

## **Operations Manual – NM Chapter of The Wildlife Society**

### **PREFACE**

**Purpose and Use:** This operations manual has been assembled to assist officers and members of the New Mexico Chapter of The Wildlife Society in carrying out their duties and responsibilities. This manual is organized into major categories which are subdivided by descriptive titles and identified by separators. As you use this Operations Manual you will find ways to improve it. Please submit your suggestions to the President-Elect of the Chapter.

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## **SECTION 1: Position descriptions and duties of the Executive Board.**

### **PRESIDENT**

The President is responsible for administering all Chapter business. He or she will: organize and preside at Executive Board meetings and the Annual meeting, appoint and direct committee chairpersons, and represent the Chapter in public and professional meetings and through correspondence. The President shall have general supervision of the Chapter officers and committee chairpersons. The President may represent the Chapter or appoint representatives to other Section, Society, or committee meetings.

Duties of the President include but are not limited to:

1. Appoint committee chairpersons and oversee all committee activities. In conjunction with each chairperson develop specific goals and objectives for each committee.
2. Schedule and preside over Executive Board meetings. Upcoming Board meetings should be announced in the newsletter and members encouraged to attend.
3. Keep other Executive Board Members informed on Chapter activities and furnish them with copies of pertinent material.
4. Instruct the Secretary to send Executive Board meeting minutes to other Board Members.
5. Organize and preside over the Joint Annual Meeting which is generally held the first weekend in February, and other meetings organized and sponsored by the Chapter.
6. Review all correspondence that goes out from the Chapter.
7. Submit information to the editor for inclusion in the Chapter Newsletter. Prepare a President's message for each Newsletter which addresses current issues or topics of interest to the membership.
8. Prepare meeting agendas and oversee the arrangements for all Chapter meetings, including Executive Board meetings.
9. Send letters to various agencies, departments, and organizations encouraging their participation at the Joint Annual meeting.
10. Give each Executive Board Member a Volunteer Time Report form at the beginning of the year and instruct them to fill out the form throughout the year.
11. Appoint referees for the Best Student Paper Award evaluations at the Joint Annual meeting. Evaluation forms can be obtained from the Secretary-Treasurer.
12. Know how to conduct a meeting and become familiar with Robert's Rules of Order.

13. Attend the Audit Committee meeting for the final Chapter audit.
14. Notify each award nominee in writing that he or she was nominated for a Chapter award.
15. Acknowledge the work of officers and committee chairpersons by letter at the end of the year.

### **PRESIDENT-ELECT**

The President-Elect is elected by the New Mexico Chapter members for what will be a two year term as a Chapter officer, first as President-Elect and then as President. During the term as President-Elect he or she will share the major responsibilities of conducting Chapter business and will be expected to attend all Chapter Executive Board meetings and the Joint Annual meeting.

The major responsibilities of the President-Elect are to assist and fill in for the President on a variety of assigned tasks, and serve as the Chairperson of the Membership Committee. If in any event the President leaves office, the President-Elect will assume the position of President for the remainder of the term and will continue into the second year as President.

The duties of the President-Elect include but are not limited to:

1. Notify the President of any items to be considered for meeting agendas.
2. Upon assuming office of President, present the outgoing President with a Past President's pin and certificate.
3. Serve as Chairperson of the Membership Committee and appoint additional committee members if needed.
4. Serve as a liaison with the Arizona Chapter and the Fisheries Society to their Program Committee on years the Chapter does not conduct the Joint Annual Meeting.
5. Assume position of President following the business meeting at the Joint Annual Meeting.
6. Assume responsibility for the Operations Manual and any changes or additions to the manual. Maintain a file on Operations Manual edits, changes, and additions. If the changes are approved by the Executive Board, revise Operations Manual at the end of the year for the new Executive Board.
7. Attend and participate in all Chapter meetings, including Executive Board meetings.
8. Recruit chairpersons for standing committees prior to the Joint Annual meeting.
9. Become familiar with the Chapter Bylaws and the Operations Manual.

10. Serve as official liaison with the Arizona, Texas, Mexico and Costa Rica Chapters of The Wildlife Society.

## **SECRETARY**

The Secretary shall be responsible for the Chapter files, including filing all necessary documents and correspondence. Duties include recording minutes of Executive Board and business meetings. The Secretary shall be responsible for maintenance of the Chapter Mail box, forwarding necessary documents to the appropriate Executive Board members.

Duties of the Secretary include but are not limited to:

1. Attend and participate in all Chapter meetings including Executive Board meetings.
2. Notify the President of any items to be considered for meeting agendas.
3. Provide copies of the Chapter Bylaws and Chapter Operations Manual to new Executive Board members. Chapter Bylaws should be provided to members upon request.
4. Maintain Chapter files on all activities, including correspondence sent and received, any important documents, minutes of meetings and committee activities.
5. As soon as possible after the Joint Annual meeting request a membership list from the parent Society and update the Newsletter Editor's files.
6. Within ten days after election of new Chapter officers send names and addresses to the Executive Director of the parent Society.
7. Take minutes and distribute copies of the same, at all Executive Board and Chapter meetings, to all Executive Board members, and the Newsletter editor.
8. Participate in fund raising activities including training and workshops sponsored by the Chapter.
9. Provide copies of year-end committee reports from previous years upon request to committee chairpersons.
10. At the beginning of each Executive Board meeting, read the minutes from the last Board meeting.
11. Submit summaries of important information from Executive Board meetings to the Chapter Newsletter Editor for inclusion in the Newsletter.
12. At the Joint Annual meeting, read the minutes from the previous years Joint Annual meeting.

## **TREASURER**

The Treasurer shall be responsible for the funds of the Chapter and for maintaining financial records for the Chapter. Duties include receipt and disbursement of the funds, maintenance of a complete financial record, and preparing financial reports for Joint Annual meeting. Duties of the Treasurer include but are not limited to:

1. Attend and participate in all Chapter meetings including Executive Board meetings.
2. Notify the President of any items to be considered for meeting agendas.
3. Maintain financial records and be responsible for Chapter funds. Review regularly the Chapter's current finances and advise the Board thereon.
4. Sign checks paying all bills for the Chapter.
5. Prepare and present before the Executive Board interim financial reports at Executive Board meetings.
6. Submit a financial statement to the parent Society at the end of each calendar tax year, use the form provided by the Society.
7. Notify bank and savings associations of name changes following installation of new officers. Obtain new officers' signatures for bank signature card on Chapter accounts.
8. Prepare tax forms and exempt forms. Submit volunteer time reports for Chapter officers and committees to the parent Society at the end of the year.
9. Participate in fund raising activities including training and workshops sponsored by the Chapter.
10. Prepare financial statements following any Chapter sponsored symposium, workshop, or meeting. Distribute funds accordingly to co-sponsors following the event.
11. Provide copies of year-end committee reports from previous years upon request to committee chairpersons.
12. Prepare a financial report for the Joint Annual meeting and furnish records to the Audit Committee prior to the Annual meeting. Attend the Audit Committee meeting for the final Chapter audit.

## **BOARD MEMBER**

Three Board Members will be elected to serve on the Executive Board. Board Members are responsible for attending each Executive Board meeting and have full voting rights within the Board. Board Members will share the major responsibilities of conducting Chapter business and will assist other Board Members on a variety of assigned tasks.

The duties of the Board Members include but are not limited to:

1. Attend and participate in Executive Board meetings.
2. Notify the President of any items to be considered for meeting agendas.
3. Perform tasks and assume duties as directed by the President, including chairperson of committees.

## **SECTION 2: Position descriptions and duties of Chapter Committees.**

### **AWARDS COMMITTEE**

There are three awards that may be presented by the Chapter each year; Professional Award, Conservation Award, and the Excellence in Adaptive Wildlife Management Award. The Awards Committee Chairperson, is responsible for administering the solicitation of nominees, preparation of awards, and arrangements for presentations.

The following are general guidelines covering the Awards Committee:

1. Solicit nominations for awards in the fall Newsletter. Include guidelines for nominations for each award.
2. Set a deadline for receiving nominations that will allow adequate time for selecting recipients and preparation of plaques for presentation at the Joint Annual Meeting. Plaques will be given to each recipient.
3. The Executive Board will review all nominations based on submitted information and not personal knowledge of the individuals, and make the selections for award recipients.
4. Each nominee should be notified in writing that he or she has been nominated for a particular award prior to the Annual Meeting.
5. If in any category the Executive Board doesn't feel that any nominee is worthy of the award, then that award is not given for the year.

6. All nominations must be individuals and/or single organizations. Award nominees do not have to be members of either the Chapter or The Wildlife Society. Deadline for nominations is usually December 31.

7. A file will be maintained for each award category which will include the following:

- a. Names of past recipients and the year received.
- b. Names of nominees for each award and the nominating letters for the previous 5 years.
- c. A description of the history of the award and the criteria for nomination for each award.

8. A press release will be sent to appropriate newspapers, agencies, and the parent Society, announcing the recipients for the year.

9. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Joint Annual Meeting.

## **NOMINATIONS COMMITTEE**

A Nominations Committee shall be selected each year by the President. This committee shall prepare a slate of at least two candidates for each elected position; President-Elect, Secretary-Treasurer, and three board members.

The duties of the Nominations Committee include but are not limited to:

1. Solicit nominees from the general membership through the Newsletter or by personal contact. All nominees must be current voting members.
2. Obtain suggestions from outgoing Executive Board members and committee members for names of nominees.
3. The nominating Committee shall obtain approval from the nominated candidates.
4. The nominated slate, biographies of nominees, and voting ballot will be submitted to the membership at least 30 days prior to the mail balloting due date.
5. Additional nominees may be added to the Nominating Committees slate upon signed support of six or more members, provided prior approval has been obtained from the nominee.
6. A member may be elected for no more than two consecutive terms in the same office.
7. Each candidate will provide biographical information for inclusion in the Chapter Newsletter which will present the candidate to the membership. The following outline should be followed for the biography:

- a. Personal data- Birthplace and date, marital status, children.
- b. Education.
- c. Employment history.
- d. Wildlife Society activities.
- e. Other professional affiliations.

### **NEWSLETTER EDITOR ( COMMITTEE )**

The Newsletter Editor is responsible for editing, printing, and mailing of at least four newsletters for the year and any special mailings requested by the Executive Board.

The following are general guidelines and duties of the Newsletter Editor:

1. Obtain a copy of the mailing list of paid up Chapter members from the Secretary-Treasurer. A list may not be available for the first newsletter so mail to the previous membership and any new members.
2. As a courtesy mail a newsletter to the President of the Arizona-New Mexico Chapter of the American Fisheries Society, TWS Section Representative, and the newsletter editors or Presidents of the Arizona, Texas, Mexico, and Costa Rica Chapters, and the parent office of The Wildlife Society.
3. Send any bills for printing directly to the Secretary-Treasurer for payment.
4. Publication of the President's message, editorials, and other articles should bear the name of the author.
5. It is necessary to inform people responsible for input of submission deadlines.
6. Each newsletter should contain a President's message. Actively encourage and solicit material from Chapter members for inclusion in the Newsletter.
7. Newsletters should contain summaries of any Chapter meetings that are pertinent to the general membership.
8. List all Chapter officers committees, and chairpersons.
9. List date, time and location of upcoming Executive Board meetings if known.
10. List information on upcoming conferences, workshops, symposia, etc.
11. List available new publications and where they are available.



12. Issue a call for papers, officer nominations, and awards for the Joint Annual meeting in the fall newsletter and the tentative Joint Annual meeting program prior to the meeting in the January Newsletter.

13. The Newsletter Editor shall submit a written report documenting the year's activities to the President for the Joint Annual meeting including copies of Newsletters for the past year.

### **AUDIT COMMITTEE**

The Audit Committee is a standing Committee of the Chapter whose Chairperson is selected by the President with the advisement of the Executive Board. Any current member may serve on or chair this Committee. The Committee shall complete the audit and prepare a report for the Executive Board just prior to the regular Chapter Business meeting. Special audits may be undertaken at the request of the President or Executive Board. The Committee shall also review the records and documents prior to any change in the office of the Secretary-Treasurer.

The duties of the Audit Committee include but are not limited to:

1. Review and report the financial records of the Chapter just prior to the Joint Annual meeting. Format a financial statement of audit to be forwarded to the parent Society at the end of the calendar year.
2. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Joint Annual meeting.

### **CONSERVATION COMMITTEE**

The Conservation Committee shall review administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat primarily within the state of New Mexico. The Committee will make recommendations to the Executive Board for any action that should be taken by the Chapter. Comments, recommendations and other input should be made in writing on Chapter letterhead and signed by the Chapter President, unless the President directs otherwise. The Chairperson is selected by the President who may ask or appoint other members to serve on the Committee and to assist in reviews.

The duties of the Conservation Committee include but are not limited to:

1. Review material described above.
2. Make recommendations to the Executive Board with sufficient lead time to allow for necessary action by the Board.
3. Prepare a draft document for Executive board approval.

4. Prepare a final draft document for the President's or other member of the Executive Board's signature on letterhead stationary.
5. Make official copies of documents for the Secretary- Treasurer's file, one for the Conservation Affairs Committee file, and any copies required as designated carbon copies of the original.
6. Submit original correspondence, carbon copies, and official file copy to the Secretary-Treasurer who will mail correspondence and carbon copies. Copies of significant issues will be provided to the Southwest section and the parent Society when broader support is needed.
7. Periodically submit a summary report of Committee activities for the Chapter Newsletter.
8. Solicit the assistance of other members who may have expertise or special knowledge of the issue being addressed.
9. Maintain a file of correspondence and documents reviewed which will be turned over to the Secretary-Treasurer when the Committee is finished with the material.
10. Maintain complete documentation for issues and documents for which Chapter input was made.
11. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Joint Annual meeting.

## **MEMBERSHIP COMMITTEE**

The Membership Committee Chairperson shall be the President- Elect. The Chairperson may ask additional members to serve on the Committee to assist in the duties of the Committee. This Committee shall encourage the maximum number of qualified persons residing within the state of New Mexico to become members of The Wildlife Society and the New Mexico Chapter. The Committee shall encourage the membership to maintain dues on a paid up basis. Professionals should be recruited through attempts to involve them in Chapter activities such as regular functions, special meetings, special projects, and any other way the committee may, with the concurrence of the Executive Board, involve wildlife professionals in the Chapter.

The duties of the Membership Committee include but are not limited to:

1. Providing each potential member with information regarding the Chapter and the parent Society along with the proper application forms followed up with a personal contact if possible. These materials shall be available through the Chairperson.
2. Provide the Newsletter Editor and Secretary-Treasurer with updated mailing lists.
3. Report changes in addresses to the Newsletter Editor and any appropriate Executive Board members.

4. The Committee shall actively encourage new membership in the Chapter.
5. Update and maintain a membership list, including names, addresses, phone numbers, position titles, affiliation, and area of expertise for all wildlife professionals in the New Mexico Chapter and, if possible, professionals that are not current members of the Chapter.
6. Actively work for positive attitudes towards membership and involvement in the Society and Chapter, and encourage professionalism.
7. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Joint Annual Meeting.

#### **AD HOC COMMITTEES ( SPECIAL PURPOSE )**

Ad Hoc committees may be appointed by the President whenever a need for a special committee arises. A Chairperson shall be appointed by the President who in turn may appoint other members as necessary.

#### **HISTORIAN**

A Historian should be appointed periodically by the President to summarize the past activities of the Chapter. Often a Chapter can improve the way it does business and conducts activities by reviewing past programs and accomplishments. The Chapter Historian is an important position but may be needed only after a certain period (perhaps 5 to 10 years) of time to bring information up to date. The material prepared by the Historian will be retained by the Secretary-Treasurer in the Chapter files.

Tentative outline for first report:

1. Charter and petition
2. Bylaws
3. Officers: (beginning of Chapter to present), include all elected, appointed, and Executive board and Section Representatives.
4. Chapter: year chartered, years in operation and officers.
5. Membership numbers by years.
6. Operations: Executive Board Newsletters, Finance
7. Chapter Activities: Annual Meetings, Special Meetings such as Symposia and Workshops.

8. Awards: recipients of each award for each year.
9. Written actions such as resolutions, position statements, or public statements.

## **REVIEW COMMITTEES**

Review committees may be appointed by the President whenever a need arises. Examples of such committees are those needed to review major documents such as land management plans or environmental impact statements. These should be created as subcommittees under existing standing committees such as the Conservation Committee.

## **LEGISLATIVE AFFAIRS AND RESOLUTIONS COMMITTEE**

The Legislative Affairs and Resolutions Committee is a standing committee of the Chapter. This committee is responsible for review of resolutions, public statements, position statements, and legislative proposals of concern.

- a. Resolutions are a formal determination or expression of opinion usually organized, and adopted at a general business meeting of the Chapter membership.
  - b. Public statements are brief, formal expressions opinion presented at a public meeting or hearing.
  - c. Position statements are formal, technical expressions of the Chapter's position of specific social or environmental issues impacting wildlife or wildlife habitat. The statement shall be complete enough with sufficient background material to stand alone and be a source of reference by users.
  - d. Legislative proposals of concern are any proposed or introduced legislation which will affect the natural resources of the state of New Mexico.
1. The Chairperson of this Committee will be appointed by the President. The Chairperson shall then appoint additional Committee members as needed.
  2. The Committee will prepare and review proposed resolutions and position statements from members at any time and submit them to the Executive Board for further action.
  3. The Committee will follow the procedures Article VII, Section 5 of the Chapter Bylaws.
  4. The Committee Chairperson will retain all pertinent correspondence and information concerning resolutions, public statements and position statements which will be numbered consecutively. This information will be given to the Secretary-Treasurer for the Chapter files.

5. The Chapter will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of the Society. Copies of New Mexico Chapter resolutions, public statements, and position statements will be provided to the Southwest section and parent Society.

6. **Resolutions:** may be submitted by members to the Resolutions Committee for consideration by the Chapter's Executive Board. They shall be accepted or rejected by the Board. If accepted the resolution will be prepared for submission to the general membership at the Joint Annual Meeting. Copies of the resolutions will be sent to each member through the Newsletter prior to the Joint Annual Meeting. Resolutions will be consecutively numbered and format, at a minimum must include the following:

- a. The title preceded by a successive number.
- b. Several statements of facts preceded by the introductory phrase "whereas".
- c. One or more conclusion statements preceded introductory phrase "therefore be it resolved".
- d. Follow the above with a statement such as "approved by the New Mexico Chapter of the Wildlife Society, February 2, 1985, Silver City, New Mexico".

7. **Public statements:** will be submitted and recommended to the Executive Board for action. Format should include:

- a. The title followed by " A Public Statement by the New Mexico Chapter of The Wildlife Society".
- b. An introduction explaining the role and function of the Chapter and Society.
- c. A section explaining the specific topic and supportive biological information or evidence.
- d. A summary of recommendations supporting the statement.

8. **Position statements:** Will be submitted and recommended to the Executive Board for action. These should be presented for a vote by the general membership, depending on the immediacy of the problem. Format should include:

- a. An introduction which should contain a history of the particular subject along with biological and technical statements concerning impacts by the subject action of the environment.
- b. A summary and conclusion with concise statements leading the reader to the position being taken by the Chapter.
- c. Position statements should end with a precise statement giving the Chapter's position.
- d. Should contain a literature cited section.

**9. Legislative Proposals of concern:** Will be reviewed, and recommended action will be submitted in writing, to the President for action by the Executive board. Format should include:

- a. Bill number, chamber where it is being introduced, and name of sponsor(s).
- b. Legislative committees who will be holding hearings and name of committee chairman.
- c. Positive and/or negative impacts of bill.
- d. Recommended course of action for the Chapter to follow.

10. The Committee Chairperson shall submit a written report documenting the year's activities to the President for the Joint Annual Meeting.

### **SECTION 3: The Annual Meeting.**

#### **Joint Annual TWS/AFS Meeting Guidelines**

The following guidelines are intended to assist Chapter members in preparing for and conducting the Joint Annual Meeting in cooperation with the Arizona-New Mexico Chapter of the American Fisheries Society and the Arizona Chapter of The Wildlife Society.

The most efficient manner to prepare for the Joint Annual Meeting is for the President to appoint a Program Chairperson who then subdivides responsibilities and assigns certain tasks to specific committees, i.e. program, registration, and photo contest. Each committee should coordinate and report directly to the Program Chairperson.

The following guidelines should help the Program Chairperson and the various committees to provide a well organized forum for exchange of wildlife and fish information:

#### **PROGRAM COMMITTEE**

The President will select a Program Committee Chairperson who may ask or appoint other members to serve on the Committee which will organize and coordinate the Joint Annual Meeting.

The following are general guidelines and duties of the Program Committee:

1. Set date, time, and location for the Joint Annual meeting. This is usually done at the Saturday morning breakfast meeting of Chapter officers from the previous Joint Annual meeting. The Joint Annual Meeting is traditionally scheduled for the first weekend in February each year. Registration and Chapter business meetings begin on Thursday and the general and technical sessions occur all day Friday and Saturday morning. Meetings alternate between the two state chapters and the Arizona-New Mexico Chapter of the American Fisheries Society. The Meeting must be held within 100 miles of the Arizona-New Mexico border for travel purposes. Meetings

should be held at either Eastern Arizona College in Thatcher or Western New Mexico University in Silver City unless other arrangements have been made with all chapters involved.

2. Arrange for the meeting facility. Facility arrangements should be made as soon as possible following the last Joint Annual Meeting. Initial arrangements can be made by phone, letter or in person, but must be confirmed by written letter and contract. Facilities will be necessary to accommodate the following:

Registration

Concurrent Meetings - AZ Chapter business meeting

NM Chapter business meeting

AFS Chapter business meeting

General Session - TWS/AFS sessions

Concurrent Sessions - TWS technical session(s) AFS technical session(s)

Photo Contest

3. Arrange for the welcoming address by the College or University President. This should be done when facility arrangements are confirmed and is a courtesy extended to the host facility each year.

4. Arrange for TWS and AFS representatives or keynote speaker (if desired) and select a theme for the general session. The theme should attempt to address the interests of the general membership. Selection of the theme should be done jointly with the AFS.

5. Contact the local Chamber of Commerce regarding location of the Joint Annual Meeting. Obtain lists of motel accommodations and room rates. Request special commercial rates and complimentary name tags.

6. Contact local media for coverage of the Joint Annual meeting.

7. Issue a Call for Papers in September or October. Require abstracts to be submitted no later than December 15. Review and select papers for each session. AFS will be responsible for selecting papers for the fisheries technical sessions.

8. Prepare a list of available accommodations with rates and phone numbers to be mailed out to people presenting papers and publish in the Chapter Newsletter.

9. Selected papers should be arranged into sessions of similar topics if possible. Session moderators should be selected by the Program chairperson and each speaker should be notified of the program schedule, format, and session chairperson. Each speaker is requested to provide biographical sketch to his or her respective session chairperson.

10. General session papers are generally invited presentations. They should be arranged and coordinated as above.

11. The program is printed following final scheduling arrangements. Programs should include the schedule of general and technical session papers, times, and location. Abstracts should also be printed in the Program.
12. Coffee breaks should be arranged with proper amounts of time for people to return to the meeting places. Coffee service arrangements should be confirmed in writing.
13. Room arrangements and audio-visual equipment per request of the Facility Use Agreement should be confirmed in writing prior to the meeting.
14. Any arrangements for commercial retail sales at the meeting should be arranged by the Program Chairperson. Traditionally a 15% commission is assessed on the total gross receipts.
15. Make arrangements with the Secretary-Treasurer to provide a cash box, registration forms, and money to make change for registration.
16. Following the meeting, thank you letters should be sent to the host facility, invited speakers, and special guests.

## **REGISTRATION COMMITTEE**

The President or Program Committee Chairperson will select a Registration Committee Chairperson who will select people to serve on the Committee. This Committee is responsible for coordination of registration at the Joint Annual Meeting. Generally the Secretary-Treasurer is best qualified for this position.

The following are general guidelines and duties of the registration Committee:

1. Duties include collection of registration fees, Chapter dues, and providing information to the registrants. It is the responsibility of the chairperson to keep all records of registration and Chapter dues, prepare a financial report of receipts and expenditures and submit copies of the report along with registration forms and dues to each respective TWS or AFS Chapter.
2. Registration fees go to the host chapter to cover expenses. The registration fee should not be excessive but should be adequate to cover operating costs, facility rental, cleaning fees, coffee service, program printing, photo contest awards, raffle tickets, etc.
3. Provide a receipt for dues and registration fees to each registrant.
4. Registration forms provide the only record of membership to each of the respective Chapters. Great care should be taken to get correct information in a legible form. Registrants should be asked to print their name, mailing address, employer, and chapter affiliation.
5. Programs and name tags will be available at the registration table and will be provided upon payment of registration fees.



6. Arrangements to sell raffle tickets in the registration area should be coordinated by the Registration Committee Chairperson.
7. Information and directional signs should be made prior to the meeting. Signs are to be placed throughout the facility to help direct people to meeting rooms.
8. Arrangements to obtain TWS membership forms, lists of publications, and Wildlife Society brochures should be made with the TWS national office. This information should be made available at the registration table.
9. The Registration Committee should plan on arriving early on the first day of the Joint Annual Meeting. This will provide time to make final arrangements and prepare for registration.

### **PHOTO CONTEST COMMITTEE**

The President or Program Committee Chairperson will select a Photo Contest Committee Chairperson who will select people to assist with the photo contest. This Committee is responsible for organizing and conducting the photo contest at the Joint Annual meeting.

The following are general guidelines and duties of the Photo Contest Committee:

1. Advertise the photo contest early in the Chapter Newsletter to stimulate interest.
2. Provide photo contest rules and categories with the Call for Papers and in the Chapter Newsletter.
3. Make arrangements to supply ribbons for the winning entries. Have ribbons printed accordingly for each place and category.
4. Make arrangements to transport and erect photo display materials at the Joint Annual meeting facility.
5. Select the winners of each category based on a predetermined selection process such as balloting.
6. Winners of each category will be announced and awarded at the Joint Annual meeting. Additionally, a list of winners should be compiled for publication in the Chapter Newsletter.
7. The Photo Contest Committee should arrive early on the first day of the Joint Annual meeting. This will allow time to make final arrangements and preparations. The Committee should be ready to accept entries when registration begins.

### **SUGGESTED RULES**

The following is a suggested format and rules for the photo contest:

### Divisions

1. Color prints and color slides
2. Black and white prints

### Categories

1. Mammals
2. Birds
3. Reptiles, amphibians, fish, and invertebrates
4. Scenic (includes plants and animals)
5. General

Prizes will go to the first three places in each category of each division and a best award for each division will be awarded. A best show will also be awarded which will be decided upon by judges. All prizes do not need to be awarded if the judges determine that there are no acceptable winners.

Preliminary judging will be done by a panel of three individuals well versed in photography and the evaluating of prize winning photographs. None of the judges shall submit any entries. Judging will be based on focus, exposure, composition, originality, overall effect and technical difficulty of the photograph. Best of show will be based on the above criteria in addition to the difficulty of obtaining the photograph and the artistic merit. After preliminary judging, final placement of first, second, or third will be determined by a popular vote.

Popular vote will also decide the best division and show photographs.

### General Rules:

1. Photographs entered must have been taken by members in good standing of the Wildlife or Fisheries Society who are in attendance at the meeting.
2. Limit of three entries per category with a maximum of ten entries by any individual.
3. Previous winning photographs are not eligible.
4. Prints must be no smaller than 5 X 7 inches or larger than 11 X 4 inches and matted in suitable mat (no frames).
5. Identification of entries:
  - a. Photographs should have no name or title on the front. Identification should be on the back along with the category of entry.
  - b. All entries should be accompanied with a sheet of paper listing the photographer's name and address on each entry.

6. Photographs to be entered should be turned in at the registration desk by 9:00 A.M. on the first day of the meeting and picked up by the finish of the meeting the next day.

### **AUDIO-VISUAL COMMITTEE**

The President or Program Committee Chairperson will select an Audio-Visual Committee to coordinate equipment needs at the Joint Annual Meeting.

The following are general guidelines and duties of the A-V Committee:

1. Make arrangements with the facility for equipment. It is important to request remote slide selector switches and extensions for the switches for each meeting room.
2. Make arrangements for equipment such as overhead projectors, slide trays, electrical extension cords, 3-pronged adapter plugs, screens, easel, chalk, eraser, VCR, etc.
3. Locate light switches for each meeting room, know where the sound system controls are and how to operate them, and advise the operation.
4. A lighted podium should also be provided along with a pointer in each meeting room. Be sure to have extra bulbs for each projector.
5. Check to see that all equipment is operational, properly located and ready for operation.
6. A person should be assigned to each meeting room to run the projector and assist with the operation of other equipment. These people should know how to use and adjust the equipment including changing bulbs and removing jammed slides.
7. The committee should arrive early on the first day of the Joint Annual Meeting. This should provide time to obtain the equipment, set up the projectors and make any final arrangements.

### **SECTION 4: Miscellaneous (See Bylaws)**