

ADMINISTRATIVE HANDBOOK

INTERNATIONAL MOUNTAIN

SECTION SOCIETY FOR RANGE

MANAGEMENT



October 2021

TABLE OF CONTENTS

Purpose	1
Description of Duties	
Officers	
President.....	2
1st and 2nd Vice Presidents.....	4
Secretary-Treasurer	6
Board of Directors	
.....	7
Committees	
Standing	
Nominating	8
Auditing	8
Executive	8
Special	
Program	9
Information and Education (I & E)	10
Membership.....	11
Public Affairs.....	12
Range Youth	14
Awards	16
History	17
Newsletter Editor	18
Programs	
Information and Education (I & E)	19
Range Youth.....	21
Other	
1. Suggestions for Summer Tour	28
2. Sample Meeting Agenda.	31

PURPOSE

This handbook is intended to provide guidance for 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. 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 under terms of the IMS bylaws and IMS Handbook. 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 IMS Section Annual Meeting held the first Friday of November (Annual Meeting) after all old business has been completed. The President's 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 Bylaws, at such times and places as approved or determined by the Board of Directors.
6. Appoints members and committee chairs, subject to the approval by the Board of Directors.
 - a. Appoints 2 members to the Auditing Committee prior to the Section Annual Meeting of Members (November).
 - b. Appoints 4 members to the Nominating Committee at the Section Annual Meeting of Members.

Appoints the Chairperson of the Program Committee of the Annual Meeting of Members and works with that Chair to ensure an appropriate and timely Annual Meeting technical session occurs as per the Section Bylaws. The President may choose to appoint themselves.

7. Performs all duties and such other duties as prescribed by the Board of Directors.
8. 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 to act as a proxy.
9. Serves as principal contact between Section Members and the Parent Society.

10. Works closely with the Section Officers, Committee and Section Members to keep the membership informed of Section activities.
11. Writes a column for the Section Newsletter.
12. Deals with public affairs issues of concern to the Section with the approval of the Board of Directors.
13. Maintains the currently correct Section Administrative Handbook and provides all or part as needed by officers or committees.
14. After receiving the report from the Nominating Committee at the Regular Meeting, calls for additional nominations from members. Assists in the continuity of BOD and Officer 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 1st Vice President:

1. Acts for the President in their absence or at their 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 appoint the Chairperson of the Program Committee for the Summer Tour held in conjunction with the Regular Meeting of Members and works closely with the Chair to ensure an appropriate Summer Tour program and logistics is achieved as per the Section Bylaws. The entire BOD shall help with Summer tour planning and logistics. The 1st Vice President may choose to appoint themselves.
6. Is a representative of the Section on the Advisory Council of the Parent Society or by proxy.
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 1st Vice President. After serving as 1st Vice President, they shall succeed to the Presidency.

1. Acts for the 1st Vice President in their absence or at their request.
2. Is an active Member of the Board of Directors.
3. Serves with President and 1st Vice President as an Executive Committee.
4. Works closely with 1st Vice President and Board of Directors to learn the responsibilities and functions of the Section.
5. Works closely with the 1st Vice President and the appointed Chair and Planning Committee in the planning for the Summer Tour.
6. Is a representative of the Section on the Advisory Council of the Parent Society or by proxy
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, including monitoring the section email account.
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 draft minutes for viewing by the membership to a suitable Section publication (e.g., via email) in sufficient time 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 financial report will be prepared and available to the Board of Directors and the membership at the Annual Meeting.
6. Ensure that nominations for the election of officers, the Board of Directors, and any special ballots are distributed to the membership via a suitable Section publication (e.g., via email). 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 via a suitable Section publication deemed appropriate by the Board of Directors. This may include email and social media sources.
8. Be custodian of the corporate seal of the Section.
9. Keep a record of contact information 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 a simple majority of the Board of 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.
4. Other duties as assigned by the president.

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.

If there is a lack of interest within the section membership, the President may appoint executive positions to fill board vacancies.

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 September in a suitable Section Publication deemed appropriate by the Board of Directors. 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 on behalf of the Board of Directors whenever the Board is unavailable to address the issue of concern.

SPECIAL COMMITTEES

Program Committees

1st Vice President appoints the chairman of the committee or may appoint themselves for the Summer Tour which is held in conjunction with the Regular Meeting of Members, following the rules outlined in the by-laws. This function is traditionally held in July, scheduled to avoid conflict with other significant events that might preclude Section member attendance.

Purpose

1. To provide an educational tour to view practical range management applications and a social event that fosters fellowship within the Section.

Function

2. To plan and implement an educational tour to be held in conjunction with the Regular Meeting of Members.
3. The President shall appoint a Program Committee Chairman or may appoint themselves for the technical program which is held in conjunction with the Annual Meeting of Members, following the rules outlined in the by-laws. This function has traditionally been held in early November.

Purpose

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

Function

2. 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, through the sections the Society, 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 in the Section publications, distribution to the news media or rancher organizations.
2. 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.

★ If unforeseen vacancies on the membership committee arise, the executive board members and directors shall absorb these responsibilities for membership retention and recruitment.

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 may develop policy statements that are local in nature to the Section but must be in accordance with Parent Society policy statements and comply with Parent Society advocacy guidelines.

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 their own committee members. Each chairman reports directly to the Section President.

1. Montana

The Montana committee chairman will appoint qualified SRM members 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 one or more (if appropriate) qualified SRM member(s) who resides in Alberta.

Function

The Range Youth Committees 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 up to three (first, second and third place) award winners from Montana and/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 of Alberta and/or Montana, (the winning recipient's name should be engraved on the plaque). Prepare certificates for the second and third place winners from each area. Ensure that all 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 High School Youth Forum (via the Parent Society Annual Meeting), 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 consist of a least a Chairperson from each of Montana and Alberta. The Chairperson of the Awards Committee may be continuing in nature, as deemed appropriate by the Board of Directors.

Normally, when the Section Fall meeting is in Montana award winners will be selected from Montana and when in Alberta, from Alberta.

Function

1. The Awards Committee will nominate members of the International Mountain Section for the annual IMS Trailboss Award.
2. The Awards Committee will obtain the current "Awards Committee Handbook¹¹ 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.

Please refer to the SRM-IMS Awards Handbook for details of Section Awards.

Please refer to the SRM Parent Society Awards Handbook for Parent Society level Awards.

History Committee

Purpose

Record all significant events affecting the IMS.

Structure

The History Committee shall be composed of a historian (Chairperson) 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.

✦ Please note, in the absence of adequate qualified volunteers that make up the standing committees, the executive board members and directors shall absorb these responsibilities that may be diligently delegated by the President in an effort to avoid disruptions within the section.

NEWSLETTER EDITOR

Our existence depends upon communication. 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.

If the newsletter editor position is vacant, the President shall assume this role and fulfill all expected duties.

Dissemination of newsletter may be through the IMS email account, IMS website and mailed newsletters to section members requesting so.

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 newsletters in time and form to serve the members of the Section as deemed appropriate by the Board of Directors. The Newsletter is the primary means of communicating with the SRM-IMS membership. It is also a means to disseminate meeting and technical session information, nominations for the Board of Directors, and to publish the draft meeting minutes of Section meetings in a timely fashion, draft agenda for upcoming summer tours and annual meetings, as well as to communicate current and evolving issues and information in rangeland management.

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.

I & E Program

Introduction

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 aid in the fundamentals of news/media contacts.

Guidelines:

1. Guide for Better Relations with Media (Newspaper/letters, Radio, Social Media—(Facebook, Twitter, Instagram), Posters/Flyers.
 - 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 media outlet. Consider your media source as it aligns with the acceptable format for that media form.
 - e. Disseminate your material to fit your target audience. Consider the appropriate media source for the audience and your goals.
 - f. Personal contacts – key contacts are essential. Examples may include Federal and State Agencies, Universities, County Extension Agents, County Weed Coordinators, Local Conservation Districts, Rancher Organizations, etc. .
 - g. Acceptable form Double-spaced copy with 1-1/2 inch margins.
 - h. Technical knowledge. Learn the common, acceptable communication terms and guidelines for each media outlet.
 - i. Include your media sources in banquets, ceremonies, etc. if applicable.

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. Guide to Relationships with Other Organizations - - There are many organizations besides the Society for Range Management who are interested in managing our natural resources. 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 should be made aware of this perspective.

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 local area has its own problems and should develop its own solutions.

Some suggested areas of concern follow:

- 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?
 - i. 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?
- e. Bias. Information should not diminish opposing viewpoints but should be more inclusive for all viewpoints in an effort to solve resource concerns and come together with solutions.

Summary

A proposed I & E Plan - - This handbook is directed at I & E board personnel 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 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 or among other events like Montana Range days/Alberta Youth Range Days where the board youth program chairs see fit a qualified candidate at these events.

The Range Youth Program will be conducted by two separate chairs: one for the Montana side and one for the Alberta side. The Alberta Range Youth Chair will solicit the cooperation and assistance of the Alberta Government department responsible for administering the 4-H program. Both chairmen will report directly to the Section President.

A. Range Youth Achievement Awards

The Alberta and Montana youth program chairmen will select qualified individuals for outstanding achievement in range management for the current year. Screening should preferably be appointed no later than March 15 so 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 that 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 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 to the Range Youth Forum, they will be selected from the area first place winners or other potential candidates that deem qualified to participate through their skills, knowledge, and passion at summer range camps.

3. The Alberta and Montana Range Youth Chairmen will recommend a delegate from the current year's achievement award winners as prospective candidates to attend the annual Range Youth Forum. Montana and Alberta will alternate years sending a potential delegate to the annual meeting.
4. Financial assistance may be granted to the Section delegate 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 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: _

Western Montana

Lincoln County
Sanders County
Flathead County
Lake County
Mineral County
Missoula County
Ravalli County
Deer Lodge County
Powell County

Southwest Montana

Beaverhead County
Madison County
Jefferson County
Gallatin County
Silverbow County
Broadwater 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 their 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 chairman will appoint a qualified Range Society member from each area to assist 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 to arrive 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.

2. Qualifications. The candidate should have the basic knowledge about range management and should have done some extension work of disseminating 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 day basic instruction is given indoors and outdoors, and the remaining half day is spent on a field trip. At the close of camp, a brief test is given on range management including identification of various grasses, forbs, and poisonous plants. After camp, they are encouraged to collect grasses, forbs and poisonous plants in their area; to take up projects relating to range management; and 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, in July. It is usually a camp-out affair but can be centered around hotel or motel accommodations. Consideration should be given to travel days to and from the tour location and local logistics. The Summer tour may comprise meals throughout the gathering days, but one centralized dinner event is encouraged after the tour. The tour is to be organized so it is consistent with the IMS by-laws and should be oriented for families to attend.

The Chairman of the Program Committee for the Summer Tour in direct consultation with the 1st Vice President may wish to consider the following items:

1. Registration
 - a. Registration table & chair
 - b. Name tags & felt writer
 - c. Receipt book
 - d. Record of attendance (registration sheet)
 - e. Registration fee – should plan for a reasonable 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. Budgeting
 - a. If busses are to be used as transportation, budget the cost of the bus as being paid for once it is 2/3 full. Do not budget a bus as being paid for once every seat is filled, as that will likely guarantee a loss on the bus.
Budget prepared meals at cost plus 20%. Whatever your actual cost is to feed an individual, add 20% as contingency.
 - c. For catered meals budget the same as for prepared meals but do not commit to more meals than guaranteed attendees. Institute a reasonable deadline for registering for meals.

3. A reasonable paid attendance for a summer tour or fall meeting to base budget numbers on is 30 for a summer tour and 25 for a fall meeting. If transportation and meals are budgeted as above, a few less will still break even, while more will produce a reasonable profit.
 - e. Try to avoid paying for speaker costs. Speakers can be given complementary registration and meals (employer supported speakers should be expected to pay for registration and meals) but travel costs should be avoided if possible. Speaker costs can quickly push registration costs to unaffordable levels for most members and result in a net loss for the meeting or tour. If speaker costs are unavoidable, try to offset them with sponsors of some sort.
 - f. Always budget to make a profit on any meeting or event. Budgeting to

break even will usually result in a net loss. SRM-IMS is a wholly member funded organization; reasonable profits from meetings and tours will be used for the benefit of members or rangelands in subsequent events.

Field Tour

- 3.) Tour - traditionally held beginning at about 9:00 A.M
 - 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 a Section Publication in June.
 - 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. Schedule of events, maps, handout material, etc.

4. Plant Identification Contest
 - a. Mark and identify plants for study, the afternoon before the tour.
 - 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, Clipboards, Pin flags to mark plants, etc.
5. Publicity
 - a. Section Publications (Include names and phone numbers of nearby motels).
 - b. Social media outlets of all sorts
 - c. Local newspaper, radio, TV. Rancher organizations, etc. - cater to rural people in tour area.

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. Call meeting to order
 - b. Review and approve agenda
 - c. Approve previous business meeting minutes
 - d. Discuss Old Business
 - e. Call for Committee Reports
 - 1) Auditing Committee must report on the Section's financial status
 - 2) Special Committee Reports

 - f. New Business
 - g. Announce results of election
 - h. Turn over presidency to 1st Vice President.