

# **Leadership Manual**

**Alabama Chapter of the  
Soil and Water Conservation Society (SWCS)**

*June 2007-2008*

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# • Vision

**Our Members are committed, informed, effective conservation leaders. Members use the Alabama Chapter's multi-disciplinary nature and interdisciplinary structure to expand influence and to create and convey a vital conservation message that encourages and promotes a holistic environmental message to others. Chapter leadership positions provide institutional proving grounds for those who seek to strengthen their ability to contribute to conservation solutions within their own communities**

# • Mission

**The mission of the Alabama Chapter of the Soil and Water Conservation Society is to promote the wise use of soil, water, and other natural resources through scientific, educational, and service-oriented functions. The Alabama members promote a stewardship ethic that recognizes the interdependence of people and natural resources while meeting the needs of future generations. Through holistic planning, education, and example the Alabama Chapter promotes a stewardship ethic that recognizes the interdependence of people and natural resources.**

# Introduction

**As a member of the Alabama Chapter's leadership team, you have indicated a desire to help guide the activities of the Chapter. Whether you volunteered, were elected, or were appointed to your leadership position is inconsequential. The fact that you have agreed to serve is admirable and is greatly appreciated by the membership. To function effectively in your current role, you need to have a clear understanding not only of your responsibilities, but also of the challenges and rewards associated with the job. As with any leadership opportunity, the potential for personal growth and development is unlimited. You have only to look at the achievements of past leadership to realize the opportunities provided by your current role. Your fellow Chapter members are counting on you as part of the leadership team, to plan, coordinate, and implement programs and activities that foster the following objectives of the Chapter's strategic plan:**

- (1) Be an advocate for legislation and public policy that promotes the conservation of natural resources through our own actions and by supporting the actions of others.**
- (2) Support the professional development of members and others through new and existing training programs, regular Chapter meetings, and certification opportunities.**
- (3) Facilitate the adoption of "total resources" conservation educational materials and support/participate in the public information efforts of others.**
- (4) Improve our administrative structure to enhance Chapter governance and operations.**
- (5) Secure adequate funding to ensure the success of the Chapter's objectives.**
- (6) Increase membership growth and involvement through services that meet or exceed member needs.**

**The members also count on you to represent them and to act on behalf of the Chapter in carrying out the above objectives. The Alabama Chapter is part of the Soil and Water Conservation Society, an international organization. You are urged to be aware of and, to the extent possible, participate in the activities of the Society.**

# Chapter Officers

**President, President-Elect, Vice-President, and Secretary/Treasurer**

*The offices of President, President-elect, Secretary and Treasurer are elected annually from the membership.*

*All officers are to carry out their duties subject to the general control of the Executive Committee.*

## **Duties of the President**

- **Manage, direct, and supervise all Chapter property, affairs and business.**
- **Carry out all the usual functions of a chief executive officer of a non-profit corporation.**
- **Prepare tentative agenda for Executive Committee Meetings and Chapter Meetings.**
- **E-mail to Secretary to be sent out with meeting notice.**
- **Exercise such powers and perform such duties as prescribed in Chapter bylaws, by the Chapter articles of incorporation, and by the Executive Committee.**
- **Preside at all meetings of the Executive Committee and of the membership, conducting them according to Robert's Rules of Order.**
- **Call special meetings of the Executive Committee and of the membership as deemed necessary.**
- **Carry out all orders and resolutions of the Executive Committee.**
- **Sign all papers and instruments of, or requiring action by, the Chapter unless the Executive Committee, by resolution, authorizes another person to do so.**
- **Sign all contracts and other documents requiring action by the Chapter.**
- **Submit reports on Chapter activities at the annual meeting of the membership.**
- **Supervise the activities of any employee or agent of the Executive Committee.**
- **Appoint task forces to help accomplish Chapter business.**
- **Appoint Committee members with concurrence of Executive Committee.**

## **Duties of the President-Elect**

- Temporarily assume the duties of the President in situations of the President's absence or inability to act.
- Exercise such powers and perform such duties as the Executive Committee may prescribe or as the President may delegate.
- Serve as the official Chapter Delegate to the national Annual SWCS Conference.
- Serve as chairperson to the Program Committee in developing the Annual Plan of Work and the Strategic Plan.
- Prepare committee members for the following year for approval at the December Board meeting.
- Chair the Annual Meeting Committee (This committee is responsible for: *Planning, Implementing, Registration, Correspondence, distribution of meeting notice, etc. A written summary of the meeting to be presented at the next Executive Committee Meeting and should be included in the Annual Report*).
- Serve as Liaison to the Awards Committee.
- Prepare Chapter Annual Report and submit to Secretary for filing.

## **Duties of the Secretary**

- Perform all the duties incident to the offices of secretary as a not-for-profit corporation.
- Perform such duties as prescribed in Chapter bylaws, by the Chapter articles of incorporation, and by the Executive Committee and other duties as assigned by the President and the Executive Committee.
- Record the minutes of all Executive Committee and membership meetings.
- Give and serve all required notices of the Chapter.
- Attest to Chapter contracts and other documents signed by the President or other person authorized by the Executive Committee.
- Maintain a complete and accurate list of Chapter member names and addresses.
- Serve as liaison to the Membership Committee.
- Serve as communication liaison between the Chapter and the International Society.
- Serve as resident agent of the Chapter.
- File all chapter reports required by the Society and by government agencies.
- Inform Ankeney of chapter delegate to International Meeting.
- Notify chapter members of nominating procedures and ask for nominee recommendations for chapter officers via newsletter, e-mail, or mail.

## **Duties of the Treasurer**

- Perform all the duties incident to the offices of secretary as a not-for-profit corporation.
- Perform such duties as prescribed in Chapter bylaws, by the Chapter articles of incorporation, and by the Executive Committee and other duties as assigned by the President and the Executive Committee.
- Maintain a complete and accurate record of the Chapter's finances. Be responsible for all funds, notes, securities, and other property of the Chapter.
- Furnish a statement of the Chapter's financial condition at the annual meeting of the membership and whenever requested by the Executive Committee.
- Be an authorized signatory for all Chapter funds and securities.
- Have custody of all Chapter funds and securities; establish accounts with financial institutions; makes deposits and authorized expenditures of Chapter funds.
- Prepare a draft budget for New Year for approval at December Executive Committee Meeting.

## **Duties of the Immediate Past-President**

- Serves as advisor to Chapter President.
- Assist with membership development and mentoring to Chapter members.
- Chair special committees or perform other assignments as the President and Executive Committee may prescribe.
- Serve as liaison to Education Committee.
- Annual Report should be made throughout the year to make final preparation easier.

## **Duties of the Area Vice Presidents**

- Regularly attend Executive Committee meetings.
- Make area reports.
- Work with assigned committees as outlined in strategic and annual plans.
- Assist the Program Chair with planning the annual meeting when conducted in his/her area.
- Become familiar with members in your area.  
Assist Membership Committee with recruiting in the area.  
Solicit input from area members on concerns/issues for report to Executive Committee.
- Conduct a meeting/tour annually for the area. Make personal phone calls and/or e-mails to encourage attendance.
- Actively consult with Area Members on any educational opportunities that may exist within your area.
- Assist Executive Committee with educational events.
- As opportunities arise, utilize Chapter display at appropriate functions.

# Chapter Executive Committee

## Executive Committee Membership

- The Executive Committee shall consist of ten (10) voting members who have been duly elected or appointed per Chapter bylaws: the President, President-Elect, Secretary, Treasurer, Immediate Past-President, and Area Vice Presidents. A quorum of 6 voting members must be present.

## Term Length

- President-Elect is elected annually and shall automatically become President when President's term ends.
- President shall serve for one (1) year and will automatically become the Immediate Past-President.
- Immediate Past-President shall serve for one year.
- Secretary and Treasurer are elected annually and serve one-year terms.
- Incumbents may be re-elected for additional terms and there is no term limit for either office.
- Each Area Vice Presidents are elected annually for two-year terms.
- Incumbents may be re-elected for additional terms and there is no term limit.
- Vacancies occurring between elections shall be filled by Executive Committee appointment until the next regular election.

## Duties of the Executive Committee

- Manage the affairs of the Chapter.
- Denote who is authorized to sign Chapter checks.
- Ensure the Chapter accounts are audited annually after December 31 by the Past President and a temporary committee of his choosing and provide audit report at the Annual Meeting, depending on audit completion date.
- Recommend task forces or individuals to help accomplish Chapter business, if deemed appropriate.
- Authorize compensation to Chapter officers or Executive Committee members for reasonable out-of-pocket expenses incurred in performance of their duties, if deemed appropriate.
- Attend all Executive Committee meetings and Committee meetings as liaison, if possible, on a timely and active basis.
- Accept committee assignments and complete them in the time agreed upon.
- Be positive, enthusiastic, and cooperative.
  
- Base personal recommendations on what is best for the Chapter.
- Serve as liaison to Standing Committees.  
*President-Elect* – Liaison to Program Committee, Membership Committee and Awards Committee  
*Past President* – Liaison to Education Committee.

# **Chapter Standing and Other Committees**

## **Types of Committees**

**The Alabama Chapter standing committees include: Leadership Development, Membership, Awards, Education, Certification, CPESC, Nominating - all reporting to the Executive Committee.**

**Each Area Board Member will appoint one (1) person from their area for a one-year term to each committee except Nominating and Audit. Area Board members will contact their appointee and confirm their willingness to serve, and then notify the Chapter President, who will send them a letter of appointment with guidelines.**

***\*Other committees - may be appointed by the President for such purposes as benefit the Chapter.***

## **Structure of Committees**

- **3 or more members appointed for 1 year terms.**
  - B) Committee chairpersons appointed by the President with concurrence of the Executive Committee.**
  - C) Committee members appointed by the Chairperson and/or President with concurrence of the Executive Committee.**

## **Duties of Standing Committee Chairpersons**

***Review the specific committee's responsibilities listed on the following pages or in the Chapter bylaws, strategic plan and annual plan.***

- **In preparation for each meeting, (1) develop an agenda, (2) make meeting place arrangements, (3) notify members, and (4) appoint a recording secretary.**
- **At each meeting, call to order, outline committee responsibilities, review agenda, then guide discussion such as to adequately analyze the problems and develop appropriate solutions. (Try to create and maintain a meeting environment that is informal, cooperative, and non-threatening.)**
- **Prepare and submit committee recommendations to the Executive Committee and/or President.**
- **Upon Executive Committee approval, provide for implementation of committee recommendations.**
- **If deemed necessary and in concurrence with the Executive Committee, appoint subcommittees, task forces, or individuals to help accomplish the committee's charge.**
- **Prepare and submit goals/actions recommended by the committee to the Executive Committee to include in the Chapter's annual plan of work.**
- **Prepare and submit an annual budget for the committees planned activities as indicated in the plan of work by December 1<sup>st</sup> each year.**

## **Duties of Other-Committee Chairpersons**

- For a committee created by the President and/or Executive Committee, discuss with the President what is expected of the committee then see that those expectations are carried out.
- With concurrence of the President, (1) contact identified members to determine their willingness to serve and (2) finalize the committee's membership.
- In preparation for each meeting, (1) develop an agenda, (2) make meeting place arrangements, (3) notify members, and (4) appoint a recording secretary.
- At each meeting, call to order, outline committee responsibilities, review agenda, then guide discussion such as to adequately analyze the problems and develop appropriate solutions. *(Try to create and maintain a meeting environment that is informal, cooperative, and non-threatening.)*
- Prepare and submit committee recommendations to the Executive Committee and/or President.
- Upon Executive Committee approval, provide for the implementation of committee recommendations.
- If deemed necessary and in concurrence with the Executive Committee, appoint subcommittees, task forces, or individuals to help accomplish the committee's charge.
- Prepares and submit goals/actions recommended by the committee to the Executive Committee to include in the Chapter's annual plan of work.
- Prepare and submit an annual budget to the Executive Committee for the committees planned activities as indicated in the plan of work.

## **Duties of All Committee Members**

- Attend every committee meeting if possible, on a timely and active basis.
- Accept committee assignments and complete them in the time agreed upon.
- Be positive, enthusiastic, and cooperative.
- Base your personal recommendations on what is best for the Chapter.

## **Duties of Newsletter Editor** *(Appointed annually By Executive Committee)*

- Regularly attend Executive Committee Meetings.
- Obtain information and publish quarterly newsletter.
- Publish newsletter for display on Chapter web site and email to each member.

# **Standing Committee Responsibilities**

## **Chapter Leadership Development Committee**

- **Monitor the strategic plan, reviewing and revising as appropriate.**
- **Prepare long-range and annual work plans based on the strategic plan's goals and objectives.**
- **Seek funding sources to finance projects, activities, scholarships and programs.**
- **Develop/review officer and committee chairperson job descriptions and keep current.**
- **Monitor administrative functions, and make recommendations for improvement.**
- **Ensure Chapter bylaws are current and available to all members.**
- **Formulate processes for policy and resolution development.**
- **Develop a process for member input into policy and position statement development and involvement in legislative affairs.**
- **Establish and maintain relations with state and national legislative bodies.**
- **Establish policy-issues alliances with other groups/organizations as appropriate.**
- **Plan for lobbying efforts.**
- **Recommend level of Chapter involvement in legislative affairs.**
- **Recommend level of Chapter involvement in other organization's position statement development, lobbying efforts, etc.**
- **Advise and counsel the President in the making issues/policy related public appearance, statements, etc., on behalf of the Chapter.**

## **Chapter Membership Committee**

- **Promote membership in the Chapter.**
- **Develop strategies to increase membership and member involvement, then implement those approved strategies.**
- **Develop strategies to retain, strengthen, motivate, and involve members, then implement approved strategies.**
- **Develop strategies to increase Chapter visibility among relevant state and national agencies, organizations, societies, and groups, then implement approved strategies.**
- **Research or survey the professional needs of members, and report findings to the Executive Committee.**
- **Establish and maintain a new-member mentoring program and assign mentors to new members upon request.**
- **Recommend members who merit advancement and are well qualified to serve as Chapter or Society officers or committee members, then initiate nominations of those that are recommended.**
- **Ensure preparation and distribution of a Chapter newsletter.**

- Ensure that the Executive Committee appoints Chapter liaisons with established or potential student chapters.
- Monitor student chapter activities, and provide training, support, and/or guidance to them via the Chapter liaisons.
- Assign mentors to student attendants at Chapter events.

### **Chapter Awards Committee**

- Ensure that the process to solicit nominations for Chapter or Society awards is carried out.
- Select Chapter Award recipients.
- Recommend members, nonmembers, and organizations for International Society awards to the Executive Committee.
- Ensure proper recognition of Chapter and International Society award winners.

### **Chapter Education Committee**

- Develop strategies to increase visibility of soil, water, and related resource issues, then implement approved strategies.
- Provide leadership to Chapter public affairs activities and campaigns.
- Monitor existing meeting structure to ensure adequate training for attending members and nonmembers.
- Recommend training and related activities for members, in conjunction with the Membership Committee.
- Recommend to the Program Committee potential training and program or workshop topics based on strategic plans, national/regional/state natural resources priorities and trends, etc.
- Encourage and provide professional certification opportunities.
- Ensure that the Chapter stays abreast of new technology, agency authority, and other issues affecting resource conservation.
- Advise the Program Committee about potential Chapter involvement in agricultural and urban conservation efforts.
- Coordinate Chapter educational and outreach activities.
- Plan and promote joint educational efforts with Alabama Conservation Partnership entities and others as appropriate.
- Make recommendations to the Chapter Program Committee regarding need and/or likely funding sources for educational activities.
- Develop a Chapter marketing plan, then ensure its implementation when approved.
- Establish and maintain relations with appropriate media outlets.
- Ensure adequate media coverage of Chapter activities and events.
- Sponsor conservation education programs for facilitators and those who train educators.
- Promote sale of conservation education materials to conservation districts, environmental educators, and others.

- **Develop public affairs activities and campaigns (e.g., exhibits, forums, letter writing, marketing, etc.)**

### **Chapter Nominating Committee**

- **Ensure the new board members nomination and election process is carried out in accordance with the Chapter bylaws.**
- **Receive nominations by Chapter members no later than 90 days before the Annual Meeting.**
- **Ensure that any members placed on ballot are willing to serve if elected.**
- **Chairperson will present the nominations at the Annual Meeting.**
- **Chairperson will receive any additional nominations from the floor.**  
*(President or presiding officer shall ask for additional nominations)*
  
- **Ensure that the all nominees are advised of the election results immediately after the election.**

### **Chapter Certification Committee**

- **Ensures that the Chapter promotes the Certified Professional in Erosion and Sediment Control program.**
- **Ensures that CCAs in Alabama have opportunities for continuing education.**
- **Ensures that other certifications related to Soil, Water, and related resources have opportunities for continuing education, i.e. soil scientists, engineers, foresters, etc.**

### **Chapter CPESC Committee**

- **Ensures that the Chapter promotes the Certified Professional in Erosion and Sediment Control program.**
- **Ensures that the Chapter provides opportunities for individuals to become CPESC by making the CPESC Exam Review Course and CPESC Exam available in the State on an annual basis.**
- **Ensures that CPESCs in Alabama have opportunities for continuing education.**

# **SWCS Student Chapters**

## **Student Chapters**

**There are recognized student chapters at Auburn University and Alabama A&M at the current time. The Chapter will be available and will encourage the development of other chapters at other universities in the state. Each Student Chapter is coordinated by a Chapter Advisor.**

## **Roll of the Chapter Advisor**

- **Report on a quarterly basis to the Chapter Executive Committee.**
- **Provide coordination to the Student Chapter through the leadership.**
- **Instruct students of professional services and opportunities available through SWCS.**
- **Encourage student participation in social and professional development activities on campus.**
- **Encourage student participation in annual SWCS Chapter meeting.**

BYLAWS  
 ALABAMA CHAPTER  
 SOILS AND WATER CONSERVATION SOCIETY

ARTICLE I - NAME

Section 1. The name of this chapter shall be Alabama Chapter, hereinafter referred to as the Chapter, of the Soil and Water Conservation Society, hereinafter referred to as the Society.

ARTICLE II - OBJECTIVES

Section 1. The objectives of this chapter shall be to develop and advance the science and art of good land use and management and to promote the conservation of soil, water, and related renewable natural resources, including trees, grasses, fish, wildlife, and all other beneficial plants and animals; for these purposes, to employ and appropriate means to inform the people to the end that mankind may have use and enjoyment of these resources forever and the future objectives of bringing into closer association members of the Society residing in this vicinity to the end that the exchange of ideas and information of interest to the Chapter may be facilitated.

ARTICLE III - LOCATION AND AREA

Section 1. The headquarters of the Chapter shall be the address designated by the Executive Committee.

Section 2. Within the Chapter, there will be five sections aligned by counties as follows:

Section 1

Limestone	Cullman	Winston	Lauderdale
Marshall	Morgan	Madison	Lawrence
Franklin	Jackson	Colbert	Marion

Section 2

Calhoun	Clay	Cherokee	Dekalb
Tallapoosa	Etowah	Cleburne	Chambers
Blount	Elmore	St. Clair	Talladega
Randolph	Coosa	Lee	

Section 3

Jefferson	Pickens	Tuscaloosa	Shelby
Autauga	Fayette	Hale	Greene
Lamar	Bibb	Sumter	Perry
Chilton	Walker		

Section 4

Choctaw	Washington	Mobile	Escambia
Butler	Marengo	Clarke	Baldwin
Dallas	Wilcox	Monroe	Conecuh
Lowndes			

Section 5

Covington	Crenshaw	Henry	Houston
Macon	Pike	Coffee	Geneva
Montgomery	Russell	Barbour	Dale
Bullock			

#### ARTICLE IV - MEMBERSHIP

Section 1. Membership in the Chapter shall be limited to members of the Society who are in good standing. On recognition by the presiding officer, members of the Chapter shall have the privilege of the floor at Chapter meetings. Members shall also have the right to vote on any propositions, and in any Chapter election.

Section 2. Membership in the Chapter may be acquired by applying to the Chapter. Membership will be maintained by paying Chapter dues as required by the Chapter and the Society.

Section 3. Membership in the Chapter may be terminated by voluntary written resignation, by failure to pay Chapter dues, or by action of the Executive Committee.

Section 4. The executive Committee shall have authority to extend life membership in the Chapter as deemed appropriate upon Chapter recommendations.

#### ARTICLE V - OFFICERS

Section 1. The principal officers of the Chapter shall be a President, President-Elect, Secretary, Treasurer, and five section Vice Presidents, each of whom shall be a member in good standing. Individuals may not hold more than one principal office in the Chapter at the same time.

Section 2. The President-Elect shall be elected as hereinafter provided. The term of office for the President-Elect shall be for one year and elected annually.

Section 3. Each officer shall serve until his successor has been either elected or appointed and officially installed.

Section 4a. In the absence or disability of the President, the President-Elect shall serve. If the President or President-Elect cannot serve, the Executive Committee shall elect, by majority vote present, one of the section Vice Presidents to serve.

Section 4b. Vacancies in office, occurring between elections, shall be filled by a majority vote of the Executive Committee members present.

Section 5. The Secretary of the Chapter shall: issue notices of all meetings of the Executive Committee and the Chapter, keep a record of the proceedings of the Committee and the Chapter, and safely and systematically keep all books, papers, records, and documents including award records of the Chapter, or in anywise pertaining to the business thereof.

Section 6. The Treasurer shall receive and be responsible for all funds of the Chapter and perform all duties incident to the office.

Section 7. Chapter officers shall serve for two years and terms of office shall be staggered. The Vice Presidents for Sections 1, 3, and 5 shall serve two years and be selected in odd years (1, 3, 5, 7, 9) and Vice Presidents for Sections 2 and 4, Secretary, and Treasurer shall serve two years and be selected in even years (2, 4, 6, 8). The Treasurer and Secretary shall be eligible for re-election. Section Vice Presidents must reside in the Section they represent and they shall be eligible for re-election. Any Chapter member is eligible for election as a Chapter Officer.

Section 8. The Vice Presidents shall: serve on the Executive Committee of the Chapter representing the Chapter members from their respective sections; promote and coordinate the work of the Chapter in their respective sections; preside over any section meetings held in their respective sections. If a Vice President is unable to serve in that capacity, the Executive Committee shall appoint a member to serve in the position until the next election.

#### ARTICLE VI - COMMITTEES

Section 1. Committees, other than the Executive Committee, shall be appointed by the President. They may be temporary or standing committees. Temporary committees shall serve until their duties are accomplished, but they may be dissolved upon a majority vote at any meeting of the Executive Committee. Members of standing committees shall serve until the end of the year and shall be eligible for reappointment. The standing committees shall be an Executive Committee, a Membership Committee, a Nominating Committee, and such others as the Executive Committee shall deem necessary or desirable to develop and carry on the program of the Chapter. No committee may expend funds of the Chapter unless authorized by the Executive Committee.

Section 2a. The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, Section Vice Presidents, and the immediate past President. It shall be responsible for the routine functioning of the Chapter and for developing a program of activities. It shall be specifically reserved to the Chapter membership, and its activities shall be subject to review and approval and disapproval of the membership.

Section 2b. The Executive Committee is the legal representative of the Chapter, and as such, shall have, hold, and administer all funds and property of the Chapter.

Section 2c. The Executive Committee shall have the power to act on matters that arise between annual meetings and regularly scheduled meeting that are not provided for in the bylaws.

Section 2d. The Executive Committee shall determine the date, location, and time of the annual meeting of the membership of the Chapter.

Section 3. The Membership Committee shall take steps necessary to promote and maintain the membership of the Chapter. It shall pass upon all applications for membership.

#### ARTICLE VII - ELECTIONS (Revised 2/99)

Section 1. The President shall direct the Nominating Committee to prepare a slate of officers in the Chapter 60 days before the scheduled annual meeting. The Nominating Committee shall nominate one candidate for each office with the exception of the office of President, which will be filled by the President-Elect. Notification of the slate of candidates will be mailed to the general membership at least 10 days before the annual meeting.

Section 2. The election will take place at the Annual Meeting. Members will have the opportunity to nominate other candidates from the floor. All members in good standing who attend the Annual Meeting will be allowed to vote for the candidate of their choice. In the event of a tie, the President shall vote to break the tie. The officers' terms of office will coincide with officers of the Society.

#### ARTICLE VIII - MEETINGS

Section 1a. There shall be an annual meeting of the Chapter to be held at a specified time recommended by the Executive Committee. The Secretary shall notify the membership of the exact date and place at least 30 days before the annual meeting. Special meetings shall be called by the President upon written petition of not less than 25 Chapter members or whenever, in the opinion of the President, there is business which should be brought before the membership for action prior to the regular meeting. At least 15 days advance notice must be given for any special meeting.

Section 1b. Any business which may properly come before the Chapter may be discussed and acted upon at the annual meetings. Only business may be discussed or acted upon at a special meeting which has been announced by a written notice sent by the Secretary to the membership at least 15 days in advance of such special meeting.

Section 1c. The order of business and all parliamentary procedure at any meeting shall be in accordance with Robert's Rules of Order.

Section 2. Sectional meetings shall be held to promote the affairs of the Society. The time and place of these meetings will be determined by the Section Vice President. A minimum of one meeting per year shall be recommended and additional meetings are encouraged.

Section 3. The Executive Committee shall meet semiannually at time and place designated by the President. Meetings may be called more often at the discretion of the President.

Section 4. Members of the Society and their guests may attend meetings of the Chapter. Only members of the Chapter may vote, serve on committees, or hold offices in the Chapter.

#### ARTICLE IX - DUES AND FINANCES

Section 1a. Chapter dues shall be determined by the Executive Committee, and approved by a majority of the members present at the annual meeting.

Section 1b. Life members shall be exempt from Chapter dues.

Section 2. Annual dues shall be payable in advance. Members in arrears on April 1, shall be declared delinquent and shall thereupon forfeit all privileges of membership until all dues are paid, except that the Executive Committee, for good cause may approve the reinstatement of delinquent members on payment of current dues and with remission of back dues as the Executive Committee deems proper.

Section 3. At the beginning of each year, the Executive Committee shall prepare an itemized budget for the coming year. The Treasurer may make expenditures within the provisions and limitations of the budget without further authorization. Otherwise, no expenditures exceeding a total of \$100 shall be made without express authorization from the Executive Committee. The Executive Committee may amend the budget at any time.

## ARTICLE X – PUBLICATIONS

Section 1. The Chapter shall publish a newsletter under the supervision of the President and the immediate direction of the editor. The editor shall be appointed by the President, under whose supervision he/she will work. The newsletter shall be published as often as necessary to keep members informed of news and Chapter activities.

Section 2. The Chapter shall also publish any other materials that are presented to, and approved by, the Executive Committee.

## ARTICLE XI - MISCELLANEOUS

Section 1. The Chapter may, at the direction of the Executive Committee, offer medals or other awards in recognition of outstanding work or ability in the field of soil and water conservation.

## ARTICLE XII - AMENDMENTS

Section 1. The Bylaws may be amended by a two-thirds vote of the membership voting either by mail or in an annual meeting, provided the proposed amendment or amendments have been submitted to members of the Chapter in writing at least 30 days before the date set by the Executive Committee for voting on the amendments.

Section 2. Amendments become effective upon adoption.

Section 3. Anything contained in the bylaws adopted by the Chapter, deemed by the Society, by council action after due opportunity for hearing the Chapter, to be in conflict with the bylaws of the Society or any provision thereof, shall be void and of no effect after official notification.

## ARTICLE XIII - EFFECTIVE DATE OF BYLAWS

Section 1. The bylaws and amendments shall become effective when passed by a majority of the ballots cast and verified by the Executive Committee with the following exception: That the office of President-Elect and the five Vice Presidents shall become effective after terms of current officers expire.

## ARTICLE XIV - DISSOLUTION

Section 1. The Chapter is a nonprofit organization dedicated to the furtherance of conservation for the benefit of the public and not for monetary profit or gain of its members.

Section 2. This Chapter may be dissolved by a resolution requesting dissolution, passed by a majority mail vote of the membership, or by a majority vote of members in a Chapter meeting called for that purpose. Notice of such action shall be mailed to all members at least 60 days prior to closing date or mail ballots, or date vote is to be taken at the meeting.

Section 3. If dissolution is favorably acted upon in accordance with Section 2, the last Executive Committee shall pay all just debts of the Chapter out of Chapter funds, and transfer all remaining moneys and other assets to the Society, or to a nonprofit organization with similar objectives. All records, correspondence, and other papers shall be forwarded to the Society.