

PREFACE

This manual has been assembled to assist officers and committee members of the Missouri Chapter of The Wildlife Society (hereafter, called the Chapter) in carrying out their duties and responsibilities.

Each current officer of the Chapter Executive Board and chairs of standing Chapter committees are responsible for the use, care, and transfer of this manual to incoming Board officers and committee chairs.

Description of Manual

This manual is organized into major categories. Each category is subdivided by descriptive titles and coded by a decimal system.

Instructions for Editing and Amending

Transfer: The Chapter President will ensure that all Executive Board officers and the Operations Manual Editor have the most current version of the manual within the first 20 days following the Annual Business Meeting.

Amendments: The Operations Manual Editor shall work with the Executive Board to incorporate amendments into the Chapter Operations Manual and ensure that current versions are available to the Chapter officers and committee chairs.

Procedure for Amendment:

- Chapter members may submit recommendations for changes to the manual through the Executive Board or through the Operations Manual Editor.
- The Executive Board will review and vote to approve changes.
- Changes will be provided to the Operations Manual Editor to include into the most current copy of the manual.

As you use this manual, you will note ways to improve it. Please submit your suggestions to the Secretary or the Operations Manual Editor.

1.0 POSITION DESCRIPTIONS AND DUTIES OF THE EXECUTIVE BOARD

1.1 President

The President is a member in good standing of The Wildlife Society (TWS) who has been duly elected as an officer of the Missouri Chapter. The President is a voting member of the Chapter Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. The President is responsible for administering all Chapter business, organizing and presiding at Chapter Executive Board meetings and the Annual Business Meeting, and representing the Chapter in public and professional appearances as well as through correspondence. The President shall have general supervision of the Chapter officers; shall appoint, with the advice of the Executive Board, chairs of all standing and ad hoc committees, and shall be an *ex officio* member of all committees with the exception of the Nominating and Elections Committee. The President shall stay in contact with the Steering Committee for the Missouri Natural Resources Conference (MNRC), and be updated throughout the year on the progress of conference planning. The President may represent the Chapter, or appoint alternative representatives, to other TWS Sections or parent Society boards, committees, or meetings.

Basic Duties by Month

January (first official duties):

- Assume Presidency during Annual Business Meeting at time of “New Business”.
- Assume responsibility for TWS Society and Chapter operations manuals from the retiring President.
- Appoint standing and ad hoc committee chairs, if necessary, and assign committee objectives for the year.
- Instruct Treasurer to mail tax report and exempt forms to TWS Headquarters.
- Review financial planning for the year with Executive Board.
- Discuss Spring Student Workshop.
- Set a spring Executive Board meeting date (March/April), and inform Executive Board officers, committee chairs, and general membership of said date.

March/April:

- Preside at Executive Board meeting.
- Set an Executive Board meeting date for June, and inform Executive Board officers and committee chairs of said date.
- Consult with Chapter representatives on the MNRC Arrangements and Program committees regarding upcoming deadlines.
- Ensure mail is checked regularly at Chapter Post Office Box (P.O. Box 743, Columbia, MO 65205-0743) by a Chapter member; assign Post Office Box key(s) to Executive Board officer(s) or designated Chapter member(s).
- Remind Secretary that all official actions are reported to:
 1. TWS Headquarters, Professional Development Coordinator
 2. North Central Section (NCS) Representative
 3. NCS President

March/April:

- Finalize plans for Spring Student Workshop.
- Discuss possible topics for a Chapter Professional Development Workshop.

April:

- Assist with Spring Student Workshop Activities.
- Begin assembling items for spring newsletter; then, forward to President-Elect.
 1. "President's Corner" article
 2. Treasurer's report
 3. Annual Business Meeting minutes
 4. committee reports
 5. summary of Spring Student Workshop
 6. student chapter reports
 7. announcements (travel grant, dues, TWS programs, MNRC information, Professional Development Workshop, upcoming meetings)
 8. Website addresses
 9. Other articles of interest

June:

- Preside at Executive Board meeting with committee chairs present.
- Set an Executive Board meeting date for October, and inform Executive Board officers, committee chairs, and the general membership of said date.
- Confirm President-Elect's submission of newsletter by June 15.
- Check with MNRC Arrangements and Program Committee representatives on progress (program planning, call-for-papers, etc.). Request report for next Executive Board meeting.
- Attend Professional Development Workshop.

August:

- Check progress on all standing and ad hoc committee annual objectives.
- Attend Steering Committee meeting for MNRC, as needed.
- Ask Nominating and Elections Committee to prepare a slate of officers and biographies for each candidate by November 15.

September:

- Ensure all award committee chairs are aware of award deadlines; have multiple members assisting them with review of award submissions.
- Request all award nominees to be submitted to Executive Board by December 15.

October:

- Preside at Executive Board meeting.
- Set an Executive Board meeting date (January) to occur during the MNRC, but prior to the Annual Business Meeting, and inform Executive Board officers, committee chairs and the general membership of said date.
- Invite NCS and TWS officers to MNRC.
- Ensure committee reports are provided to President-Elect for winter newsletter.

November:

- Ensure that Nominating and Elections Committee provides a slate of nominees with biographies for each candidate, as well as ballots for winter newsletter.
- Continue to monitor MNRC Arrangements and Program Committee progress.

December:

- Review and approve all candidate and award nominations with Executive Board.
 - Conduct a vote among Board officers for E. Sydney Stephens' Award recipient.
- Ensure that award plaques and perpetual plaques are ordered by end of December.
 - Deliver perpetual plaques to printers for engraving.
- Confirm President-Elect's submission of winter newsletter by December 15.

January (last official duties):

- Check last-minute arrangements for MNRC.
- Extend official "Thanks" by letter to all officers and committee chairs.
- Preside at January Executive Board meeting and set agenda for Annual Business Meeting.
- In the event that the Nominating and Elections Committee is unable to complete the responsibility of tabulating votes for the election of Executive Board officers, the Chapter President appoints one of the Executive Board members (other than the Treasurer) to count ballots.
- Preside at Annual Business Meeting until beginning of "New Business".
- Install new Chapter Executive Board officers.
- Provide new President with list of standing and ad hoc committee chairs and committee members, plus short descriptions of their activities, if necessary.
- Transfer all pertinent records, materials, and Post Office Box keys to incoming President.

1.2 President-Elect

The President-Elect is a member in good standing of The Wildlife Society who has been duly elected as an officer of the Missouri Chapter. The President-Elect is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. The President-Elect is elected for what will amount to a three-year term: first, as President-Elect; then, as President; and finally, as Past President. During that tenure, this officer shall share the major responsibilities of conducting Chapter business with those who precede and succeed as Chapter Presidents. The President-Elect's major responsibility is to assist and fill in for the President on a variety of assigned tasks.

Basic Duties by Month

January (first official duties):

- Assume responsibilities of President-Elect when installed as officer at the Annual Business Meeting.

Throughout Year:

- Aid President in out-going correspondence and public statements as they arise.
- Serve as President in case of current President's absence.

March / April:

- Attend Executive Board meeting.

April:

- Prior to student finals, request and compile news from student chapters for spring newsletter.
- Receive newsletter items from President.
- Assist with Spring Student Workshop.

May:

- Produce and mail spring newsletter by June 15.

June:

- Attend Executive Board meeting.
- Attend Professional Development Workshop.

November:

- Prior to student finals, request and compile news from student chapters for winter newsletter.

December:

- Produce and distribute winter newsletter by December 15.
- Develop new annual financial report with help from Treasurer.

January (last official duties):

- Attend Executive Board meeting.
- Assume duties of President at Annual Business Meeting when installed as new officer.
- Present financial report for Executive Board at Annual Business Meeting.

1.3 Past President

The Past President is a member in good standing of The Wildlife Society who has been duly elected as an officer of the Missouri Chapter, but whose terms as President has immediately expired. The immediate Past President remains a voting member of the Executive Board and attends all Executive Board meetings as well as the Annual Business Meeting. Primary duties of the Past President are to assist and advise the current President in all matters concerning the Chapter, to serve as lead for the Spring Student Workshop, and to conduct other duties as assigned by the current President.

At the discretion of the current President, the Past President may oversee several committees or projects to ensure they are functioning properly. The Past President

ensures that all Board officers, the Operations Manual Editor, and all committee chairs have the most current copy of the MoTWS Operations Manual and By-Laws.

Basic Duties by Month

January (first official duties):

- Assume Past-Presidency during Annual Business Meeting at time of “New Business”.
- Assume responsibility for planning the annual Spring Student Workshop during their term (consulting with Education and Professional Development Committee).

March / April:

- Attend Executive Board meeting.
- Finalize plans for Spring Student Workshop.

April:

- Conduct Spring Student Workshop.

June:

- Attend Executive Board meeting.
- Attend Professional Development Workshop.

October:

- Attend Executive Board meeting.

January (last official duties):

- Attend Executive Board meeting.

1.4 Secretary

The Secretary is a member in good standing of The Wildlife Society who has been duly elected to a two-year term as an officer of the Missouri Chapter. The Secretary is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. Other duties include the following:

- Keep minutes of all Executive Board meetings and the Annual Business Meeting.
- Prepare and distribute electronic copies of all meeting minutes to the following:
 1. All Chapter Executive Board officers
 2. Website Administrator for posting on Chapter Website
 3. North Central Section (NCS) Representative
 4. NCS President
 5. TWS Headquarters, Professional Development Coordinator
- Provide the President-Elect with the Annual Business Meeting minutes so that a summary of the meeting may be included in the winter newsletter; for review by membership in anticipation of voter approval at the next Annual Business Meeting.
- Provide meeting minutes and other relevant Chapter documents to the Website Administrator to be posted on the Chapter Webpage.
- Coordinate with Treasurer in maintenance of Chapter membership roster.

- Work with Historian to maintain file copies of all Chapter correspondence.
- Maintain file copies of all Chapter correspondence and records for the current year, creating backup copies of all printed and electronic documents.

Basic Duties by Month

January (first official duties):

- Assume responsibilities of Secretary after Annual Business Meeting (previous Secretary will continue recording minutes through this Annual Business Meeting).
- Receive all Secretary materials from retiring Secretary.
- Update current list of new Chapter officers, as well as committee chairs and their members; distribute list to each of those named on said list (especially Website Administrator from Technology Committee).
 - List should include names, addresses, telephone numbers, and e-mail addresses.
 - Within **20 days** after election of new officers, send names and addresses of those on the list to:
 1. All Chapter Executive Board officers and committee chairs
 2. Website Administrator for posting on Chapter Website
 3. North Central Section (NCS) Representative (see form on TWS Website)

Throughout the Year:

- Record minutes for all Executive Board meetings.
- Work with Historian to maintain Chapter files: sort files, remove outdated correspondence, receipts, etc., and permanently store (currently, at MDC Central Regional Office and Research Center, Columbia, MO 65201).

March / April:

- Attend Executive Board meeting.

April:

- Assist with Spring Student Workshop.

June:

- Attend Executive Board meeting.
- Attend Professional Development Workshop.

October:

- Attend Executive Board meeting.

January (last official duties):

- Attend Executive Board meeting.
- Present minutes from the previous year's Annual Business Meeting at current Annual Business Meeting; providing hard copies for the membership.
- Record the entire minutes as the outgoing Secretary at the Annual Business Meeting.
- Transfer materials, historic files, master copy of Chapter Operations Manual, and suggestions to the incoming Secretary.

Duties at MNRC

- Provide TWS/Chapter brochures, Chapter By-Laws, various TWS/Chapter application forms and publications as handout materials.
- Ensure that the Chapter's three-paneled display board is erected at the registration table.

1.5 Treasurer

The Treasurer is a member in good standing of The Wildlife Society who has been duly elected to a two-year term as an officer of the Missouri Chapter. The Treasurer is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. Other duties include the following:

Basic Duties by Month

January (first official duties):

- Assume responsibilities of Treasurer when installed as officer at Annual Business Meeting.
- Receive all Treasurer materials from retiring Treasurer.
 - Chapter Operations Manual
 - Treasurer files
 - Credit Union statements
 - Electronic (Excel) financial ledger
 - Electronic (Excel) Chapter membership roster
- Notify Credit Union of change in officers.
 - Obtain new President's signature for Credit Union account shortly after Annual Business Meeting.
 - Provide minutes of Annual Business Meeting to verify officers.
- Ensure update of Postal Card, "PS Form 3801"; witness authorized signatures for accepting postal deliveries.
- Maintain Chapter membership roster and provide it to Board officers and committees for their use.

Throughout the Year:

- Coordinate money from any raffle or fund-raising activities for the MU Graduate Fellowship Account, or for any Special Project account.
- Check balances in the MU-Graduate Fellowship Escrow and Income Account through the Education Committee Chair.
- Manage Chapter's general checking account and Special Projects' accounts.
- Make deposits and draft payments as required:
 - Credits:
 - Membership dues through parent society (TWS)
 - Membership dues directly from individuals
 - MNRC income (auctions, raffles)
 - Spring Student Workshop (registrations)
 - Credit Union dividends
 - Other deposits/income that occur

- Debits:
 - Stamps/postage fees
 - Printing costs
 - Office supplies
 - Post Office Box rental (yearly in August)
 - Google Group domain & hosting fees
 - Domain due every 3 years in May
 - Hosting due yearly in May
 - MNRC expenses
 - Spring Student Workshop expenses
 - Professional Development Travel Grant expense account
 - Other donations / expenditures that occur
- Inform officers of Chapter finances at each Executive Board meeting.
- Submit Treasurer's reports for each newsletter.
- Keep tax exemption certificate, presenting certificate or copy to all companies with which the Chapter does business.
- Maintain electronic Chapter membership roster (as members pay fees and new members enroll).
 - Provide updates to Chapter's Google Group manager.
 - Provide updates to Board officers & committees for their use.
- Receive hard copy paper ballots for election of Executive Board officers.
 - Using the most current membership roster, verify that those casting ballots have paid their MoTWS dues.

February/March:

- Generate first Treasurer's report (highlighting MNRC finances).
- Receive a notification and Tax Report Form from TWS to complete for Chapter tax exempt status.
- Spring Student Workshop responsibilities:
 - Create registration form for participants.
 - Collect registration and meal monies.
 - Manage finances for Spring Student Workshop.
 - Assist elsewhere as requested by President-Elect.

March / April:

- Attend Executive Board meeting.
- Receive a notification from IRS to complete IRS tax form.
 - Submit 990-N Tax Form electronically to IRS each year before May.

April:

- Assist with Spring Student Workshop.

May:

- Provide Treasurer's report for spring newsletter.
- Reimburse Technology Committee Chair for Website hosting and domain fees.

June:

- Attend Executive Board meeting.
- Attend Professional Development Workshop.

August:

- Compile list of current membership on August 1; send along with required fees to the Conservation Federation of Missouri to maintain Chapter's Affiliate Member status.
- Pay Post Office Box rental fee.

October:

- Attend Executive Board meeting.

December:

- Provide Treasurer's report for winter newsletter.

January (last official duties):

- Attend Executive Board meeting.
- Pay for award plaques & engravings (including perpetual award engravings).
 - Runge Award from Larsigns Engraving, Jefferson City
 - Perpetual Runge Award at Runge Nature Center, Jefferson City
 - E. Sydney Stephens, Farmer Conservationist, James D. Chambers Memorial Scholarship, and MU-Graduate Fellowship awards from Red Weir, Columbia
 - Perpetual Stephens plaque at MDC Central Regional Office and Research Center, Columbia
 - Perpetual MU-Graduate Fellowship plaque at School of Natural Resources, ABNR Building, MU campus, Columbia
- Present Treasurer's report at Annual Business Meeting; providing hard copies for the membership.
- Transfer all materials and financial records to new Treasurer.

Duties at MNRC

- Coordinate Chapter finances at MNRC.
- Open exhibit booth prior to opening papers of MNRC and assist with exhibit booth activities.
- Provide cash box / change for exhibit booth (~\$400, dependent on auction and raffle prizes).
- Provide MU-Graduate Fellowship Award check (\$750 check to student).
- Manage Award Ceremony tickets / costs for award recipients.
- Collect membership dues.
- Update electronic Chapter membership roster on site.

1.6 Board Member (at large)

The Board Member is a member in good standing of The Wildlife Society who has been duly elected to a two-year term as an officer of the Missouri Chapter. The Board Member is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. The Board Member should keep

current on all legislation that affects TWS policy. Duties include assisting Executive Board officers as needed, such as: assisting at the MNRC with membership sales, raffle items, display board; as well as serving as liaison between the Executive Board and Chapter with the Missouri student chapters of TWS.

Basic Duties by Month

January (first official duties):

- Assume responsibilities of Board Member when installed as officer at Annual Business Meeting.

March / April:

- Attend Executive Board meeting.
- Coordinate and organize at least 2 events for the Spring Student Workshop.
- Prepare an article for the spring newsletter, and submit to President-Elect.

April:

- Assist with Spring Student Workshop.

June:

- Attend Executive Board meeting.
- Attend Professional Development Workshop.

August / September:

- Prepare an article for the winter newsletter.

October:

- Attend Executive Board meeting.

October / December:

- Develop and organize a student/professional job shadow program.

January (last official duties):

- Attend Executive Board meeting.

Duties at MNRC

- Assist with raffle items for Chapter exhibit booth.
- Be present at Chapter exhibit booth to assist in information transfer, raffle sales, auction items, etc.
- Match students and professionals at MNRC.

2.0 POSITION DESCRIPTION AND DUTIES OF CHAPTER COMMITTEES

2.1 Nominating and Elections Committee

The Nominating and Elections Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee.

2.1.1 Nominations

Basic Duties by Month

September:

- Begin search for willing and interested candidates.
- Verify with Chapter President the vacancies to be filled.

October:

- Prepare a slate of at least two candidates for each elected, expiring position: President-Elect, Secretary, Treasurer, or Board Member.
 - Verify membership status through the Treasurer or Membership Committee Chair to ensure that all nominees are current voting members.
 - Solicit help from senior members of the Chapter, especially those who have previously served on the Board.
- Obtain approval from the nominees to be placed on the ballot.
- Provide a biography on each nominee for inclusion in the winter newsletter. The following outline should be followed for the biography:
 1. Education
 2. Employment history
 3. TWS activities
 4. Other professional affiliations
 5. Personal reasons / goals for seeking office

November:

- Present the slate of nominees to the Executive Board by November 30.

December:

- Submit the nominated slate to the President for distribution to the membership at large (through the winter newsletter) at least 30 days prior to the Annual Business Meeting.
- Establishes deadline for hand-delivered and mailed-in hard copy paper ballots prior to the Annual Business Meeting so there is sufficient time to summarize votes.

January / February:

- Coordinate finalization of annual election and results at the Annual Business Meeting.

2.1.2 Balloting

- All Chapter members receive a ballot through the winter newsletter.
- Ballots will also be available:
 1. Electronically through the Chapter Website for online voting (with unique voter ID provided through e-mail).
 2. Hard copy paper ballots at the Chapter booth during the MNRC.
 3. Received through a winter newsletter delivered by U.S. Mail.
- Ballots may be returned:
 1. To the Chapter's permanent mailing address (P.O. Box 743, Columbia, MO 65205-0743).
 2. Submitted online through their unique voter ID number.
 3. Deposited in drop box at the Chapter booth during the MNRC.
- Hard copy paper ballots (hand-delivered or mailed) shall be received by the Treasurer; online ballots shall be received by the Technology Committee Chair.
 - Ballots submitted on-site at the MNRC can be received by a member in good standing who is assisting at the Chapter Exhibits booth.
 - **Using the most current membership roster, verify that those casting votes have paid their MoTWS membership dues.**
- All hard copy paper ballots (hand-delivered and mailed) as well as ballots submitted on-site at the MNRC shall be counted by the Nominating and Elections Committee. Online ballots shall be counted by the Technology Committee Chair, then, reported to the Nominating and Elections Committee.
 - The Nominating and Elections Committee shall provide the final vote tally to the Chapter President before the Annual Business Meeting.
 - In the event that the Nominating and Elections Committee is unable to complete the responsibility of tabulating the votes, the Chapter President appoints one of the Executive Board members (other than the Treasurer) to count ballots.
 - The candidate receiving the largest number of votes shall be declared elected.
 - No one may hold more than one elective position simultaneously.
 - In the event of a tie vote, an uneven number of members of the Chapter Executive Board shall cast a secret deciding ballot.
- The President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office.

2.2 Resolutions and Public Statements Committee

The Resolutions and Public Statements Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee. The committee is responsible to Executive Board for the review, submission, and approval of resolutions, public statements, and position statements.

Basic Duties

- The committee shall receive proposed resolutions and public statements from members at any time, and submit and recommend action on such items to the Executive Board. Resolutions (following Bylaws Article VII, Section 5) will be consecutively numbered with the last two numbers of the year preceding (i.e., Resolution 83-1, 83-2, etc.).
- The committee chair shall retain and file appropriate correspondence regarding resolutions and position statements up until the time of passage; then, transfer copies of all materials to the Chapter Historian. The committee chair shall present a written summary of the committee's activities to the membership at the Annual Business Meeting.

Procedure:

- Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon unanimous approval of the Executive Board.
- If the resolutions or statements involve new policy, they must be:
 1. Presented to the Chapter membership.
 2. Approved by two-thirds of the Chapter membership voters.
 3. Transmitted to The Wildlife Society, the North Central Section Representative, and the North Central Section President, if approved by the Chapter.
- On issues where there are no previously established Chapter policies but demand action on a reasonably short notice, the President, or designated representative, may present a public statement on behalf of the Chapter provided that:
 1. The concept of the statement be brought to the Executive Board's attention and is accepted by them prior to public issuing of the statement.
 2. The statement be announced to the membership in the next newsletter after public issuing of the statement.
- The Missouri Chapter may issue statements pertaining to subjects in its locale:
 1. When the content of the statement falls within the established policy of The Wildlife Society.
 2. In the absence of existing position statements by The Wildlife Society.
- The Missouri Chapter will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of the Society's Council. All statements will follow the "Guidelines for Conservation Affairs Activities" (Appendix 4.421B of the TWS Operations Manual), and conform to the Society's policy regarding conservation affairs (Appendix 4.421A of the TWS Operations Manual).

- The Wildlife Society, the North Central Section Representative, and the North Central Section President must receive copies of any resolution or public statement within fifteen days of such action.

2.2.1 Formats for Resolutions

Should include the following as a minimum:

1. Title, preceded by the resolution number.
2. Several statements of facts preceded by the introductory phrase, “whereas”.
3. One or more conclusion statements preceded by the introductory phrase, “therefore, let it be resolved”.
4. Followed by a statement such as, “approved by the Missouri Chapter of The Wildlife Society, January 8, 1983, Jefferson City, Missouri”.

2.2.2 Formats for Public Statements

Should include the following as a minimum:

1. Title, followed by “A Public Statement by the Missouri Chapter of The Wildlife Society”
2. An introduction including a statement explaining the role, functions, numbers, and varied professional background of the membership
3. A segment explaining the background relating to the specific topic
4. Supportive or current biological evidence
5. A summary on the Chapter’s recommendations to correct, resolve, or support the adopted statement

2.2.3 Formats for Position Statements

Position statements can be voted upon by the Executive Board or, if time is available, offered to the general membership for a vote. Should the Board issue a position statement, they shall send copies of the statement to the membership within 15 days.

Should include the following as a minimum:

1. Title shall be:

“POSITION STATEMENT ON (*specific topic*)

By

The Missouri Chapter of The Wildlife Society”

2. The “INTRODUCTION” is the heart of the statement and shall contain a history of the particular subject, well-documented biological and technical statements concerning the impacts upon the environment by the subject action or potential impacts on the subject by proposed actions. The “INTRODUCTION” shall provide sufficient, impartial scientific background to support the “SUMMARY AND CONCLUSIONS.”

3. The “SUMMARY AND CONCLUSIONS” shall be clear, concise statements which can be itemized, if needed; leading the reader to the position being taken by the Chapter.
4. Position statements shall end with a precise “THEREFORE” statement, giving the Chapter’s position. A “FURTHERMORE” statement, indicating any avocations of the Chapter on the subject, should follow the “THEREFORE” statement.
5. Literature citations, listed in the body of the statement and in the “LITERATURE CITED” section, shall be in accordance with the CBE Manual, 4th Edition in the latest issue of the *Journal of Wildlife Management*.

2.3 Professional Development Committee

The Professional Development Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee.

Basic Duties

- Serve as liaison with the Chapter, Section, and National Professional Development Committees, and TWS Certification Committee.
 - Advise Chapter members on all aspects of TWS Certification Program.
 - Advise Chapter members on all aspects of TWS Professional Development Program.
 - Develop and implement promotional strategies for both the Certification and Professional Development programs.
 - Ensure professional development contact hours are established for workshops and other technical meetings held in Missouri.
- Assist with the Professional Development Travel Grant. The amount budgeted shall be contingent upon Executive Board travel needs having first been met, and shall be no more than \$500 bi-annually divided among two application periods (winter and summer). Any unused funds from the previous application period will be made available for use during the next period.

2.3.1 Professional Development Travel Grant

The Professional Development Travel Grant was developed to provide financial assistance to a Chapter member to attend a conference or meeting with wildlife implications. This program provides an opportunity for continued professional development to our Chapter members by assisting those members who otherwise might not have the chance to attend resource-related state or national meetings, workshops, or symposia. Information for the Travel Grant will be advertised in each issue of the Chapter newsletter, as well as, on the Chapter Website.

Procedure:

- Two applications with submission deadlines of February 15 for the winter period and August 15 for the summer period, of each year.
- The Professional Development Travel Grant application form is provided on the Chapter Website and in Appendix I of the Operations Manual.
- The Professional Development Committee will review all applications and make a recommendation to the Executive Board on financial support.
- Prior to being reimbursed, grant recipients will be required to submit receipts from travel and expenses.
- Grant recipients will be required to provide either a written report for the Chapter newsletter or an oral presentation at the MNRC.

2.3.2 Professional Development Workshop

The annual Professional Development Workshop disseminates information and facilitates collaboration on current wildlife issues and techniques within Missouri among current Missouri Chapter members, as well as other natural resource professionals within and outside of Missouri. Members of the parent society (TWS) may use part of, or the entire, workshop for continuing education credit toward certification renewal as a Certified Wildlife Biologist (CWB).

Procedure:

- Planning responsibilities are assigned to committee members who work closely with the Executive Board.
- Workshop is held every year around the middle of June in a location chosen by the committee (timeline below is based on a mid-June workshop date).
 - Location reflects either an ideal location for the topic being discussed or a central location for ease of travel.
 - MDC has been generous in allowing use of their many facilities around the state that have the essential technology and classroom space.
- Format is typically 1½ days, with first day as a half-day session and second day being a full-day session.
 - Second day is conducive to field tours and technique demonstrations that might require travel to satellite locations.

Basic Duties by Month

February / March:

- Conduct first conference call.
- Assign one member to record minutes.
- Delegate other tasks to committee members (flier/registration/certificate development; Listserv notifications; hotel room reservations/camp facility arrangements; food/meal preparations; setup/cleanup tasks).
- Discuss and decide upon potential topics, speakers, as well as workshop location and length.

- Contact potential speakers.
- Scout potential workshop sites: securing a meeting room, audio visual equipment, and guaranteed access at time of workshop.
- Distribute advertisement flier by end of March to MoTWS Listserv and others.
 - Flier includes topic, location, date, summary of workshop information, registration deadline, benefits for attending workshop, cost to members and non-members.
 - Cost is typically free for paid MoTWS members and \$10 for non-members (\$10 buys lunch and year's membership to MoTWS).

March / April:

- Distribute registration form (if not included with advertisement flier) to MoTWS Listserv and other sources by end of March or early April.
 - Incorporate information from advertisement flier.
 - Include meeting location along with additional logistical information.
 - Provide suggestions for accommodations (hotels and potential camping opportunities).
 - Insert registration form and payment information for non-members (remember to include contact information & request for dietary restrictions).

Mid April:

- Disseminate workshop agenda to participants for approval (including order of speakers).
- Distribute completed workshop agenda once approved.

April / May:

- Use MoTWS Listserv and other sources to distribute two registration reminders (two months and one month before workshop).
- Reserve block of hotel rooms approximately one month before workshop.
 - Recommend hotel that has state rates.
 - Reserving block of 15-20 rooms is sufficient.
 - Use MoTWS Tax Exempt Form for attendees.

June:

- Registration deadline should be two weeks before workshop.
- Order lunches for workshop (Hy-Vee Deli provides box lunches of sandwich, chips, fruit, cookie, and water).
- Again, use MoTWS Listserv and other sources to distribute two workshop reminders (one week and one day before workshop).

- Purchase supplies for workshop.
 1. Snacks for afternoon half-day session and morning session (fruit, cookies, sodas, water, plates, napkins)
 2. Cooler and ice for drinks
 3. Nametags & pens (allow one name tag for each day)
 4. Registration form for participants and attendees
 5. Laptop for electronic registration forms as well as minute-taking
 6. Hard copies of workshop certificates
- Conduct workshop.

June / July:

- Send “Thank you” notes to participants within two weeks of workshop (can be sent electronically or via snail mail).
- Distribute survey to participants and attendees within two weeks of workshop via Survey Monkey (www.surveymonkey.com).
- Distribute electronic copies of workshop minutes to participants within two weeks of workshop for their approval.
 - Once approved, forward workshop minutes electronically to all attendees.

2.4 MNRC Steering Committee

The MNRC Steering Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select other Chapter members to serve on the committee in various roles described in section 3.5: Missouri Natural Resources Conference (MNRC). Any voting member of the Chapter may chair or serve on this committee. The MNRC Steering Committee Chair is a four-year term appointment. A new chair should be appointed as soon as the current chair’s term expires.

2.5 Audit Committee

The Audit Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee. Any voting member of the Chapter may chair or serve on this committee with the exception of the incoming, outgoing, or active Treasurer.

Chapter finances are modest and expenditures are traditionally simple. Rules governing professional societies rightfully insist on audits. Members are entitled to assurance that their funds are used appropriately and efficiently.

Purpose:

The purpose of the Audit committee is to ensure that Chapter funds are expended ethically and legally for the intended purpose of Chapter business.

Procedure:

- An audit should be performed once annually on the Treasurer's financial records and support documents; as custom, shortly before the Annual Business Meeting.
- The committee shall also review the records and documents prior to any change in the office of the Treasurer.

2.6 Membership Committee

The Membership Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee. The committee's primary function is to encourage all qualified persons residing within Missouri to become members of The Wildlife Society, North Central Section, and Missouri Chapter. Professionals should be recruited through attempts to involve them in Chapter functions (e.g., meetings, special projects, certification, or professional education). Each potential member shall be provided with information concerning TWS, the policies of TWS, and a current application form. This committee chair also coordinates the Honorary Membership Award (see Section 2.9.4).

2.7 Education Committee

The Education Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee.

Basic Duties

- Provide information to students in Missouri on education and career opportunities in wildlife.
- Select an outstanding graduate student at the University of Missouri – Columbia, to receive the Chapter's MU-Graduate Fellowship Award as per Section 2.85.
- Identify subjects or topics to present at the annual Spring Student Workshop as well as to the Executive Board.

2.8 Awards Chairs

There are eight awards presented by the Missouri Chapter: (1) E. Sydney Stephens Professional Wildlife Award, (2) G. Andy Runge Wildlife Award, (3) Farmer Conservationist Award, (4) Honorary Memberships, (5) MU–Graduate Fellowship, (6) James D. Chambers Memorial Scholarship, and (7) 2-Conservation Heritage Scholarships.

The awards committees are standing committees of the Missouri Chapter of The Wildlife Society. The committee chairs are selected by the Chapter President with advisement from the Executive Board. The chairs shall then select two other Chapter members to

serve on their committee. Award committee chairs for the E. Sydney Stephens Professional Wildlife Award and the James D. Chambers Memorial Scholarship are appointed annually by the President.

The Chair of the Membership Committee handles the responsibilities of the Honorary Membership Award and the Chair of the Education Committee handles the responsibilities of the MU–Graduate Fellowship Award.

2.8.1 E. Sydney Stephens Professional Wildlife Award (created in 1969)

The E. Sydney Stephens Professional Wildlife Award is presented to a professional who has made an outstanding contribution to wildlife management or understanding in Missouri. The award consists of a wooden plaque containing a brass plate with TWS logo and the inscription:

**“WILDLIFER OF THE YEAR
FOR OUTSTANDING CONTRIBUTIONS
TO THE FIELD OF
WILDLIFE CONSERVATION”**

Purpose of award:

- To define outstanding professional contributions to wildlife resource management.
- To demonstrate that the Chapter recognizes and appreciates such efforts in wildlife conservation.

Procedure for award:

- **All discussions, nominations, committee members, elections, correspondence, and anything else tied to this award will be held in secrecy, and all records will be destroyed once the recipient has been approved.**
- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominees must be voting members of the Missouri Chapter of The Wildlife Society who develop, apply, administer, or complete an especially significant program of management, education, research, or communication that results in an outstanding contribution to wildlife resources in Missouri.
- The committee selects the top two or three nominees and submits their names, in order of priority, to the Executive Board by November 30.
- The final selection is made by the Executive Board.
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specifications. The template for the plaque

resides at Red Weir Athletic Supplies (573/445-4931) in Columbia MO, and requires at least a 30-day's notice. In addition, the perpetual award plaque, which resides at the MDC Central Regional Office and Research Center (Columbia, MO) should also be taken to Red Weir Athletic Supplies to be updated with the new recipient's name and year.

- The committee chair, or a designated Chapter member, presents the award at the MNRC Awards Ceremony (making every effort to ensure that the recipient and spouse be present).

2.8.2 G. Andy Runge Wildlife Award

The G. Andy Runge Wildlife Award is presented to an individual, group, or organization who has made an outstanding contribution to wildlife management or understanding in Missouri. The award consists of a wooden plaque containing a brass plate with art work and the inscription:

**“G. ANDY RUNGE AWARD
presented by the
MISSOURI CHAPTER OF
THE WILDLIFE SOCIETY
TO
(name)
For (his/her/their) significant contributions to
conservation in Missouri
(year)”**

Purpose of award:

- To recognize significant contributions to the field of wildlife conservation by individuals, groups, or organizations not necessarily affiliated with the Chapter.
- To provide a vehicle by which the Chapter may recognize non-professionals and/or professionals whose accomplishment(s) may be one time, short-term, or long-term.

Procedure for award:

- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominees shall be individuals, groups, or organizations whose actions, decisions, or programs positively and significantly impact wildlife conservation in Missouri. Consideration is given to far-reaching impacts or contributions that go above and beyond the needs of the moment. The award

will recognize original thinking, innovation, and creativity in solving a problem with wildlife conservation implications.

- The committee selects the top two or three nominees and submits their names, in order of priority, to the Executive Board by November 30.
- The final selection is made by the Executive Board.
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specifications. The template for the plaque is referred to as the “Prairie Chicken Plaque”, and resides at Larsigns Engraving (573/636-9536) in Jefferson City, MO, and requires at least 30-day’s notice. In addition, the perpetual award plaque, which resides at the Runge Conservation Nature Center in Jefferson City, should also be taken to Larsigns Engraving to be updated with the new recipient’s name and year.
- The committee chair, or a designated Chapter member, presents the award at the MNRC Awards Ceremony (making every effort to ensure that the recipient and spouse be present).

2.8.3 Farmer Conservationist Award

The Farmer Conservationist Award is presented to an individual who gives the majority of his/her time to the management of a farming operation, and who has made an outstanding contribution to wildlife conservation in Missouri. The Farmer Conservationist Award replaced the Farmer/Wildlife Award in 2005 (the Farmer/Wildlife Award was first presented in 1977). The Farmer Conservationist Award consists of an 8” x 10” wooden plaque with the inscription:

**“The Conservationist Award
The Wildlife Society
Missouri Chapter
Honors
(name)
Conservationist of the Year
(year)”**

The recipient will also be awarded the presentation statement (on Missouri Chapter letterhead) as read during the award announcement, and signed by the Chapter President.

Procedure for the award:

- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
 - Solicit nominations by October 1, with a December 1 deadline.
 - Electronic nominations preferred.
 - Send reminder notice for nominations by November 1, if necessary.

- Nominee(s) shall be a farmer(s) who gives the majority of his/her time to the management of a farming operation, and who has made an outstanding contribution to wildlife management conservation in Missouri.
- The committee selects the top two or three nominees and submits their names, in order of priority, to the Executive Board by November 30.
- The final selection is made by the Executive Board.
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specifications. The template for the plaque resides at Red Weir Athletic Supplies (573/445-4931) in Columbia MO, and requires at least a 30-day's notice.
 - MoTWS President notifies winner about his/her award.
- The committee chair, or a designated Chapter member, presents the award at the Annual Business Meeting (making every effort to ensure that the recipient and spouse be present).
- Send congratulatory letter to all nominees after awards presentation.

2.8.4 Honorary Membership

Purpose of Award:

Honorary Memberships recognize continuous outstanding service to any area(s) of concern to the Chapter. Any member of the Chapter who has made continuing, valuable contributions to the wildlife profession over a long period of time is eligible for nomination.

Procedure for Award:

- Any Chapter member may submit a nomination for Honorary Membership to the Membership Committee for consideration. Each nomination should include the following minimum information:
 1. Full name, present position, current address, e-mail address, and telephone number of the nominee.
 2. Names, addresses, e-mail addresses, and telephone numbers of the nominator and endorsers.
 3. Clear and concise statement justifying the nomination, including the specific nature, time, and place of the outstanding services and accomplishments.
 4. Signature of the nominator.
 5. Signed statements of endorsement from at least three Chapter members.
- All nominations for Honorary Membership are to be reviewed, evaluated, and ranked by the Membership Committee according to the brief, but specific, statement justifying the nomination.
- The Membership Committee submits the names of Honorary Membership nominees to the President by November 30.

- If the President and Executive Board concur regarding the nomination, the matter will be brought before the Chapter via mail ballot in December, prior to the next Annual Business Meeting.
- The President shall present a Certificate of Honorary Membership to the recipient during the Annual Business Meeting.

2.8.5 MU-Graduate Fellowship

The Chapter tendered the sum of \$2,500 to the University of Missouri – Columbia, on June 5, 1984, to establish **THE MISSOURI CHAPTER OF THE WILDLIFE SOCIETY GRADUATE FELLOWSHIP** fund. The Fellowship program was consecrated in an agreement between the Chapter and the Curators of the University of Missouri in a document dated September 5, 1984.

Purpose of Award:

The fellowship was designed to meet two objectives consistent with the goals of the Chapter.

- To further professional educational opportunities for students interested in obtaining graduate degrees in wildlife management in Missouri.
- To promote student involvement in the Missouri Chapter of The Wildlife Society, and to enhance student / Chapter relationships.

Procedure for Award:

- An annual announcement of the current year program will be prepared by this committee.
- Applicant criteria are:
 1. Enrollment in the Fisheries and Wildlife graduate program at the University of Missouri – Columbia.
 2. Proposed research must pertain to wildlife biology and management in Missouri.
 3. Member of The Wildlife Society (national/parent Society), the MoTWS (state Chapter), or the University of Missouri’s Student Chapter of The Wildlife society; membership verified by the Education Committee Chair.
 4. Evidence of outstanding academic performance in graduate school.
- The Education Committee annually selects the recipient of this monetary award by reviewing applicants’ (the current chair, Josh Millspaugh, requests votes from all wildlife faculty as well as the Natural Resources Department Chair at the University of Missouri):
 - Resumes
 - Research project descriptions (which outline benefits to wildlife resources in Missouri and elsewhere)
 - A letter of recommendation from a University of Missouri faculty member.

- Applicants submit resume and description of research in one PDF document to the committee chair by the deadline, December 1; along with a letter of recommendation submitted from a University of Missouri faculty member.
- The committee chair will recognize the recipient at the Annual Business Meeting.

Basic Duties by Month

January:

- Chapter President selects Education Committee Chair.

April:

- Committee reviews program and selection criteria.

June:

- Announce MU-Graduate Fellowship program in spring newsletter.

July:

- Develop and print flyers or leaflets regarding the program, if needed.

September:

- Distribute flyers, if needed.
- Publicize the program at the University of Missouri – Columbia’s first fall faculty meeting.

December:

- December 1 is the deadline for accepting applications.
- Committee makes selection and submits it to Executive Board for approval by December 15.
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specifications. The template for the plaque resides at Red Weir Athletic Supplies (573/445-4931) in Columbia MO, and requires at least a 30-day’s notice. In addition, the perpetual award plaque, which resides at the Anheuser Busch Natural Resources Building on the University of Missouri-Columbia campus (Columbia, MO) should also be taken to Red Weir Athletic Supplies to be updated with the new recipient’s name and year.

January:

- Chair notifies the following by letter:
 - University’s Wildlife Graduate Program Coordinator
 - University’s Alumni Office
 - University’s Financial Aid Office
 - Recipient with an invitation to attend the Annual Business Meeting to be recognized
 - Letter(s) to unsuccessful applicant(s) thanking them for their time and interest

- Recognizes the award recipient at the Annual Business Meeting.

Originally, the Chapter established a long-term goal of \$10,000 for the bulk of the corpus account. The number of fellowships and amount of the fellowship(s) should be re-evaluated as conditions warrant.

2.8.6 James D. Chambers Memorial Scholarship

Purpose of Award:

The James D. Chambers Memorial Scholarship, initiated in 1996, is awarded annually to a Missouri graduate or senior undergraduate student, majoring in wildlife ecology or natural resources conservation. The scholarship is designed to recognize excellence in academics, leadership, and conservation education.

Procedure for Award:

- Annual advertisement for award applications is handled by the committee chair:
 - Maintain a mailing list of faculty and universities/colleges with natural resource programs to assist in advertisement.
 - Notifies Technology Committee Chair to announce scholarship through the Chapter Website.
 - Announces scholarship by e-mail to the student chapter advisors.
- Recipients are selected based on:
 1. An essay (two pages or less) outlining the student's research or special project involvement, and describing how their work will or has benefitted natural resource conservation
 2. A current resume
 3. Two letters or recommendation from natural resource professionals
- Applications should be submitted in electronic form (either Word or PDF) to committee chair by mid-December, who will then pass them along to Glenn Chambers for review and selection.
- Glenn Chambers handles the engraving and pickup of plaque through Red Weir Athletic Supplies (573/445-4931) in Columbia MO, which requires at least a 30-day's notice.
- Scholarship (\$500) and plaque are awarded by Glenn Chambers at the Annual Business Meeting.

2.8.7 Conservation Heritage Scholarships

The Conservation Heritage Scholarships are part of the Ed Stegner Natural Resource Scholarships (first presented 2006) and part of the Carl Morrow Graduate Scholarships in Natural Resources (first presented in 2011), initiated in conjunction with the Conservation Foundation of Missouri Charitable Trust and the Missouri Conservation Federation. They are awarded annually to a Missouri resident who is or plans to be enrolled as an undergraduate wildlife student (for

the Stegner Scholarship) or a wildlife graduate student (for the Morrow Scholarship) at a Missouri college or university. The awards support undergraduates in the five natural resource disciplines: (1) Fisheries, (2) Wildlife, (3) Forestry, (4) Soils, (5) Parks and Recreation.

The Foundation's Scholarships are a joint venture with the natural resources professional societies – i.e., the Missouri chapters of The Wildlife Society, American Fisheries Society, and the Society of American Foresters; Missouri Parks and Recreation Association; and the Show-Me Chapter of the Soil and Water Conservation Society. Each of these groups provides selection committees that pick recipients in their respective categories. The Executive Board of the Missouri Chapter of The Wildlife Society will make the recommendations for the Wildlife recipients.

Purpose of Awards:

The Ed Stegner Natural Resource Scholarships and the Carl Morrow Graduate Scholarships were established to provide major financial aid to encourage and assist students in the five areas of natural resources.

Procedure for Award:

- Advertisement for award applications is handled by the Conservation Federation of Missouri (CFM).
- Recipients are selected based on:
 - An explanation of why the applicant is applying and how they would use the scholarship; list of any other scholarships currently receiving.
 - Financial need.
 - A resume including experiential background, as well as professional or student society memberships and offices.
 - Official copy of applicant's current transcript(s) issued by school(s).
 - Preference for the Morrow Scholarship may be given to individuals who have previously received one of the Foundation's undergraduate scholarships.
- Applications and supporting materials will be submitted to the Conservation Foundation of Missouri Charitable Trust, 728 W. Main, Jefferson City, MO 65101-1559, by December 31.
- Slate of potential recipients for awards will be forwarded from CFM to the Chapter Executive Board.
- Chapter Executive Board will review & make recommendations for award recipients to CFM.
- Award winners will be announced at the Chapter's Annual Business Meeting.
- Each award, in the amount of \$1,000, will be presented at the Missouri Conservation Federation Conference.

2.9 Operations Manual Editor

The Operations Manual Editor, established in 2006, shall be responsible for maintaining and updating the Chapter's Operations Manual. The Editor shall work with the Executive Board to incorporate any amendments to the Operations Manual, and any changes approved by Chapter members to the By-Laws. The Editor will ensure that current versions of both documents are available to Chapter officers and committee chairs.

Basic Duties

- Contact each Executive Board officer & committee chair to ensure they have the latest version of the Chapter Operations Manual (especially their individual section) and the Chapter By-Laws within 30 days of their assuming responsibilities of their office.
- Request to each Executive Board officer & committee chair for updates on any changes to or omissions in the Operations Manual as it pertains to their responsibilities (especially as details evolve).
- Ensure through Technology Committee Chair that the most current version of the Operations Manual and By-Laws are available on the Chapter Website.
- Assist Executive Board with incorporating changes in the Operations Manual and By-Laws.
 - Attend Executive Board meetings if necessary.
 - Ensure cross-references among Operations Manual sections and/or between the Operations Manual and the By-Laws are correct, accurate, precise.
- Assist in submitting changes for the MoTWS Operations Manual and By-Laws to the parent TWS organization for review.
 - Present comments from the parent TWS organization to the state Executive Board for discussion.
- Submit notification of changes to Chapter members via a Chapter newsletter article.
- Prepare handouts of changes in the By-Laws for consideration by the Chapter members at the Annual Business Meeting.

2.10 Technology Committee

The Technology Committee, established in 2008, shall be responsible for all online activity of the Chapter.

2.10.1 Chapter Website

Basic Duties

- Maintain the Website and domain name.
 - Hosting company is www.easycgi.com.
 - Yearly fee for hosting site is \$107.88 (automatically charged to credit card of Technology Committee Chair on May 17 of each year; who, then, requests reimbursement from Treasurer).

- Domain name (or web address) is www.motws.org.
 - Yearly fee for domain name is \$10; however, it is paid at 3-year intervals (Technology Committee Chair is notified by e-mail when 3-year payment is due; Chair actively pays hosting company with personal credit card and requests reimbursement from Treasurer; next payment is due 05/19/2016).
- Update the Chapter Website with Chapter newsletters, announcements, online voting, and other information pertaining to Chapter operations.
- Provide unique voter numbers for elections; indicating membership status (i.e., whether or not they are current on their dues).
 - Provide announcement for winter newsletter informing members that they will be receiving their unique identification number for annual voting.
 - Counts all online votes for election of Executive Board officers.
 - Establishes deadline for online voting prior to the Annual Business Meeting so there is sufficient time to summarize votes.
 - Provides total of online votes to Nominating and Elections Committee.
- Make recommendations to Executive Board in ways to use technology for Chapter benefit.

2.10.2 Listserv

Basic Duties

- Maintain Listserv.
 - MoTWS Listserv is provided as a Google Group through our parent society.
 - Google provides the service without charge, so there is no annual fee.
 - Jeremiah Patterson is the Web Producer for the parent society, as well as the creator of MoTWS Google Group.
 - Addition or deletion of Administrators for this group should be requested through Jeremiah Patterson at jpatterson@wildlife.org.
- Enroll additional contacts, as needed.
 - Administrators are authorized to register new members:
 - View Google Groups.
 - Click “MANAGE” link within MoTWS group.
 - Add new subscribers individually or in batches of ten.
 - Register new MoTWS members following each MNRC meeting.
 - Use current MoTWS membership roster to determine new members.
 - Distribute the “*Google Groups Guide Missouri*” Listserv document (by Jeremiah Patterson) to new members being registered on the Listserv.
 - Provides instruction on how to subscribe to Google.
 - Provides instruction on how to become a member of the Listserv.

2.11 Raffle/Auction Committee

The Raffle/Auction Committee works with the Executive Board in exchanging ideas and proposing methods of fundraising. The committee is responsible for selecting the method(s) by which funds will be raised during the Missouri Natural Resources Conference, held in conjunction with the Chapter Annual Business Meeting. The

committee is also responsible for soliciting and collecting items to be used. The committee gathers materials necessary to conduct the raffles, games, or auctions, and provides the raffle/auction items when needed.

Basic Duties

- Methods are limited only by imagination. The following are some of the more common methods used for fundraising:
 - General raffle or bucket raffle
 - Special raffle
 - Stretch raffle
 - Silent auction
- Materials
 - Bucket or containers for raffles
 - Raffle tickets
 - Silent auction bid sheets
 - Pens/pencils for bidding
 - Signage

Basic Duties by Month

Spring:

- Send request for raffle/auction items to the memberships through Listserv and the Chapter spring newsletter.

Summer/early fall:

- Solicit and gather items in summer or early fall, prior to MNRC.
- Send requests for raffle/auction items to various conservation groups (Quail Unlimited, Ducks Unlimited, National Wild Turkey Federation, etc.) in fall.
 - Check with Executive Board when considering any large-ticket item purchases for raffle or auction.
 - Secure reimbursement for large-ticket items through Chapter Treasurer.

December/January:

- Send reminder request for raffle/auction items to the membership through Listserv and the Chapter winter newsletter.
- Inventory items, determine use, and gather materials needed to conduct raffles/auction in January, or approximately one month prior to MNRC.

January/February:

- Deliver and set up items, raffles, auctions, and materials at MNRC.

2.12 Ad Hoc Committees

The President may appoint a Chapter member to chair any Ad Hoc Committee through which the Executive Board believes necessary action should be taken within the year.

3.0 OPERATIONS GUIDELINES

3.1 Special Meetings

The Chapter may choose to host or sponsor special meetings being held within the state. Sponsorship (funding support) requires a vote of the Executive Board. The membership can also vote for/against these types of sponsorships during the Annual Business Meeting.

Participation of the Chapter as an exhibitor may be important at education conferences. The President will appoint a member to chair an ad hoc committee to handle activities. The Executive Board or the membership need to vote on approving funding for such an endeavor.

3.2 Contribution Policy

The Wildlife Society, Inc., is classified as an educational and scientific non-profit organization, and not a private foundation under U.S. Internal Revenue Code 501(c)(3). The Missouri Chapter, officially chartered by The Wildlife Society, Inc., in 1954, is a non-profit organization that operates for educational and scientific purposes. The Internal Revenue service has granted The Wildlife Society, Inc., including the Missouri Chapter, a group exemption under Section 501(c)(3) of the Internal Revenue Code for society sections and chapters within the United States. This exemption and classification provide that contributions to the Missouri Chapter of The Wildlife Society, Inc., are deductible for federal income tax purposes.

Accordingly, the Chapter may accept donations of real and/or personal property, subject to limitations imposed by state and federal law. Use of all contributions shall be controlled by the Executive Board, although donor wishes will be considered. Donors should have the option to donate to the Chapter through the Special Projects Account, the Missouri Chapter of TWS Graduate Fellowship Income Account at the University of Missouri – Columbia, the Chamber’s Award Account, or any other special account deemed necessary.

3.3 Amendments to the Operations Manual

This Operations Manual, or any portion thereof, may be amended by a quorum vote of the Executive Board of the Missouri Chapter.

3.4 Mailing Address / P.O. Box Rental / Website Address

The Missouri Chapter of TWS
P.O. Box 743
Columbia, MO 65205-0743

The Chapter owns two keys to P.O. Box 743. The two keys are retained by members of the Executive Board or by a Chapter member designated by the Chapter President;

whoever can easily check the Post Office Box on a regular basis. The annual rental fee is paid by the Treasurer in August.

The Chapter web address is www.motws.org.

3.5 Missouri Natural Resources Conference

The Missouri Natural Resources Conference (MNRC) is an annual meeting organized by the Missouri Chapter of the American Fisheries Society, the Missouri Society of American Foresters, the Missouri Chapter of The Wildlife Society, and the Show-Me Chapter of the Soil and Water Conservation Society on behalf of conference sponsors. Conference sponsors include the state chapters of the four professional societies, the Missouri Department of Conservation, the University of Missouri's School of Natural Resources, the Missouri Cooperative Fish and Wildlife Research Unit, the U.S. Fish and Wildlife Service, and the U.S. Forest Service.

Purpose:

The purpose of the MNRC is to promote wise management of Missouri's renewable natural resources by fostering the exchange of information, and by promoting cooperation among resource management professionals in Missouri.

Organization:

The responsibility for managing the MNRC is shared among the sponsoring societies' state chapters and agencies. The four sponsoring state chapters have primary responsibility for organizing the Conference; sharing this responsibility by rotating leadership on a four-year cycle (i.e., the American Fisheries Society state chapter serves as host, or leads the MNRC organization, in the first year of the cycle; The Wildlife Society state chapter hosts in the second year; the Society of American Foresters state chapter hosts in the third year; and the Show-Me Chapter of the Soil and Water Conservation Society hosts in the fourth year). The other sponsoring agencies support special needs of the MNRC, such as assistance in mailing, printing, and other tasks. Any other society chapter or agency approved by the MNRC Steering Committee may be listed as a conference sponsor, as well as provide assistance.

The duties, organization, and responsibilities for the MNRC and its Steering Committee are described in more detail in the MNRC Conference Operations Manual.

Time and Place:

The MNRC is held every year on the Wednesday, Thursday, and Friday of the third or fourth week of January, or the first week of February, or as determined otherwise by the MNRC Steering Committee. The conference is held at a central location, selected by the Steering Committee, which is sufficiently large enough to provide lodging and meeting rooms for a gathering of 500-1000 people.

Memorandum of Understanding:

On May 6, 1988, the Presidents of the three founding societies' state chapters agreed to a Memorandum of Understanding as a commitment by their respective chapters to cooperate in organizing and sponsoring the MNRC. In 1993, the Show-Me Chapter of the Soil and Water Conservation Society was included as the fourth professional society chapter sponsor.