation Act or under the provisions of the articles of incorporation or by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### ARTICLE XIII. AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended or repealed, and new by-laws may be adopted, as follows:

(a) Proposed amendments shall be submitted to members by mail and may be adopted by a two-thirds affirmative vote of the members voting.

(b) Amendments may be proposed at any meeting of the members providing they are submitted in writing and are signed by at least ten members or are proposed by the board of directors. A proposed amendment shall not be voted upon at that meeting but shall be open to discussion and modification, and to a vote as to whether, in its original or modified form, it shall be mailed to the members for action.

(c) A ballot shall be sent with the proposed amendment and the voting shall be by methods provided for the voting of officers in Article VII. The presiding officer at the next meeting following the close of voting shall announce the result, and if the amendment is adopted, it shall thereupon take effect.

#### ARTICLE XIV. PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order shall govern the procedure at any meeting of the members, the board of directors or a committee unless they are inconsistent with these by-laws or with rules adopted by the board of directors.



## I & E Program

### Introduction

Several guides are enclosed. Effective use of news media and other outlets requires careful preparation and expert execution. Since opportunities for dissemination of Section material often occur in areas where local expertise may be lacking, the guides provide assistance in the fundamentals of news contacts.

#### Guides:

1. Guide for Better Relations with Media - - Your information should be used and appreciated if you follow these few guides:
  - a. Information is timely
  - b. When appropriate supply follow-up information
  - c. Determine the newsworthiness
  - d. News style - try to adapt to the news style of the local media outlet. Remember newspaper releases are not written in the same form as radio releases. General rule - read your radio material out loud, if it reads smoothly, it's probably suitable for radio.
  - e. Localize your material to fit circulation of coverage area of the media. News editors are looking for the local approach.
  - f. Personal contacts - station contacts are essential. Many successful users of radio are careful to include key media people in all important events and requests for coverage. Know your station representatives.
  - g. Equal treatment for all media is important. This doesn't mean holding every release until the county weekly goes to press. News items should be released as they happen. Radio cannot be expected to shackle its dynamic coverage possibilities to the pace of the slowest. This is the quickest way to kill your potential radio coverage.
  - h. Acceptable form. Double-spaced copy with 1-1/2 inch margins. Legibility is of prime importance.
  - i. Technical knowledge. Learn the common terms of the media.
  - j. Regularity dependability. Keep all commitments, k. Include your media men in banquets, ceremonies, etc.
  
2. Guide for News Releases - - The news release should be short, newsworthy and informative. The first one or two paragraphs should include WHO, WHAT, WHEN, WHERE, WHY and perhaps HOW. Subsequent paragraphs should expand the story with additional relative details. Use one side of the paper, never type on both sides.

The release should be typewritten and double-spaced. If the release is reproduced, the copy must be clear and dark. The source of the story and the date of release, plus a contact name and phone number should be identified. Leave space for headline changes. If no headline is suggested, leave the editor space for one.

3. Guide for Preparing Radio and T.V. Stories - - The Radio or T.V. Story should be short and concise. The story should be from 3 to 5 minutes in duration.
  - a. Don't use all capital letters. Uncapitalized words are easier to recognize for the basic shape of a lower case letter covers less space than capital letters. Eyes don't need to "see" a complete lower case letter for recognition. With all capitals our eyes work harder, covering a larger space to pick up clues for recognition.
  - b. Triple space your script. You'll have more space for corrections in early drafts. Also, you'll have an easier time "keeping your place" when you read on-the-air.
  - c. Write shorter than normal lines. The shorter lines are another aid to keeping your place. Set the margins on your typewriter so you are using less than two-thirds of the width of the page.
  - d. Write as you talk. A Houston editor says, "There's **writin' writin'** and there's readin' writin'." You want to use "readin' writing'." Read your script. If it doesn't sound like you, change it so reading it is more comfortable for you.
  - e. Underline action verbs. In your copy, write "They have sprayed their cattle. This helps you say "They have SPRAYED their cattle." Rather than saying "They HAVE sprayed their cattle."
  - f. Draw a line through articles. This is an aid to speaking conversationally. For "the" you should say "the-uh" instead of "the-ee." For "a" you should say "uh" rather than "A". Drawing one line through these words will remind you to give conversational pronunciation to them.
  - g. Avoid over-doing the "and-uhs"<sup>J1</sup> and the "well-uhs"! Makes you sound stupid and unable to think. If you have to pause to think, don't say anything. Listen to yourself and you'll cure yourself fast

REMEMBER: The best radio-TV men sound as they are speaking off-the-cuff. Their secret is a good script.

4. Guide for Meeting Publicity - - Two Months in Advance

- a. Prepare in writing a schedule of the plan of publicity; list the newspapers and other media to be contacted.
- b. Assign specific responsibilities to members of the publicity committee.
- c. Request copies of speeches and biographical sketches from the speakers on the program.

Three Weeks in Advance:

Contact the program directors of the radio and television stations in the city where the meeting is to be held about scheduling interviews with one or more speakers.

Two Weeks in Advance:

- a. Contact newspaper editors in the city where the meeting is to be held and provide information about the program.
- b. Prepare news items for the hometown newspapers of the speakers for publication immediately prior to or after, the meeting. Also, prepare a general news item for release to all major news media prior to the meeting.

During the Meeting:

- a. Telephone editors on the morning of the meeting; offer to meet reporters assigned to the meeting; give location of the pressroom.
- b. Prepare news reports on the opening of the meeting and mail or telephone to the hometown newspapers of the speakers.
- c. If reporters attend luncheon or dinner, see to it that they are provided with complimentary tickets and assign a committee member to sit with them.
- d. Deliver releases if such must be done.

After the Meeting:

- a. Send letters of appreciation to the cooperating newspaper editors and program directors of radio and television stations.

- b. Prepare a file of newspaper clippings and samples of all publicity materials for the information and guidance of future publicity committees.

Working with Committees: A member should always be available to escort news personnel around so that they can get all the information they want in the minimum time. Press conference may be desirable when more than one reporter is present.

#### Press Room:

Press kits containing background material, copies of speeches, papers, or other presentations along with biographical sketches of foremost participants should be available.

5. Guide to Relationships with Other Organizations - - There are many organizations besides the Society for Range Management who are interested in the wise use of our natural resources. They include the Wildlife Society, Soil Conservation Society, Sierra Club and many others. Many of these organizations are unaware that the science of range management stands on the premise that the range resource can be grazed by livestock and at the same time produce high-quality watershed, wildlife, recreation and forest products. Such organizations, as well as socially oriented ones such as Rotary, Lions, and Kiwanis, should be made aware of this hypothesis.

They should also be made aware that the range resource is a vitally important segment of our food production system in a world where food shortages loom ever more imminent. Too, range livestock production is attained under an efficient energy utilization system, which helps to offset the high-energy consumption of other food production systems.

#### Action Plans

1. Developing a Plan of Action - - Three steps are necessary to develop an I & E Plan of Action: (1) Recognize and define the problems, (2) develop solutions and (3) take action. Each Chapter has its own problems and should develop its own solutions.

Problem recognition requires serious soul searching. They should be objectively and impartially recognized and defined. Some suggested areas for soul searching follow and are listed in no particular order.

- a. Image. Is our image too scientific, not scientific enough,

synonymous with governmental agencies, too deeply involved with conservation, etc. Why?

- b. Benefits. Who really benefits by being a member? Should others benefit? If so, who are they and why don't they benefit with the present approach or program?
- c. Participation. Who really participates and why don't others? Is membership participation at its maximum or minimum and if it's the latter, why?
- d. Who knows about the Society and its objectives and who do we want to know about it? Why don't others know about it?
- e. Objectives. What are our objectives? How have we tried to achieve these objectives? Has this approach been successful? If not, why and what are the other alternatives?

### Summary

A proposed I & E Plan - - This handbook is directed at I & E committees at both the Section and Chapter level. Hence, the examples cited in the proposed I & E plan contains items pertaining to both levels. It is not intended to be all-inclusive, but rather to provide stimulus to all I & E committees to extend their outreach.

## Range Youth Program

### Part One - General

The Section has two on-going programs for recognizing youth in range management. First is the Range Youth Achievement Award and the second is the Range Youth Forum.

The purpose of the Youth Program is to further advance the art and science of range management by proper recognition of outstanding youth who have demonstrated exceptional interest and accomplishment in range management.

First is the Range Youth Achievement Award Program which is limited to the territory of the Section. The second is the Range Youth Forum which is international in scope and is participated in by youth from all the sections of the parent society. The Range Youth Forum delegate(s) is selected from among the Section's Range Youth Achievement Award winners.

The Range Youth Program will be conducted by two separate committees; one for the Montana side and one for the Alberta side. The President of the International Mountain Section will appoint the two chairmen and allow each one to choose his own committee members. The Alberta Range Youth Committee will solicit the cooperation and assistance of the Alberta Government department responsible for administering the 4-H program. Both committee chairmen will report directly to the Section President.

#### A. Range Youth Achievement Awards

The Alberta and Montana youth program chairmen will appoint local screening committees to select qualified individuals for outstanding achievement in range management for the current year. Screening committees should preferably be appointed no later than March 15 in order that they can keep abreast of local youth activities in range management.

By October 15, the Range Youth Program chairmen will notify the Section President of the names of the recipients of the Section's Range Youth Achievement Awards.

Each chairman (Alberta and Montana) will be responsible to obtain a first place plaque for each area and have the winning recipient's name engraved on the plaques. He will also be responsible for having certificates made for the current year's second and third place winners in each area.

1. Range Youth Achievement Award winners attending the Annual Meeting will be introduced by the respective chairman at the Section's Annual fall Meeting.
2. The awarding of plaques and certificates will be made at the Section banquet which is held in the evening on the day of the Annual Meeting.  
  
Award winners may be asked at the banquet to give a brief resume' of themselves and to describe some of the work they have done.
3. The Section will honor award winners further by providing a banquet ticket to each winner and waiving registration fees at the fall meeting.
4. Range Youth Achievement Award winners are automatically invited to attend the next year's summer tour of the Section. It is further provided that:
  - (a) The Section will waive registration fees and will not charge for meals on the tour.
  - (b) Award winners attending the summer tour will be responsible for their own transportation and meals to and from the tour site. They will be expected to camp out with the tour members if they stay overnight.
5. Participants may be selected first place winner of an area only once. If a youth who has won the first place trophy continues to be outstanding in range accomplishments, the Section will recognize the achievement with the presentation of a certificate bearing a seal for the second year's and for the third year's work.

B. Range Youth Forum (The Range Youth Forum is held at the Annual Meeting of the parent society.)

1. The decision to send or not to send a delegate (or delegates) to the Range Youth Forum will be made by the Board of Directors at the Annual Meeting.
2. If the Board of Directors elects to send a delegate (or delegates) to the Range Youth Forum, they will be selected from the area first place winners.

3. The Alberta and Montana Range Youth Committee Chairmen will recommend a delegate (or delegates) from the current year's achievement award winners as prospective candidates to attend the annual Range Youth Forum.
4. Financial assistance may be granted to the Section delegate (or delegates) to attend the Range Youth Forum at the parent Society's Annual Meeting. The amount granted will be based on funds remaining after the Section's funding commitments have been made to the achievement award winners.
5. Donations to send delegates to a parent Society meeting may be made to the Section Secretary-Treasurer to be designated as the Youth Program Fund for that purpose. Private donations may be made directly to the forum delegate.

Part Two - Eligibility Requirements for the Annual Range Youth Achievement Award A.

Montana Side

1. Participants can be any youth under 20 years of age living in Montana within the boundaries of the International Mountain Section.
2. Participants do not have to belong to 4-H, FFA, BSA or any other club or association nor do they have to be a member of the Society for Range Management.
3. Interested candidates will submit a summary of their range resource activities to their County Rangeland Resource Chairman by September 15.

The summary is to be prepared in two parts:

Part 1. Current year activities in range.

Part 2. Previous year's activities - if any. News clippings and/or pictures will add to the summary.

The candidate must have collected, properly labeled, and appropriately bound a range plant collection. The collection must have been exhibited at a county fair or an equal fair or comparable exhibit. The plant collection placing is to be included in the summary.



Other items suggested for the summary are:

- (a) Attendance and participation in recognized range schools such as the Montana Range Youth Camp, Montana Range Days, or county range tours.
- (b) Range rides or tours.
- (c) Range judging contests.
- (d) Plant identification contests.
- (e) Range management demonstrations and talks.
- (f) Range management displays at fairs, meetings or public buildings.
- (g) Other self-determined range projects.
- (h) International Mountain Section summer range tours,
- (i) Junior leader work involving range management.

4. The summaries will be returned to the candidates by December 1.

5. In Montana, the Section is divided into four areas as follows:

<u>Western Montana</u>	<u>Southwest Montana</u>
Lincoln County	Beaverhead County
Sanders County	Madison County
Flathead County	Jefferson County
Lake County	Gallatin County
Mineral County	Silverbow County
Missoula County	Broadwater County
Ravalli County	
Deer Lodge County	
Powell County	

South Central Montana

Judith Basin County  
Wheatland County  
Sweetgrass County  
Stillwater County  
Carbon County  
Park County  
Meagher County

North Central Montana

Glacier County  
Toole County  
Cascade County  
Pondera County  
Lewis & Clark County  
Liberty County  
Teton County  
Chouteau County

6. Awards: The International Mountain Section will sponsor an appropriate plaque for the first place winners in each area. A certificate will also be presented to previous first place winners who have continued to do an outstanding job in range work the second and third years.
7. Selection of award winners.
  - (a) County Level: Each County Rangeland Leader and his committee will judge the entries and forward the following summary of qualifications to the International Mountain Range Youth Program chairman by October 1.
    - (1) Best qualified candidate for the Range Youth Achievement Award plaque (previous winners are not eligible).
    - (2) Candidates who have previously won the trophy and are continuing to do an outstanding job in range projects.
  - (b) Section Level: The committee chairman will appoint a qualified Range Society member from each area to assist him in the selection of the first, second and third place winners from each area. This committee will review the summaries and recommendations submitted by the County Rangeland Resource Leaders in arriving at their decision.

B. Alberta Side

1. Eligibility. Candidates for the Range Youth Awards (Achievement Award and Youth Forum) can be anybody living in Alberta who is of age between 14 and 21 years. It is not necessary that they belong to any club or association. If they are members of a 4-H club or any other association it is not required of them to attend the 4-H club Annual Conservation Camp or take "Range Management" at that camp.

Even though these awards are open to any youth in Alberta, generally, the selection is made from the group of youths who take the "Range Management" course at the 4-H Club Annual Conservation Camp in one year and report back in the following year on their activities relating to range management in particular and conservation in general.

2. Qualifications. The candidate should have the basic knowledge about range management and also should have done some extension work of disseminating that knowledge to the neighborhood community. The youths attending the 4-H Club Annual Conservation Camp are encouraged to take up small projects of their own in their communities and make a collection of all grasses, poisonous plants, weeds and shrubs in their areas.
3. Method of Selection. The 4-H Club Annual Conservation Camp is held in the month of August each year. The camp offers five courses (Timber, Range, Fish & Wildlife, Water & Soil Conservation or Management). Each 4-H Club member can choose two of the subjects offered and they stay with the instructor for two days. For 1-1/2 days, basic instruction is given indoors and outdoors, and films and slides are also shown. One afternoon they go out on a field trip. At the close of camp a short test is given on range management including identification of some grasses, forbs, and poisonous plants. When they return home after camp, they are encouraged to collect grasses, forbs and poisonous plants in their area; to take up projects relating to range management; and to tell others in their community about the principles and practices of range management.

4. Selection Committee. The Alberta Chairman of the Range Youth Program will maintain a standing committee which may include two members from the Alberta Government Department responsible for administering the 4-H program.

Generally, during the month of September, the committee takes the results of tests conducted in the previous year and the reports of their activities from August to August of that year and selects the candidates for the awards (North, Central and South) giving about 1/3 value for the results of the test and 2/3 value for the activities (projects, talks, write-ups, displays at fairs, and plant collection) carried out during the year.

## Suggestions for Summer Tour

The Summer Tour is held in conjunction with the Regular Meeting of Members, usually about the 4th weekend in July. It is usually a camp-out affair with members and guests arriving Thursday evening. The Board of Directors has traditionally met at 8:00 P.M. Thursday evening. The tour is usually held on Friday, beginning at 9:00 A.m. and ending with a steak fry or barbecue and evening program. The Regular Meeting of Members is usually held beginning about 9:30 A.M. Saturday morning after the plant identification contest. This event usually ends with a food auction to dispose of excess food. There have been several variations of this procedure.

The 1<sup>st</sup> Vice President as Chairman of the Program Committee for the Summer Tour may wish to consider the following items:

1. Registration (Set up on Thursday evening)
  - a. Registration table & chair
  - b. Name tags & felt writer
  - c. Receipt book
  - d. Record of attendance (registration sheet)
  - e. Registration fee - break-even or small profit
  - f. Food charge - adults, full price; youth 6-12, 1/2 price
  - g. Meal tickets
  - h. Change for larger denominations in the currency of the host country
  - i. Program outline
  
2. Camp Area
  - a. Directional signs to camp area
  - b. Potable water
  - c. Cooking facilities
  - d. Consideration for foul weather
  - e. Adequate restroom facilities
  - f. Garbage disposal
  - g. Electricity if necessary
  - h. Within reasonable distance of motel accommodations
  - i. Parking area suitable for RV's and campers
  - j. Possible site and fuel for campfire
  - k. Access for RVs and low-carriage automobiles

3. Food

- a. At least 5 meals are usually provided; three on Friday, including the barbecue or steak fry, and two on Saturday.
- b. Purchase, preparation, cooking, serving, clean up
- c. Sample food list attached - may be used as a guide.
- d. Pots, pans, salad bowls, coolers, utensils, etc. (consider heavy-duty plates and utensils)
- e. Serving tables, Picnic tables, etc.
- f. Food auction - to dispose of excess food that cannot be returned.
- g. Insure that there is adequate help before the tour,
- h. Soft drink and/or beer during and after tour.

4. Other Equipment

- a. Claw hammer
- b. Ax
- c. 100 ft. 1/4 inch rope
- d. Nails (6d-12d)
- e. Pliers
- f. Soft-tie wire
- g. Masking tape
- h. Hand saw

5. Tour - traditionally held beginning at about 9:00 A.M. on Friday.

- a. Do not plan too long, or too much of a tour. Large groups cannot travel as fast as small groups.
- b. Tour plan must be completed in time so that the Newsletter editor can publish the schedule, location, map, etc. in the June Section Newsletter.
- c. Transportation - Try to limit vehicles to save time and keep down the dust. Combine rides, use trucks and/or trailers with hay bales for seats, use buses, etc.
- d. Adequate restroom facilities
- e. Public Address System
- f. Schedule of events, maps, handout material, etc.

5. Plant Identification Contest

- a. Mark and identify plants for study, preferably before Thursday evening.
- b. Contest usually held Saturday morning prior to business meeting.
  - (1) Categories - Professional, Rancher, Youth, etc.
  - (2) Prizes - SRM ribbons and/or other suitable awards.
  - (3) Paper, Forms, Pencils, etc.

6. Publicity

- a. Section Newsletter (Include names and phone numbers of nearby motels).
- b. Local newspaper, radio, TV., etc. - cater to rural people in tour area.

7. Evening Program

A light and entertaining program is often the most desirable.

## Sample Meeting Agenda

The purpose of a Meeting is to discuss and take action on all business, issues, and concerns affecting the IMS. For efficiency, and to ensure that all Members have the opportunity to express their views, the meetings should be conducted in accordance with Roberts Rules of Order.

### Regular Meeting (July)

1. Prior to Regular Meeting
  - a. Board of Directors Meeting.
  - b. Remind Committee Chairmen that they will be called upon to give reports.
  - c. Discuss new business with officers and Board of Directors.
  
2. At the Regular Meeting
  - a. Call the Meeting to order
  - b. Review minutes from previous Meeting
  - c. Discuss Old Business
  - d. Call for Committee Reports
    - 1) Nominating Committee; and call for nominations from **the floor**
    - 2) Special Committee Reports
  - e. New Business

### Annual Meeting (November)

1. Prior to Annual Meeting
  - a. Board of Directors Meeting
  - b. Appoint Auditing Committee
  - c. Remind Committee Chairman that they will be called upon to give reports
  
2. At the Annual Meeting
  - a. Discuss Old Business
  - b. Call for Committee Reports
    - 1) Auditing Committee must report on the Section's financial status
    - 2) Special Committee Reports
  - c. New Business
  - d. Announce results of election
  - e. Turn over presidency to 1st Vice President



**Sample  
(Summarized from 1989)**

**Food List**

Food Supply List (Actually Needed)  
80 adults, 30 children (2 breakfasts,  
15 extra for banquet

2 lunches, 1 dinner)

ITEM	QUANTITY	PRICE/UNIT	TOTAL PRICE
<u>MEAT</u>			
Rib Steaks	110 stks	_____	_____
Bacon	20 lbs.	_____	_____
Sausage links	20 lbs.	_____	_____
Hamburger patties	10 lbs.	_____	_____
Assort, sliced luncheon meat	15 lbs.	_____	_____
Boneless sliced ham	15 lbs.	_____	_____
<u>DAIRY PRODUCTS</u>			
Eggs (medium AA)	24 doz.	_____	_____
Margarine	10 lbs.	_____	_____
Cheese (pre-sliced) American	15 lbs.	_____	_____
Sour cream	4 pts.	_____	_____
Blue Cheeze (freeze this)	2 lbs.	_____	_____
<u>PRODUCE</u>			
Lettuce	24 heads		
Tomatoes	4 doz.		
Cucumbers	1 doz.		
Potatoes (baking)	50 lbs.		
Sweet Slicing Onions	4 lbs.		
Radishes	20 bnchs		

Apples	1 box
Nectarines	3 boxes
Cantaloupe	15 each
Honey dew	10 each

CANNED GOODS

---

Fruit juice (no bottles)

Grapefruit - 46 oz.	3 cans
Orange - 46 oz.	12 cans
Tea bags	50 bags
Coffee (Folgers - Fine grind)	4 lbs.
Country Lime - #2 cans, 3 flavors	
Mostly lemonade	12 cans

Mayonnaise	4 qts.
Dill! pickles (burger sliced)	1 gal.
Miracle Whip	4 qts.
Pickle relish	1 pt.
French dressing 16 oz. squeeze bottle	4 btls.
Wesson oil	1/2 gal.
Vinegar, white	1 pt.

PACKAGED GOODS

---

Dinner rolls	12doz.
Cookies (assorted)	15 lbs.
Bread (sandwich) wht & drk 12 each	24 loaves

Potato chips (1 lb. pkgs) crinkled & plain Swiss Miss	15 pkgs. <hr/> 1 lb.
Darigold Dried Buttermilk	<hr/> 6 lbs.
Dry Powdered Milk	<hr/> 2 lbs.
Sugar	<hr/> 1 lb.
Flour, white	<hr/> 20 lbs.
MISCELLANEOUS GOODS	<hr/>
Salt-pkg. individ. shakers	- <hr/> 4 pkgs.
Pepper-pkg. individ. shakers	<hr/> 4 pkgs.
Baking soda (smallest size)	<hr/> 1 ea.
Baking powder (smallest size)	<hr/> 1 ea.
Catsup	<hr/> 1 qt.
Syrup (large squeeze bottles)	<hr/> 2 gal.
Raspberry jam (large)	<hr/> 1 jar
Peanut Butter	<hr/> 2 lb. jar
Mustard - squeeze btls.	<hr/> 3 btls.
Horseradish	<hr/> 1 pt.
Cremora (small jars)	<hr/> 1 jar
(or equivalent)	<hr/> 6 rolls
Paper towels	<hr/>
Dish towels	<hr/> 6 towels
Napkins	<hr/> 600 npkns
Paper plates (Heavy duty)	<hr/> 600 pits
Plastic knives-forks-spoons (heavy duty)	<hr/> 600 ea. <hr/>

Hot cups	600 cups
Cold cups	600 cups
Handi wrap	1 roll
Aluminum Foil (12"x75')	1 roll
Dish soap liquid	1 btl.
Toilet paper	10 rolls
Matches (wooden)	1 box
Band-aids assorted sizes	1 box
Methiolate (small bottle)	1 btl.
Garbage bags - large, heavy duty	30 bags
Toothpicks, flat	1 box
Garlic powder (smallest size)	1 each
Accent (smallest size)	1 each
Parsley flakes (smallest size)	1 each
Thyme (smallest size)	1 each
Ice	

## Roquefort Dressing

Yields 1 gallon - for 100 people

4 qts. Mayonnaise  
1 lb. Blue Cheese or Roquefort  
1/2 cup Parsley  
1 Tbsp Garlic Powder  
1 Onion, large diced - or 1 Tbsp onion salt  
1/2 Tsp Thyme  
1/2 Tsp Accent

Thin mayonnaise with buttermilk to desired consistency and taste.

## Hotcakes

Yields enough for 100 people

2 lbs. Dried Buttermilk  
5 lbs. Flour (sifted, if possible)  
1-1/2 c Sugar  
3 doz. eggs  
1/2 cup Baking Powder 1 Tbsp. Baking soda

Thin with powder milk and beer to desired consistency and taste. Cook on hot, well-greased griddle.