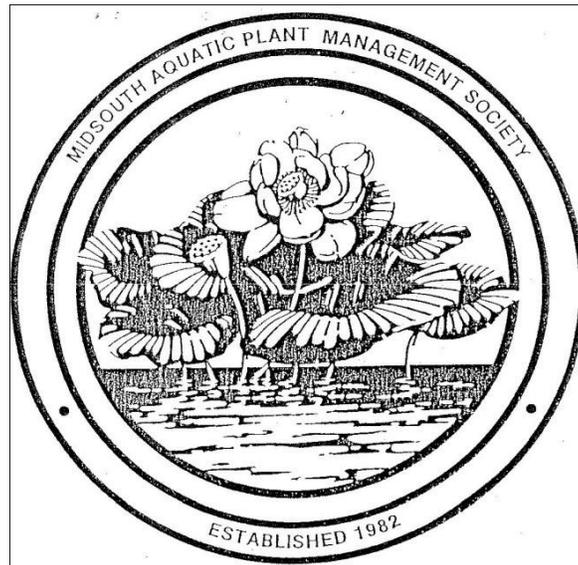


# MIDSOUTH AQUATIC PLANT MANAGEMENT SOCIETY

## OPERATING MANUAL



September 26, 2018

# **OPERATING MANUAL**

## **Preface**

This manual serves as a guide for officers, board members, and committee chairs of the MidSouth Aquatic Plant Management Society in the discharge of their duties. These guidelines are intended to be in compliance with the Bylaws, yet flexible enough to meet administrative and functional needs of this Society. This should not in any way stifle the creativity of officers or committee chairs in pursuing the goals and purpose of the MSAPMS.

Gratitude is extended to the Aquatic Plant Management Society (APMS) for their contributions to the formation of these guidelines.

## **Duties Of The Officers And Directors**

### **President**

1. Maintain and exercise general supervision over the affairs of the Society.
2. Preside over all business meetings of the Society, annual and special.
3. Preside over all Board of Directors meetings.
4. May sign checks in payment of obligations of the Society during the absence of the Treasurer.
5. Discharge such other duties as usually pertain to the Office of the President.
6. Uphold the spirit of the Bylaws of the Society and cause the decisions of the Board of Directors to be carried out.
7. Upon assuming office, or soon thereafter, appoint Chairs to all Standing Committees and to ad hoc special committees.
8. Maintain close liaison with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
9. Prepare an agenda for Board of Directors meetings.
10. Maintain liaison throughout the year with the Program Chair, the Secretary, and the Treasurer in planning the program for the Annual Meeting.

11. Keep the Board of Directors and Society members advised on matters of importance to them and their Society, and solicit their suggestions and advice.
12. Maintain liaison with other Societies and Organizations with related interests and objectives of the MidSouth Aquatic Plant Management Society.
13. Prepare cover letters and sign as Society President resolutions passed at business meetings for distribution as designated by the resolutions.
14. Preside over the annual meeting General Session.
15. Ensure that proposed Bylaws changes and biographies of Officers and Board of Directors nominees are published in the Newsletter at least 30 days prior to the annual meeting.
16. Publish the list of committee Chairs and committee members in the first Newsletter following the annual meeting.
17. Write news articles for the Newsletters to report information of interest to Society members.
18. Master of Ceremony for the Annual Meeting Awards function covering the following items:
  - a. Acknowledge the efforts of the Program Committee.
  - b. Acknowledge all past Presidents in attendance.
  - c. Present plaques/certificates of appreciation to outgoing Board members (Officers and Directors).
  - d. Introduce newly elected Board members.
  - e. Recognize all Honorary Members in attendance
  - f. Present any awards if applicable.
19. Represent the Society at the annual meeting of the Aquatic Plant Management Society.
20. Represent the Society at the Regional Chapters Presidents' Breakfast at the annual meeting of the Aquatic Plant Management Society.
21. Forward President's files to the newly elected President within one month of leaving office.

### **President Elect**

1. Perform the duties and exercise the powers of the President in the absence or disability of the

President; or in case of a vacancy in the Office of President.

2. Perform duties assigned by the President, or the Board of Directors.
3. Serve as Chair of the Program Committee with the following responsibilities:
  - a. Develop the focus, objectives, and/or theme for the annual meeting program.
  - b. Arrange for keynote speaker and other guest speakers.
  - c. Coordinate with the Secretary and the Treasurer to ensure all Program needs.
  - d. Provide the Editor with a "First Call for Papers" to be published in the first Newsletter following the Annual Meeting.
  - e. Provide the Editor and Website Committee Chair with a final program for placement in the newsletter and on the website prior to the annual meeting.
  - f. Select Session Moderators and provide them with appropriate instructions regarding time limits, speaker introduction materials, etc.
4. Forward the President Elect files to the new President Elect within one month of leaving office.

### **Secretary**

1. Prepare and keep full and correct minutes of all meetings of the Society and Board of Directors meetings.
2. Maintain complete Society membership records. Board of Directors approval is required for release of Society records to persons or organizations outside the APMS.
3. Prepare and distribute meeting notifications.
4. At the direction of the Board of Directors, serve as an alternate for access to Society bank accounts and co-signing of checks.
5. Conduct such correspondence for the Society as is appropriate for Secretaries of this type organization.
6. Maintain a calendar of events for the Society.
7. Assist the President by keeping the Board of Directors advised on significant activities of the Society.

8. Provide mailing labels as needed for Society business.
9. Conduct timely Society mailings; e.g. Call for Papers, annual meeting programs, etc. to promote membership participation in all events promoted by the Society.
10. Arrange for the final printing of the Annual Meeting Program as provided by the Program Chair.
11. Relay to the Membership Committee the list of recipients for plaques, certificates, and other items to be presented to Honorary members, outgoing Officers and Board members, and other awards presented by the Society.
12. Make provision for registration at the annual meetings.
13. Serve as Archivist of the Society and carry out the following:
  - a. Accumulate new documents as they appear, catalog them, and periodically forward them to the Editor and Website Committee Chair to archive electronically.
  - b. Establish guidelines and procedures for the deposition of Society records into the archives as appropriate.
  - c. Oversee the use of the archives by MSAPMS members and by the general public.
14. Serve as an ex officio member of the Membership Committee and maintain a current (paid) Membership mailing list in conjunction with dues payment verification by the Treasurer.
15. Immediately update the Website Committee Chair of any additions or deletions from the active membership roster.
16. Submit a proposed annual budget request to the Treasurer for incorporation into the Society budget for approval by the Board of Directors.
17. Maintain contact with state pesticide regulatory agencies, providing a letter and agenda prior to the annual meeting and subsequently a list of certified applicators in attendance for the purpose of gaining state certification points.
18. Order the commemorative plaque for the out-going President.
19. Maintain the Bylaws and Operating Manual for the Society.

### **Treasurer**

1. Secure or maintain for the Society's Officers and Directors a good and sufficient surety bond in an amount not less than the total assets of the Society.

2. Collect and receipt all dues, assessments, and other income.
3. Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors.
4. Issue checks for payment of Society obligations as are necessary and approved incidental to the operation of the Society.
5. Prepare financial statements which accurately and clearly reflect the financial status of the Society for reporting to Board of Directors meetings and for reporting to the membership at the annual meeting.
6. Provide for an annual audit of Society financial records by the Internal Audit Committee, and a report on the audit presented to the Society membership at the annual meeting.
7. Perform such duties as are usually incident to the Office of Treasurer and as may be assigned by the Board of Directors.
8. Prepare an annual budget for approval by the Board of Directors at the winter Board meeting.
9. Arrange for the President and the Secretary, if required, to be designated as legal alternates for access to Society bank accounts in the event of incapacitation of the Treasurer.
10. Immediately notify the Secretary of any changes in membership status and in conjunction with the Secretary prepare and mail Society dues notices by December 31 of each year.
11. Maintain complete, accurate financial records at all times.
12. Manage savings certificates and other financial resources of the Society to the best advantage of the Society.
13. Maintain records of property owned by the Society.
14. Shall complete a Federal tax form with the IRS on an annual basis.

### **Editor**

1. Ensure that the Society Newsletter is assembled, published, and distributed at least three (3) times a year at times appropriate for the effective promotion of Society activities and objectives.
2. Publish and distribute other publications of the Society.
3. Serve on the Editorial Committee, accepting the responsibility for the quality and quantity of

all Society publications. Editorial policy is governed by the Committee, but final authority on matters of policy resides with the Board of Directors.

### **Immediate Past President**

1. Serve as an advisor to the President.
2. Serve as Chair of the Nominating Committee.
3. Review and make revision recommendations as deemed necessary for the Operating Manual of MSAPMS in compliance with the current Bylaws and policy decisions of the Board of Directors.
4. Make recommendations to the Board of Directors of proposed changes in Operations of the Society requiring Bylaws changes.
5. Examine the aims, purposes, and goals of the Society to ascertain their relevance. If deemed important, make recommendations to the Board of Directors regarding implementation, increased concentration, or changes in aims, purposes, and/or goals of the Society.
6. Assist the Secretary in maintaining up-to-date addresses for all Past Presidents.
7. Perform other duties delegated by the President or the Board of Directors.

### **Directors**

1. Shall serve a two-year term on the Board of Directors, and may be called to serve a second two-year term.
2. Shall assist in administering the affairs of the Society.
3. Shall attend all Board of Directors meetings during their term.

### **Board of Directors**

1. Manage the affairs of the Society and develop the policies and general programs.
2. Have full power of the Society in all matters demanding action between meetings.
3. Provide rules and regulations for the conduct of the affairs of this Society which are consistent with the provisions set forth in the Bylaws.
4. Submit for approval by the membership of the Society a report of all actions taken by the

Board under the authority of the Bylaws.

5. Fill any vacancies among the officers of the Society including membership of the Board of Directors in accordance with Bylaws provisions.
6. Prescribe the duties of the officers not prescribed in the Bylaws or this manual.
7. Ensure the existence of a current Surety Bond in an amount not less than the total assets of the Society covering all Officers and Directors.
8. Secure and present reports from standing committees and officers as necessary.
9. Complement the work of the officers of the Society as needed and requested.

### **Duties Of Committees**

#### **Editorial Committee**

1. Be comprised of at least three (3) members.
2. Assist the Editor in generating and distributing newsworthy and educational items of the Society.
3. Assume the responsibility for quality, quantity, and type of MSAPMS publications.

#### **Internal Audit Committee**

1. Be comprised of at least two (2) members.
2. Audit all books and fiscal documents of the Society annually, prior to the annual meeting.

#### **Membership Committee**

1. Be comprised of not less than three (3) voting members of MSAPMS. Committee membership includes the Secretary.
2. Promote membership in MSAPMS.
3. Investigate ways of increasing membership in MSAPMS through other means and groups; e.g. APMS, WSSA, NALMS, international groups, etc.

4. Prior to the Annual Meeting, arrange purchase and inscription of plaques, certificates, and other items to be presented to Honorary members, outgoing Officers and Board members, and other awards presented by the Society.
5. Utilize and update, as necessary, the MSAPMS Award / Honors Procedures & Criteria found in this Operating Manual for assistance in determining copy on plaques, etc.
6. Assemble information on deceased members of the Society.
7. Prepare letters of condolence for the President's signature to be sent to the bereaved families.
8. Prior to the Annual Meeting, the Chair shall solicit through the Newsletter and Website or shall make recommendation to the Board nominations for membership awards qualifying in accordance with Chapter IV, Section A of this Operating Manual.
9. This Committee shall develop and retain a list of Award Recipients and provide the updated listing to the Website Committee Chair.

### **Nominating Committee**

1. Be comprised of not less than three (3) voting members to be chaired by the Immediate Past President.
2. Determine that potential nominees meet the criteria of being a voting member for three (3) years prior to nomination for office.
3. Determine that the prospective nominee is willing to serve if elected.
4. Recommend to the Society at least 30 days prior to the annual meeting a slate of candidates for election to the several offices as follows:
  - a. A President Elect every year to serve a 3-year term; one year as President Elect, and succeeding years as President and Immediate Past President.
  - b. A Secretary every year may serve with no term limits or until replaced by the Nominating Committee.
  - c. A Treasurer every year may serve with no term limits or until replaced by the Nominating Committee.
  - d. An Editor every year may serve with no term limits or until replaced by the Nominating Committee.
  - e. Two (2) members every year to serve a 2-year term as Director.

5. Prepare ballots and establish election procedures. For offices which have a floor nomination provide ballot sheets at the registration desk immediately after the business meeting. Members are checked for eligibility before receiving a ballot and return completed ballots to the registration desk. Members are allowed until the end of the last session of that day to vote. Nomination Chairperson is responsible for the collection and counting of ballots.

### **Program Committee**

1. Consist of the members of the Board of Directors.
2. Be chaired by the President-Elect.
3. Develop the Program for the annual meeting of the Society.
4. Solicit suggestions for meeting sites.
5. Work closely with the contracted meeting planner to identify candidate locations that are suitable for the annual meeting. In the absence of a meeting planner the program committee or designee will contact visitor and convention bureaus at candidate locations to obtain information useful for the site selection process.
6. Provide three (3) candidate meeting sites and associated costs for consideration by the Board of Directors including locations, facilities, approximate room and function costs.
7. Responsible for preparing the logistical aspects of the annual meeting.
8. Provide the Board of Directors with timely information useful in planning for the annual meeting.
9. Plan and coordinate all activities "outside" the hotel complex.
10. Provide the Editor and the Website Committee with literature contact information about the local area of potential interest to members attending the annual meeting (i.e. information about restaurants, scenic attractions, city maps, camping areas, etc.) for inclusion in the Newsletter and on the Website.
11. Invite keynote speakers with expertise in the theme area wherein feasible.
12. Arrange supplemental field trips relating to aquatic plant management wherein feasible.
13. Arrange for the Program to conform to the time schedule and schedule papers to fit subject area.

### **Scholarship Committee**

1. Consist of not less than three (3) members.
2. Responsible for coordinating fund raising activities for the Society Scholastic Endowment Fund.
3. Promote awareness of scholarships to worthy candidates and their major professors.
4. Review qualified applicants and make recommendation to the Board of Directors as to how scholarship(s) should be awarded.

### **Sponsorship Committee**

1. Consist of not less than three (3) members.
2. Responsible for soliciting and securing donations / sponsorships for meeting functions from vendors and other potential donors.
3. Coordinate with Program Committee regarding funds available for annual meeting.
4. Coordinate with Board of Directors regarding possible changes to sponsorship levels.

### **Website Committee**

1. Maintain the MSAPMS Website and coordinate all structural modifications therein.
2. Approve all posting on the site.
3. Maintain a current copy of the Bylaws and the Operating Manual as provided by the respective responsible Board of Directors officer.
4. Post all Annual Meeting announcements as soon as available prior to the meeting date and update appropriately as it approaches.
5. Post Newsletter and appropriate technical pieces with regular updates.
6. Update Membership listings at least annually coordinating with the Secretary and the Treasurer to ensure accuracy.
7. Maintain a listing of Honorary Members and other Award Recipients (current and historical) within a designated roster.
8. Update Board-approved links at least annually.
9. Forward correspondence received on the site from the Webmaster to the Secretary in a timely

manner for response.

10. Secure the services of a Webmaster, if needed, and provide budgetary information for such services to the Treasurer for Board approval.

## Guidelines And Policies

### Awards / Honors Procedures and Criteria

| <b>Procedures &amp; Criteria</b>     | <b>Honorary Membership</b>  | <b>Student Presentation Awards</b>   | <b>President's Award</b>  |
|--------------------------------------|---|--|---|
| Nomination                           | Covered in Bylaws   | Oral presentations accepted by the Program Committee   | President   |
| Approval Process                     | Covered in Bylaws   |  | Majority of Board of Directors vote   |
| Award Frequency                      | Discretionary   | Annually at annual meeting   | Discretionary   |
| <b>Recipient Qualifications</b>      |   |  |   |
| Membership                           | Covered in Bylaws   | Not required, but encouraged   | Member or non-member  |
| General Criteria                     | Covered in Bylaws   | Student must be enrolled in an accredited college or university and actively engaged in an undergraduate or graduate studies related to some aspect of aquatic plant management. | An individual, designated by the current President, who has displayed many years of dedication and contributions to the Society and the field of aquatic plant management.  |
| Specific Criteria                    | Covered in Bylaws   | Cash awards are presented to all student presenters.   | Involvement and service to the profession and society over a minimum of 10 years and significant personal contribution in time and/or resources made to the science of aquatic plant management and/or the operation of the Society and expected on-going involvement and commitment. |
| Award / Honor Inscription and Format | Plaque entitled "Honorary Member". Citation to be determined by Membership Committee. | Award amount to be determined by the Board of Directors.   | Plaque entitled "President's Award". Citation to be determined by the President.  |

## **Annual Meeting Planning Timetable in the Absence of a Meeting Planner**

### **12 Months Ahead (October Board of Directors Meeting)**

- Select city and dates
- Establish meeting objectives

### **9-12 Months Ahead**

- Estimate attendance
- Estimate sleeping room needs
- Site inspection
- Select hotel
- Provide Editor and Website Committee Chair with first "call for papers"
- Prepare preliminary budget
- Develop preliminary program (daily function schedule)

### **8 Months Ahead (Winter Board of Directors Meeting)**

- Present meeting sites and make recommendation to Board of Directors
- Present preliminary budget to Board of Directors
- Establish registration fee

### **6-8 Months Ahead**

- Negotiate terms of meeting, review and sign hotel contract, ensure it meets needs
- Provide signed hotel contract to Board of Directors
- Refine budget
- Begin search for keynote speaker and other guest speakers
- Solicit meeting sponsors – (Requests to USACE must be made at least 6 months in advance to allow time for processing)
- Solicit prizes for fund raising activities
- Solicit exhibitors
- Solicit student papers
- Provide Editor and Website Committee Chair with meeting information and Registration Form
- Review program with key people involved in meeting planning
- Review program with hotel
- Revise specifications with hotel as necessary

### **3-6 Months Ahead**

- Have signs prepared
- Mail sponsor confirmation letter and invoice
- Prepare preliminary agenda
- Select session chairpersons, projector and lighting operators

### **2-3 Months Ahead**

- Provide Editor and Website Committee Chair with meeting information and Pre-Final Agenda

### **6 Weeks Ahead**

- Select final food and beverage requirements

Provide hotel with meeting specifications  
Final agenda  
Name tags printed

#### **4 Weeks Ahead**

Provide hotel with VIP and student (comp rooms) rooming lists  
Review program with key people involved in meeting planning  
Review hotel meeting/banquet event order and advise of any changes  
Have registration packets prepared  
Obtain all material for shipping to hotel

#### **1-2 Weeks Ahead**

Review program with hotel  
Ship material to hotel

#### **Day Prior to Meeting**

Review all setups, including registration area  
Review VIP rooming list with front desk  
Have pre-conference meeting with appropriate hotel personnel

#### **Each Day of the Meeting**

Check accuracy of hotel monitor/directory  
Check room setups  
Check audio visual equipment  
Check lighting  
Check cooling/heating system  
Check food and beverage setups  
Review and sign event tickets  
Review next day's program with hotel and make necessary changes

#### **After the Meeting**

Review final bill with hotel and advise of any needed changes  
Clear rooms of materials  
Package and ship materials home  
Send thank you letters to sponsors  
Prepare actual expenses and revenue report  
Get final sleeping room pickup from hotel  
Get final attendance numbers

## **Electronic Voting**

Provision for voting by e-mail is neither explicitly allowed nor refused by the by-laws. However, e-voting has expedited decisions allowed for board input on a broader range of issues. To ensure a regular protocol for e-voting, the following procedure must be employed.

1. The chair of the appropriate committee must provide a motion or recommendation to the President of the society. The motion may include any required background as part of the motion, or appended as material before the motion. The motion is not required to come from a committee and can be made by the President.
2. The President will send this motion or recommendation to all board members for consideration, and allow 48 hours for board members to either register a vote or call for discussion. The vote is open for 48 hours until all board members register a vote.
3. If any board member calls for discussion, voting is suspended and all board members may register a comment. Discussion will last for a further 48 hours, or until the board member calling for discussion or President is satisfied with the discussion, or a board member calls the question.
4. In the final vote, board members have 48 hours to register their vote, though voting may conclude once all board members have registered a vote or a majority of the board membership votes for or against the resolution.
5. The President will record the votes and send the record of voting to all board members once the conclusion is reached. The Secretary will keep this vote record in the archives of the Society.
6. At the President's discretion, the President may either call for a teleconference on the issue or table the discussion and vote until the next board meeting. This provision is for those instances in which the issue is complex and requires further discussion.