



TEXAS SECTION

**SOCIETY FOR  
RANGE MANAGEMENT**

**Texas Section  
Society for Range  
Management**

**Administrative**

**Handbook**

*Updated 2022*

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### Abbreviations/Terms used throughout the Handbook:

<b>TSSRM/Section</b>	Texas Section Society for Range Management
<b>BOD/Board</b>	TSSRM Board of Directors
<b>Society/SRM</b>	Society for Range Management (parent society)



The **Society for Range Management** is the professional scientific society and conservation organization whose members are concerned with studying, conserving, managing and sustaining the varied resources of the rangelands which comprise nearly half the land in the world. SRM is dedicated to supporting persons who work with rangelands and have a commitment to their sustainable use. Rangelands comprise almost one-half of all the lands in the world. They are extremely important to society for the goods and services they produce and for the ecological services they provide. SRM is dedicated to the conservation and sustainable management of rangelands for the benefit of current societies and for future generations. Established in 1948, SRM has over 4,000 members in 48 countries, including many developing nations.

SRM's members are land managers, scientists, educators, students, producers and conservationists--a diverse membership guided by a professional code of ethics and unified by a strong land ethic.

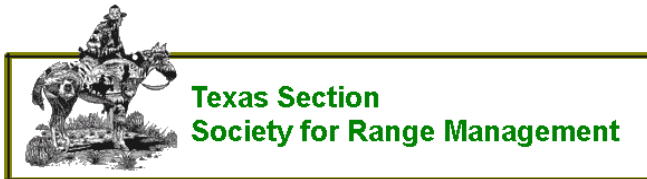
## VISION

The Society's **vision** is a well-trained and highly motivated group of professionals and rangeland users working with productive, sustainable rangeland ecosystems.

## MISSION

The Society's **mission** is to promote the professional development and continuing education of members and the public and the stewardship of rangeland resources.

Website: <http://www.rangelands.org/>



## VISION

The **Texas Section Society for Range Management** envisions healthy, sustainable rangelands. Healthy rangelands provide dynamic, sustainable habitats for a wide variety of plants and animals.

## MISSION

To provide leadership for the stewardship of rangelands based on sound ecological principles.

## OBJECTIVES

To foster advancement in the science and art of grazing land management, to promote progress in the conservation and greatest sustained use of forage and soil resources, to stimulate discussion and understanding of scientific and practical range and pasture problems, to provide a medium for the exchange of ideas and facts among Section members and with allied technologists, and to encourage professional improvement of its members.

Website: <http://texas.rangelands.org/>

# DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS

## PURPOSE

The Board of Directors (Board/BOD) shall manage the business of the Texas Section Society for Range Management (hereafter referred to as TSSRM and/or Section). This business includes, but is not limited to, Section organization, administration, financing, and programs that accomplish the objectives of the Section as stated in the Constitution, Article II, Section I. *Last updated 2003*

## STRUCTURE (Constitution Article IV, Section 2)

The Board shall consist of the President, First Vice-President, Second Vice-President, and the six elected Directors. Each member of the Board serves a three-year term. Ex officio members of the Board include, but are not limited to, the immediate Past President, Secretary, Treasurer, and Archivist. (Change in structure of the officers was recommended by the Planning Committee in January 1987, passed by the membership at large in May 1987, and ratified at the business meeting of the Texas Section in May 1987.) (Revised 10/2003)

## PRESIDENT

- A. The President shall have general supervision of the affairs of the Section. He/she shall preside at all meetings of the Section. Committee Chair-elects, appointed while First Vice President shall become Committee Chairs, when he/she becomes President, providing for greater continuity in committee work.
- B. Represent the Section at all meetings of the SRM Advisory Council.
- C. Forward SRM correspondence to board member(s) and/or committee chair(s) as appropriate.
- D. Finalize a budget as early in the year as possible and present to the board for approval – work with Secretary and Treasurer on this.
- E. Inform Section members of Section activities and other important happenings through the TSSRM Newsletter and through an Annual Report during the Annual Business Meeting.
  1. Notify Board and committee chairs of board meetings.
  2. Coordinate with the Secretary to forward a current list of officers and committee chairs to the SRM Office.

## FIRST VICE-PRESIDENT (Changed from President-Elect May 1987, accepted by Board of Directors and ratified by general membership.)

- A. The First VP shall preside at meetings and discharge the duties of the President in the absence of the President.
- B. Will appoint a Chair-Elect for each committee (except Activities, and Planning) by January 1<sup>st</sup>. When the First Vice-President ascends to President, Chair-Elects also move up to Committee Chair.
- C. Represent the Section at all meetings of the SRM Advisory Council.
- D. Will select successors for the appointed positions of Secretary, Treasurer, and Archivist in sufficient time to provide continuity in service.
- F. Will serve as Chair of the Activities Committee. (Adopted by the BOD October, 2003.)
- G. Will serve as Emcee of the Awards Banquet during the Section Annual Meeting.

## SECOND VICE-PRESIDENT (Office adopted by Board of Directors January 1987, accepted by Board of Directors and ratified by membership in May 1987.)

- A. The Second VP shall preside at meetings and discharge the duties of the President in the absence of the President and First VP.
- B. Represent the Section at all meetings of the SRM Advisory Council.
- C. Serve as Chair-Elect of the Activities Committee. (Adopted by the BOD October, 2003.)
- D. Will serve as Chair of the Planning Committee. Will serve as Emcee of the Awards Luncheon during the Section Annual Meeting.

## PAST PRESIDENT

- A. Will serve as an ex officio member of the BOD. (Adopted by the BOD, January 1987.)
- B. Will serve as Chair of the Planning Committee to select the annual meeting host city 3 years in advance. Will work closely with 2<sup>nd</sup> VP will serve as Chair of the Resolutions Committee.

## **SECRETARY**

- A The Secretary is annually appointed by the President and ratified by the Board.
- B The Secretary shall keep a record of minutes taken at all meetings. (Secretary is to keep the past 3 years of approved minutes in hard copy available for board review.) Email draft minutes of the previous meeting to the Board of Directors for review as directed by President. Post a copy of all approved minutes on the TSSRM website. Keep all committee reports, notes of meetings, etc. for three years. Regularly forward copies of all meeting minutes to the Section Archivist for permanent filing.
- C Keep on file the "Mini-Directory" published by the SRM Office of all officers of affiliated Sections.
- D At the TSSRM Annual Meeting, present the minutes of last year's Section Business Meeting to the membership. Open the meeting to discussion of the minutes. Have the President seek approval of the Minutes by a majority of those members present.
- E Maintain the Section's Administrative Handbook in electronic format. Update the Handbook as instructed by the BOD and with input from current Committee Chairs. Post a copy of the current handbook on the section's website.
- F Coordinate with the President to forward a current list of officers and committee chairs to the SRM Office.
- G As appropriate, send copies of adopted resolutions to the parent Society.
- H Serve as Section point of contact for TSSRM website updates unless President has appointed someone separately.

## **TREASURER**

- A. The Treasurer is annually appointed by the President and ratified by the BOD. This appointee should understand the basics of income accounting, IRS and other regulations concerning a nonprofit organization, and other financial procedures.
- B. The Treasurer's primary duty is to keep an accurate and up-to-date record of all Section financial transactions, except Youth Activities, Annual Meeting, and/or any other special accounts approved by the BOD. (Adopted by BOD01/87.)
  - 1. The Treasurer shall give a full financial report (both accrual and cash-flow) at each BOD and Annual meeting, and seek board approval. Give a financial report at the annual section business meeting, to be approved and accepted by a majority of the members present.
    - a. The Treasurer will keep all TSSRM funds at a locally convenient banking institution; seeking the best interest and flexibility in use of funds possible, including scholarship and endowment funds that are invested in equities and bonds.
    - b. The Treasurer will complete and file an income tax return with the IRS. Help, if needed, can be obtained from previous Treasurers or others.
    - c. Communicate with the SRM Office to ensure that the Section is reimbursed the Section dues amount for each membership.
    - d. Provide copies of all approved financial reports to Section Archivist.
    - e. Annually renew the State Sales Tax Certificate (adopted 10/89). (Provide copy of current sales tax certificate as requested.)
    - f. The Treasurer is the primary contact with the financial institution on the management of the Endowment Fund, TSSRM Memorial Scholarship Fund, Bill Wyche Jr. Memorial Scholarship, and the TSSRM Youth Activities Endowment Fund.
      - i. When the annual income from these funds is received from the financial institution, the Treasurer shall pay the management fee out of the interest/dividends received.
      - ii. Notify the Board of the remaining revenues of each fund.
        - 1. All scholarship fund proceeds will be used to fund each applicable scholarship.
        - 2. The excess Endowment Funds will be available for use at the discretion of the BOD.
        - 3. The excess Youth Activities Endowment funds will be used as directed by the BOD.
  - 2. The Treasurer shall report directly to the President any unusual circumstances or discrepancies affecting the completion of business.

## **ARCHIVIST**

- A The Archivist shall be appointed by the President, but ratified annually by the BOD.
- B Yearly files to be delivered to the archivist may include, but are not limited to: meeting minutes, general correspondence, field meetings/tours, financial reports, membership reports, newsletters, newsletter sponsors, award recipients, scholarship recipients, and a list of Youth Range Workshop and High School Youth Forum participant(s).
- C The Archivist shall deposit TSSRM files in the Southwest Collection of the Library at Texas Tech University every three to five (3-5) years (adopted by BOD June 1987).

## NEWSLETTER EDITOR

- A The newsletter editor is annually appointed by the President, and ratified by the BOD.
- B Keep an up-to-date record of the Texas Section membership.
  - 1. Membership list can be obtained from the SRM website (<http://www.rangelands.org/>).
- C Develop electronic newsletter and post on the website for distribution. Mail hard copy of the newsletter to those section members without email.
  - 1. Newsletters are published bi-monthly.
    - a) ***Anyone wishing to get information into the Newsletter MUST submit the information to the Editor by the 5<sup>th</sup> OF THE MONTH PRIOR TO PRINTING.***
  - 2. Immediately after Annual Meeting, add to mailing list nonmember award winners.
  - 3. Immediately after the Annual Meeting, delete the recipients of awards from the previous year unless they have paid dues to become a member.
  - 4. Free (Gratis) copies of the **Grass Roots** newsletter should be regularly sent to
    - a) Selected Texas VIPs identified by the BOD.
    - b) Other resource interest groups in Texas.
    - c) The SRM Board of Directors and Office Staff.
    - d) Officers and Newsletter Editors of other SRM Sections.
- D. Make sure that photographs are taken of all award winners at the Annual Meeting.

## **STRATEGIC PLANNING**

The Strategic Planning Process was used by the BOD (7/02/93) to develop the goals and mission statement for the Section. Future Strategic Planning Processes will be highlighted in Appendix.

# CONSTITUTION

AS AMENDED 12/3/70, 11/74, 01/28/92, 7/10/92

## ARTICLE I - NAME

Section 1. The name of the Section shall be the Texas Section Society for Range Management. (Amended 11/74.)

## ARTICLE II - OBJECTIVES

Section 1. The purpose of TSSRM is to foster advancement in the science and art of grazing land management in Texas, to promote progress in the conservation and greatest sustained use of forage and soil resources, to stimulate discussion and understanding of scientific and practical range and pasture problems, to provide a medium for the exchange of ideas and facts among Section members and with allied technologists, and to encourage professional improvement of its members. As such, TSSRM is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## ARTICLE III - MEMBERSHIP

Section 1. Persons shall be eligible for membership who are members in good standing of the Society for Range Management and who reside or conduct their business in Texas or who have elected to be registered as a member of the Texas Section as provided by the Bylaws of the Society for Range Management. (Amended 07/92)

## ARTICLE IV - OFFICERS

- Section 1. The officers of the Section shall be a President, a First Vice-President, a Second Vice-President, and six elected Directors. Ex officio officers include: Past-President, Secretary, Treasurer, and Archivist. The President, First Vice President, and Second Vice President shall serve in succession one year in each position. The Second Vice President shall be elected to that office as hereinafter provided and the first following year shall succeed to the First Vice Presidency and in the second following year shall succeed to the Presidency.
- Section 2. The Section shall have a governing body, which shall be known as the Board of Directors (BOD) and shall consist of the elected officers, including the President, the First Vice-President, the Second Vice-President, and the six elected Directors, each of whom shall be a member of the Society in good standing. (Amended 05/87.)
- Section 3. The term of office of the President, First Vice-President, and Second Vice-President shall be one year. Terms of office shall begin on January 1 and conclude on December 31. The immediate past President shall serve as an ex officio member of the Board of Directors for one year. The Secretary, Treasurer, Archivist, and the Documents and Handbook shall be annually appointed by the President and ratified by the Board of Directors and will serve as ex officio members of the Board of Directors. (Amended 01/92). The terms of the six elected Directors shall be for one, two, and three years respectively for two each for the first term after this article is adopted. Thereafter, the two Directors elected each year will serve a three-year term. Terms of office of Directors shall begin on January 1 of the year following their election.
- Section 4. The President and other elected officers shall not be eligible for reelection to the same office until at least one year has elapsed after the end of their respective terms.
- Section 5. Vacancies in any unexpired term of office shall be filled from among the Section members by a majority vote of the Board of Directors.

## ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

- Section 1. The Section Second Vice-President (Amended 05/87) and Directors shall be elected by ballot, which shall be sent to all members by the Nominations and Elections Committee Chair. The President will appoint the Secretary (Amended January 13, 1954), and Treasurer (Amended 01/85).
- Section 2. The First Vice-President, simultaneously with appointment of all other committee chair-elects, shall appoint a Nominating and Elections Committee, but not later than January 1 of each year. Chair-elects will become Committee Chairs when the First Vice-President ascends to the Presidency.
- Section 3. It shall be the duty of the Nominating and Elections Committee to prepare a list of candidates who are qualified for the elective offices 120 days prior to the Section Annual Meeting (BOD 10/88). Persons qualified for elective office must be members in good standing of the Society for Range Management. This list shall include at least two candidates for each elective office (BOD 10/88 Amended 07/92).
- Section 4. The Nominating and Elections Committee shall send a ballot to membership (electronic ballot or direct mailing) at least 90 days prior to the Annual Meeting (BOD 10/88 Amended 07/92).
- Section 5. All ballots must be received by September 15 to be considered official and counted. The candidate receiving the greatest number of votes for each office shall be declared elected to that respective office. The present officers and committee chairs shall resolve a tie vote for any office (BOD 10/88 Amended 07/92).

## ARTICLE VI- MEETINGS

- Section 1. A Section Annual Meeting for the presentation and discussion of professional papers and for professional fellowship shall be held at such time and place as the Board of Directors may determine. The Annual Meeting Committee shall provide notice of such meetings, including the tentative program, to the membership at least 60 days in advance of the meeting
- Section 2. The President may call business meetings and other meetings at intervals. Upon written request of not less than 20 members, with such request stating the purpose of the meeting; the President shall call a special meeting of the Section. The call for such a meeting shall be issued not less than 30 days in advance and shall state the purpose thereof, and no other business shall be transacted at such meeting.
- Section 3. The Bylaws shall provide rules for the order of business at meetings, but at each Annual Meeting the members by a majority vote may, without notice, modify or change these rules as to that meeting.
- Section 4. The members in attendance at a regularly called meeting shall have the authority to transact the business of the Section.

## ARTICLE VIII - PUBLICATIONS

- Section 1. The publications and papers of the Section shall be issued in such a manner as the Board of Directors may direct.

## ARTICLE IX - AMENDMENTS

- Section 1. Proposed amendments to the constitution shall be submitted to all members. The constitution may be amended by a two-thirds (2/3) affirmative vote of the members voting.



- Section 2. Amendments may be proposed by submitting in writing, endorsed by at least 10 members, to the Board of Directors. (Amended 11/74).
- Section 3. Proposed amendments shall be printed and mailed to all voting members of the Section together with a ballot indication a "yes" or "no" for the proposed amendment. If the election is held during a regular annual election of the Section, the ballots received by the Nominations and Elections Committee on or before September 15 shall be counted. If a special election is held, a printed ballot shall show plainly the date by which it is to be returned to be eligible for counting. Such specified date to be not less than 60 days from the date of mailing to the membership.
- Section 4. A proposed amendment that receives the required  $2/3$  affirmative vote shall take effect immediately upon submission of the results to the President.

# BYLAWS

AMENDED 12/3/70, 11/74, and 7/10/92

## ARTICLE I - MEMBERSHIP

- Section 1. Persons residing or conducting their business in Texas or have elected to be registered as a member of the Texas Section as provided by the Bylaws of the Society for Range Management and who have been certified as members of the Society for Range Management are eligible for membership in the Texas Section.
- Section 2. The amount and method of payment of dues for the Texas Section shall be established by majority vote of members in attendance at any business meeting or any majority vote of members in attendance at any business meeting or by majority vote of mail ballots received.
- Section 3. Nonpayment of sectional dues will not jeopardize the standing of any member in the Society for Range Management.

## ARTICLE II - MANAGEMENT OF THE SOCIETY

- Section 1. The Board of Directors (BOD) shall manage the affairs of the Section in conformance with the provisions of the Constitution. It shall direct the investment and care of funds of the Section; take measures to advance the interests of the Section; disseminate technical knowledge by publications, meetings, and other media; and generally direct its business.
- Section 2. The President shall have general supervision of the affairs of the Section. He/she shall appoint necessary committees and preside at meetings of the Section.
- Section 3. The First Vice-President shall, in the absence of the President, preside at meetings and discharge the duties of the President.
- Section 4. The Secretary and the Treasurer, as executive officers of the Section shall be accountable to the President. The Secretary and Treasurer will be expected to attend all business meetings of the Section. The Secretary will outline and duly record the business and proceedings thereof; conduct the correspondence of the Section and keep full records of same to make a report, which shall be presented at the Section Annual Meeting; and perform all other duties which may be assigned by the President. The Treasurer shall collect all dues and receive and deposit all monies ( in the name of Section and shall pay all bills when certified by the Board. He/She shall make a financial report at the Section Annual Meeting. The Treasurer shall also perform all other duties which may be assigned by the President.
- Section 5. The business of the Section shall be conducted on a calendar year basis.

## ARTICLE III - MEETINGS

- Section 1. Annual Meetings of the Section shall be held at dates and places determined by the Board of Directors. Regular business meetings of the Section shall be held in connection with the Annual Meeting.
- Section 2. The order of business at meetings of the Section, unless otherwise provided, shall be as follows: Secretary's and Treasurer Report, Committee Reports, New Business, SRM Report, and President's Report.
- Section 3. The First Vice-President shall appoint a program committee for the next Annual Meeting.

## ARTICLE IV - PUBLICATIONS

- Section 1. The publications and papers of the Section shall be issued in such a manner as the Board of Directors may direct.

## ARTICLE V - AMENDMENTS

- Section 1. Proposed amendments to the bylaws shall be submitted to all members. The bylaws may be amended by a two-thirds (2/3) affirmative vote of the members voting.
- Section 2. Amendments may be proposed by submitting in writing, endorsed by at least 10 members, to the Board of Directors.
- Section 3. Proposed amendments shall be an electronic ballot or mailed to all voting members of the Section together with a printed Ballot indicating a "yes" or a "no" for the proposed amendment. If the election is held during a regular annual election of the Section, the ballots received by the nominating committee chair on or before September 15 shall be counted. If a special election is held, a ballot shall show plainly the date by which it is to be returned to be eligible for counting. Such specified date to be not less than 60 days from the date of mailing to the membership.
- Section 4. A proposed amendment that receives the required 2/3 affirmative vote shall take effect immediately upon submission of the results to the President.

## ARTICLE VII - DISSOLUTION

- Section 1. Upon the dissolution of the organization, assets shall be distributed and all property and funds remaining thereafter shall be transferred to the Society for Range Management, an exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized exclusively for such purposes.

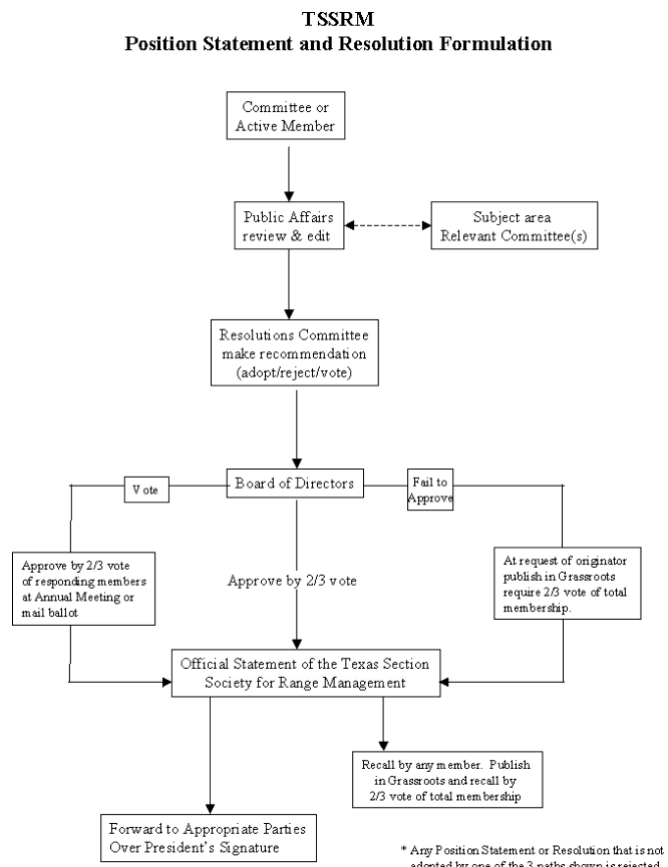
## RESPONSE TO PUBLIC ISSUES

(Updated 2004)

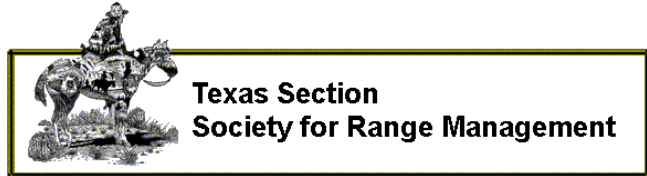
The Texas Section SRM has a long tradition as a spokesman for professional range people in Texas on public issues involving or relating to the art and science of range management. In its role as a nonprofit professional organization, it is important and proper for the Texas Section to respond to public issues which may affect the management of the State's rangeland and ranges. These responses can be in the form of input to legislation when requested by a legislator; comment on agency rule making; or response to any action affecting Texas rangelands. Official Texas Section, SRM responses will take the form of either a Position Statement or a Resolution. Any response by the Texas Section SRM must be within the parameters of Policy Statements of the Society. Position Statements are an unequivocal statement of posture or attitude in regard to a specific issue. Resolutions are a formal expression of opinion requesting and encouraging action to resolve a Policy Statement of the Society.

### Procedures to provide for orderly, timely, and professional responses are:

- (1) Position Statements and Resolutions may be introduced by any Texas Section member or section committee. The Board may originate a Position Statement or Resolution at any time to meet emergency situations. Resolutions will be received by the Public Affairs Committee no later than 30 days prior to the Annual Meeting.
- (2) Position Statements and Resolutions will be forwarded to the Public Affairs Committee, which will review the statement to ensure that it is within the parameters of Society Policy. The Public Affairs committee may edit a statement to ensure that it is in compliance with Society Policy and that it represents the diverse opinions of the Texas Section membership. Position Statements and Resolutions may also be sent to appropriate committees to ensure they are technically correct.
- (3) A Resolutions Committee, made up of past Section Presidents, will be appointed by the President. The Resolutions Committee will either recommend the Section adopt action on a Position Statement or Resolution or that no action be taken.
- (4) To become official statements of the Texas Section SRM Position Statements and Resolutions must receive a two-thirds (2/3) vote of approval by the Board of Directors, or the Board may poll the membership at the annual meeting or with a mail ballot. If the membership is polled passage will require a two-thirds (2/3) vote of responding members. Official statements of the Texas Section SRM are forwarded to the appropriate parties with the president's signature.
- (5) Position Statements and Resolutions that are not approved by the Board of Directors may at the request of the originator be published in the Texas Section Newsletter and will require a two-thirds (2/3) vote of the entire membership to be adopted as an official statement of the Texas Section SRM.
- (6) Any member may request a recall of a resolution or position statement that is passed by the above procedures. Upon request for a recall the resolution or position statement will be published in the Texas Section Newsletter and must receive a two-thirds (2/3) vote of the entire membership to be rescinded.
- (7) Official statements of the Texas Section SRM are forwarded to the appropriate parties with the president's signature.



# COMMITTEE GUIDELINES



## GENERAL

For many years there has been a need for greater continuity in the transfer of responsibilities from a Committee Chair to the succeeding Chair-Elect succeeding. There have also been occasions when the new Chair was not sure what his responsibilities entailed.

**The purpose of this handbook is to help alleviate some of these problems.**

A positive step was taken at the Summer Meeting in Junction in 1974, when the Texas Section Society for Range Management (TSSRM and/or Section) Board of Directors (BOD and/or Board) voted to establish the following guidelines for the Section's committee structures:

- 1 Continuing committees are those with business carried forward from year to year. *Continuity is desirable.*
- 2 Annual committees are those where their function is completed within a year and membership can be entirely different each year at the discretion of the President and approved by the BOD.
- 3 Site selection for the Annual Meeting will become the responsibility of the Planning Committee.
- 4 Exact membership of the committee is up to the Chair/Co-chairs. Each committee guideline will have a *suggested* number of members, to be selected by the Chair, but the actual number of committee members is flexible. If suggestions are needed for committee member(s), consult the BOD and/or past committee members. *Committee Chair-Elects will be selected by the First Vice President early in their term to allow for greatest chance of continuity.*

The BOD accomplished further improvement in continuity of committee functions from year to year BOD at the 1974 Summer Meeting in Junction. The BOD voted that the First Vice-President would name a Chair-Elect for most committees by the Annual Meeting date. The Chair-Elect will serve on the committee and assume the Chair of the committee the following year. The Second Vice-President is Chair of Activities Committee and immediate Past President is Chair of the Planning Committee (BOD action Jan. 1990).

**Accounting software will be used to track Section funds in the General Operating Fund, Youth Activities, and Annual Meeting (or other temporary special accounts approved by the Board). If you prefer to not use accounting software - and track the information manually - consult the Treasurer and Audit Coordinator for assistance.**

All Committee Reports to the BOD will use the attached Committee Report Form - can be submitted via email. *Committee structure is subject to change of the Board of Directors.*

**All Committee Chair/Chair-Elects who receive donations** to the Section will send a letter of acknowledgement to the donor (cc: Treasurer). Forward donation and copy of letter directly to Treasurer. In the event that a donation to the Section is sent directly to the Treasurer, the Treasurer will send the letter of acknowledgement (cc: Committee Chair or Chair-Elect).

**In the event that a large donation is made to the Section and the donor does not specify where the money should be invested, the BOD will decide where to place the funds (Endowment and/or Scholarship). (BOD 10/05/95)**

Any committee presenting awards will provide a list of award winners to the President, Newsletter Editor, Archivist, and the Administrative Handbook coordinator.

Each committee Chair will send information of historical significance to the Archivist at the conclusion of his/her term.

### Abbreviations/Terms used throughout the Committee Guidelines:

TSSRM/Section	Texas Section Society for Range Management
Society/SRM	Society for Range Management (parent society)
BOD/Board	TSSRM Board of Directors

<b>COMMITTEE/TASK GROUP:</b>	<b>PERIOD COVERED:</b>
<b>CHAIR:</b>	<b>CHAIR-ELECT:</b>

**REPORT FILED AS:**

<b>Written</b> discussion Required	<b>Only</b> (No or Action	<b>Discussion Only</b> _____ (No action requested)  Estimated time: _____	<b>Action Requested</b> _____ (Recommendation Below)  Estimated time: _____
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For those individuals noting either "Discussion Only" or "Action Requested," please fill in the appropriate boxes below to denote specific discussion or action being requested of the Board.

<b>Discussion Items for the Board:</b>
--

<b>Specific Action Recommendations for Board to Consider:</b>
---

<b>Summary of Work During Period:</b>
---------------------------------------

<b>Additional Remarks:</b>
----------------------------

Report Completed by (signature) _____	Date _____
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## ACTIVITIES & EDUCATION COMMITTEE

(Board combined Activities and I&E Committees Jan. 2008)

### **PURPOSE**

The primary purpose of the **Activities and Education Committee** is to plan and schedule tours, field days, and conferences; and to disseminate information about the activities, goals, and aspirations of the Section. The committee will also work on updates to the TSSRM display (develop different themes), update publications, etc. It is also the responsibility of this committee to properly publicize these events. This committee should arrange for pictures of these activities and see that these articles and pictures are submitted for publication in the Newsletter and other media as appropriate.

### **STRUCTURE**

**The TSSRM First Vice President will serve as Committee Chair** to better coordinate the coordinate the thrust of Section activities and information distribution (the 2<sup>nd</sup> VP is the Chair-Elect). The committee is comprised of the Chair and 6 to 10 members (suggested) located strategically around the state. To ensure well organized activities, it is recommended that no more than one-half (½) of the committee members will be replaced each year. As needed, additional task groups/subcommittees may be formed for specific meetings/symposia. If a separate committee is needed for a major event (e.g. SRM Annual Meeting), it will be formed at the direction of the BOD.

### **PRIMARY DUTIES**

The Committee shall:

1. Plan and schedule tours, field days, and conferences for the major regions of the state. Additionally, the TSSRM Informational Booth shall be scheduled at a diversity of events statewide.
  - a. request that the Committee members regularly prepare the necessary news releases, so that timely releases can be made to the media;
  - b. maintain an updated media list;
  - c. Ensure that the TSSRM Display is present at major events dealing with Natural Resources.
  - d. Arrange for pictures of activities and write-up of the event to be published in the Texas Section Newsletter.
2. Report the committee's activities and proposals to the BOD at their regularly scheduled meetings. Mail committee report to President three weeks prior to meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January, 1989).
3. Report activities to the general membership during the Annual Business Meeting. A short slide presentation that highlights events sponsored during the year is very effective.
4. Coordinate with ORM/ORS Committee to arrange for local recognition of ORM and ORS recipients, especially those not able to receive their awards at the Texas Section annual meeting. Work with ORM/ORS Committee to plan and conduct tours on recipients' ranches (adopted June, 1990).
5. Brief incoming Chair.

## ANNUAL MEETING

*Last updated January 2003*

### PURPOSE

The primary purpose of the Annual Meeting Committee is to plan and organize the annual meeting that includes a BOD meeting, a Section business meeting and a program for members and guests.

### STRUCTURE

The First Vice-President will select the Chair, (adopted Jan. 1990), and Vice-Chair (or Co-Chair) for next year's annual meeting prior to this year's annual meeting (time frame determined locally). Subcommittees will be formed by the Chair(s) as needed to coordinate local arrangements, pre-registration and registration, program, visual aids, mass media and printed program, spouse's program, finance, door prizes, and field tour for the following year's annual meeting. Early selection for these positions by the First Vice-President is advisable, and will ensure that the annual meeting planning is well underway when the First Vice-President becomes President. Below is a list of suggested task(s) for each subcommittee.

Subcommittees may be combined or kept separate as determined by the chairs and First VP.

### PRIMARY DUTIES

General:

1. Select headquarters hotel or motel and arrange for meeting facilities; the Board selects or approves meeting location - coordinate with local Convention and Visitors Bureau and/or Chamber of Commerce (selection of the host city is determined by the Planning Committee through their processes three years in advance).
2. Determine the theme for the annual meeting in concert with the Second Vice-President.
3. Plan and organize an annual meeting that is conducted in a professional manner. This will include Professional Development Continuing Educational Units (CEUs), as feasible.
  - **Submit a tentative meeting agenda to the Board of Directors for review by the 3<sup>rd</sup> Quarterly Meeting (July).**
4. Make a diligent effort for each meeting to meet the financial challenge established by the BOD, as the meeting is the primary revenue source to run the Section. (BOD 01/10/03).
  - **Submit a preliminary budget to the Board of Directors for review by the 2<sup>nd</sup> Quarterly Meeting (April).**
5. See that \$1 of each registration fee goes to the Memorial Scholarship Fund.
6. At close of year, forward meeting information to Archivist.
7. Accounting records will be submitted to the TSSRM Treasurer within 60 days after the close of the Annual Meeting and the Treasurer will send a corresponding report on the findings to BOD by the June BOD meeting of each year (adopted June, 1989).
8. The Chair of the College Activities Committee will be a member of the Annual Meeting Planning Committee (BOD 01/09/03). Chair/Chair-Elect to submit Committee Report (can email or use the optional committee report form) to the President two weeks prior to a Board of Directors Meeting.
9. A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and Secretary (email preferred).
10. Report the committee's activities and recommendations to the BOD at their regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January 1989).
11. Brief incoming Chair.

Subcommittees (formed as needed):

#### A Local Arrangements

- 1) Responsible for all local arrangements.
  - a) This includes meeting rooms for Board, Committees, General and Concurrent Sessions, Banquet & Luncheon facilities, display space, and Socials (observe Section Alcohol Policy).
  - b) Secure necessary equipment for program presenters, assistance with lights in each room during presentations (as needed), and help determine the times for all functions.
- 2) Social functions -- work with hotel staff to insure a well-staffed hospitality area.
- 3) Food Service - responsible for menu selection and other arrangements for the banquet and luncheon, Past President's breakfast, and all snacks at coffee breaks. The committee will need to work closely with the hotel staff for costs, etc.
- 4) Select appropriate entertainment.
- 5) Coordinate with General Chair and all other subcommittees as appropriate.
- 6) Write letters of appreciation.



## B Finance Committee

- 1) Responsible for all Fiscal matters
  - a) Maintain an accurate financial record for accounting.
  - b) Establish the meeting fee.
  - c) Sponsors: Responsible for seeking sponsor(s) for annual meeting expenses , including social functions. Work with all Subcommittees, or Chairs, on sponsorships.
  - d) Sells booth spaces to approved corporations or individuals, including potential host cities for future annual meetings (coordinate with Planning Committee on needs).
  - e) Writes letters of thank you to all contributors/sponsors.
- 2) Coordinate with General Chair and all other subcommittees as appropriate.

## C Preregistration and Registration

1. Responsible for mailing preregistration materials to members and conducting on-site registration.
  - a. Coordinate all registration activities with hotel and local Chamber of Commerce or Tourist Bureau.
  - b. Prepare preregistration packets (name tags, event tickets, receipts, door prize tickets) for each person that preregisters. Attempt to preregister award recipients.
  - c. Prepare preregistration packets (name tags, event tickets, receipts, door prize tickets) for each person that preregisters. Attempt to preregister award recipients.
  - d. Secure the tickets necessary for all activities.
  - e. Ensure that all non-TSSRM members award recipients receive a full complimentary registration (including all tickets).
  - f. Record membership classification (e.g. rancher, student, agency, etc.) for later analysis by the Board.
  - g. Account for number of people registered.
  - i. Prepare ribbons to recognize charter members, award winners, officers, media, and others.
  - j. Provide complimentary room(s) and registration(s) for SRM president, and officials attending (adopted Oct.1991). **Consult Chair and/or President on whom is eligible for complimentary rooms and registration.**

## A Program

- 1) Responsible for planning and development of the program.
- 2) Secure and schedule speakers for each session. Speakers should be confirmed at least six months before meeting.
- 3) The Young Professionals Committee is responsible for developing a Young Professionals Program. Every attempt to reserve space for this program should be made, however, if no response is received from the Young Professionals Committee, consult the Chair and/or President on cancellation of reservation and/or program slot. Acquaint all speakers with the program or meeting theme.
- 4) Set the time limits for all speakers.
- 5) Set the time for all functions.
- 6) Remind 2<sup>nd</sup> VP that they are the Emcee for the Awards Luncheon and the 1<sup>st</sup> VP is the Emcee for the Awards Banquet.

## B Arrange for honorariums when necessary. Non-TSSRM member invited speakers may be given complimentary registration and lodging.

1. Give complimentary registration to media and exhibitors for all events.
2. Since the objective of the annual meeting is to retain current members and to attract new members, topics for concurrent sessions should include:
  - a) Current research and technical data relating to rangelands.
  - b) Application of range practices and principles.
  - c) Practical data of interest to the ranching profession, such as ranching success, successful marketing, climate, legal, and political concerns, etc. (adopted by BOD June 29, 1990).
3. Coordinate with General Chair and all other subcommittees as appropriate.

## C. Visual Aids

1. Responsible for all visual aids required by speakers.
  - a) Secure projection equipment, screens, water on front table, etc., as needed for each speaker. Secure person(s) to assist with lights and equipment for each session. Work with Program and Local Arrangements subcommittees on needs.
2. Coordinate with General Chair and all other subcommittees as appropriate.:

## F. Mass Media and Printed Program

- 1) Responsible for the Annual Meeting program and all publicity.
  - a) Provide news releases to Society newsletters, newspapers, radio, and television. The timing of each release is left to judgment of Annual Meeting Committee.
  - b) Prepare a printed program in a style acceptable to all subcommittees.

- c) Work with Finance Subcommittee to secure a sponsor to print program.
  - d) Work with all subcommittees to ensure that credit is given to all sponsors and contributors.
  - e) Work with Program Subcommittee to ensure accuracy of printed program.
  - f) Work with Local Arrangements Subcommittee to ensure accuracy of printed program.
  - g) Secure photographer for Annual Meeting.
- 2) Coordinate with General Chair and all other subcommittees as appropriate.

I. Field Tour (if tour conducted as part of Annual Meeting)

- 1. Responsible for planning and development of field tour
  - a. Secure tour sites.
  - b. Make arrangements for tour stops, transportation, portable loud speakers, refreshments, and meal.
  - c. Arrange for speakers at tour stops.
  - d. Work with Finance Subcommittee to secure sponsors for transportation and meal.
- 2. Coordinate with General Chair and all other subcommittees as appropriate.

J Trade Show

- 1) Advertise booth space availability with potential trade show exhibitors.
- 2) Booth space base price set at \$275 (for 2009 Annual Meeting and beyond) to establish consistency from year to year in booth base pricing. It is recognized that future costs may force an adjustment to this amount (inflation, etc.), thus future Annual Meeting committees proposing a change to the booth base price need to request board approval early on in the process – well before notice is sent to exhibitors. *BOD 04/18/08.*

K Photo Contest

*(Transferred to separate committee by BOD in 2008 with the development of the new online digital submission process – see website for further details.)*

L Don Pendleton Memorial Collegiate Awards.

On July 1, 2016 the TSSRM Board of Directors approved Adding the Don Pendleton Memorial Collegiate Awards to each annual meeting program beginning in 2016. This awards program will include an oral graduate student speakers contest, and graduate and undergraduate poster contest.

- 1) The meeting agenda shall include scheduled presentations for eight(8) graduate Speakers . This subcommittee chair shall issue a call for abstracts to universities and colleges in Texas with Range Science and Management related programs of study asking each school to submit two(2) abstracts from their current graduate students and those that received their graduate degree from that school within the two years prior to the date of the annual meeting. The Don Pendelton Memorial Collegiate Awards Committee shall select eight abstracts to compete in this program from those submitted by the invited Universities and Colleges.
- 2) The subcommittee chair shall also issue a call for both graduate and undergraduate poster abstracts. The subcommittee shall select those posters they recommend for competition based on abstracts submitted and available poster presentation space in the meeting venue. There shall be a designated poster presentation session in the annual meeting agenda where poster authors are present at their poster for meeting participant interaction and judging.
- 3) The subcommittee shall select a panel of reasonably qualified judges for each session or one panel of judges for all sessions. The subcommittee and/or judges panel(s) shall establish rules and judging criteria. It is recommended that these criteria be shared from year to year and edited or enhanced as needed based upon experience. The decisions of the judges' panel(s) is final and there shall be no appeals of decisions.

Winners of the speaking (graduate students) and poster contests (both graduate and undergraduate divisions) shall receive cash awards.

- 4) Funds for cash awards shall be budgeted from Annual Meeting revenues or from the TSSRM Annual Operating Budget at the discretion of the TSSRM Board of Directors. Annual Meeting Chairs and Don Pendleton Memorial Collegiate Awards Subcommittee chairs shall review the values for cash awards and make recommendations for adjustments to values to the TSSRM Board of Directors as needed.

## **Alcohol Policy - Texas Section Society for Range Management**

*Rationale:* In recent years, increasing liability and lawsuits have been related to alcohol induced accidents. TSSRM does not wish to subject itself to such liability resulting from alcohol given away freely to members and student members.

*Policy:* TSSRM will not, at any annual meeting, field day or officially sponsored function, serve alcohol free of charge to members, guests, or student members. Alcohol can be served at such functions only through a vendor or organization licensed by the state to sell alcohol. Preferably a bartender should be employed who is trained to detect overindulgence and/or minors. It is not legal to sell or provide alcohol to persons under the age of 21.

# ORGANIZATION OR CLUB RESOLUTION

I, \_\_\_\_\_ Secretary of the **Texas Section Society for Range Management**, an organization of the **(International) Society for Range Management**, do hereby certify that I am the keeper of the records and the minutes of the proceeding of the meetings of said organization, and that on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ there was a meeting of the organization, which was duly called and held in accordance with law, and the by-laws of the Organization, and that at said meeting the following resolutions were duly and legally passed:

RESOLVED, that an account shall be established in the name of this organization with the \_\_\_\_\_ (Bank) of \_\_\_\_\_, Texas, under the rules and regulations by said Bank, wherein may be deposited any of the funds of the Organization, whether represented by cash, checks, notes, or other evidences of debt, and from which deposits and withdrawals are hereby authorized in the name of the Organization, by any \_\_\_\_\_ of the following persons:

(Typed or Printed Name)	(Signature)

Endorsements for deposit may be evidenced by the name of the Organization being written or stamped on the back of the instrument deposited, without designation of the party making the endorsement.

BE IT FURTHER RESOLVED THAT the \_\_\_\_\_ (Bank) of \_\_\_\_\_, Texas, is hereby authorized to honor any and all withdrawal items against the Organization's funds although payable to the officer or agent signing or countersigning the same and whether presented for encashment or for credit to the personal account of such officer or agent or any other person and said Bank need make no inquiry concerning such items and/or the disposition of money, items, or credit given therefore.

BE IT FURTHER RESOLVED THAT this resolution shall continue in force and said Bank may rely upon the same and the signatures of the persons above named until notice to the contrary in writing is duly given to said Bank.

I further certify that the following persons are officers of this Organization and those authorized to sign in the foregoing resolutions as designated, and that the signatures hereon are the true signatures of such officer and persons.

	President	Texas Section Society for Range Management PO Box 43 Sonora TX 76950 Federal ID: 74-6083109  <i>A 501(c)3 non profit organized under the laws of Texas.</i>  A copy of the Articles of Incorporation from the TSSRM Administrative Handbook is provided for the Bank's records.
	Director	
	Treasurer	
	Secretary	

# CORPORATE AUTHORIZATION RESOLUTION

**BY: TEXAS SECTION SOCIETY FOR RANGE MANAGEMENT**

PO BOX 43

SONORA TX 76950

\_\_\_\_\_ Referred to in this document as "Financial Institution"

\_\_\_\_\_ Referred to in this document as "Corporation"

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named corporation organized under the laws of Texas, Federal I.D. number 74-6083109, engaged in business under the trade name of **TEXAS SECTION SOCIETY FOR RANGE MANAGEMENT**, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position (used)	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Description of Power	Indicate Number of A,B, C, D, and/or E signatures required
_____ 1) Exercise all powers listed in this resolution.	_____
_____ 2) Open any deposit or share account(s) in the name of the corporation.	_____
_____ 3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____ 4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____ 5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____ 6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this financial institution.	_____
_____ 7) Other _____	_____

**LIMITATIONS ON POWERS:** The following are the Corporations express limitations on the powers granted under this resolution.

**EFFECT ON PREVIOUS RESOLUTIONS:** This resolution supersedes resolution dated \_\_\_\_\_. If not completed, all resolutions remain in effect.

**CERTIFICATION OF AUTHORITY:** I further certify that the Board of Directors of the Corporation has, at the time of adoption of the resolution had, full power and authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation. In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

\_\_\_\_\_  
Attest by One Other Officer

\_\_\_\_\_  
Secretary

# RESOLUTIONS

**The Corporation named on this resolution resolves that,**

1. The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
2. This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolutions must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
3. The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
4. All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
5. The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
6. The Corporation agrees that the Financial Institution may furnish at is discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by the resolution or other resolutions in effect at the time of issuance. The term "automated access devices" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
7. The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Pennsylvania:** The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20Pa. C.S.A. Section 56-1 et seq. (Chapter 56: Decedents, Estates, and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20Pa. C.S.A. Section 56-1 et seq. (Chapter 56: Decedents, Estates, and Fiduciaries Code).

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FOR FINANCIAL INSTUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials).  This resolution is superceded by resolution dated \_\_\_\_\_

COMMENTS:

## AWARDS

*Last updated June 2005*

### *PURPOSE*

The primary purpose of this committee is to select recipients for the Section Awards to be honored at the Annual Meeting: Outstanding Contribution to Rangeland Management, Fellow, Outstanding Achievement, Outstanding Young Range Professional, and to solicit nominees for the Special Recognition Award. (Revised 1/90)

### *STRUCTURE*

The committee will consist of a chair and a minimum of three members including a Past President.

### *PRIMARY DUTIES - (Revised 1/90)*

- 1 The Chair s of the Awards Committee is ineligible to receive one of the awards selected by the committee during their tenure on the committee.**
- 2 Solicit nominations for and select the recipient for the Outstanding Contribution to Rangeland Management, Fellow, Outstanding Achievement, and Outstanding Young Rangeland Professional Awards.
- 3 Solicit nominations for Special Recognition Award(s) and present these to the BOD for their consideration at the summer/third quarter meeting.
- 4 Ensure that all award recipients, to the extent possible, remain confidential until awards are presented at the annual meeting. Recipient's spouse or close friends may be contacted, if necessary, to ensure that the recipient will attend. Ensure that award plaques are prepared for presentation at the annual meeting.
- 5 Ensure that TSSRM members are properly recognized by the Society. Committee should coordinate efforts with the Society in submitting candidates for Renner, Fellow, Outstanding Achievement, and other SRM awards. *Nominations are due to the SRM Office by not later than April 30<sup>th</sup> of each year.*
- 6 Provide information on the award recipients to the Archivist.
- 7 Prepare a news release. Coordinate with the Annual Meeting Publicity Chair and Photographer to assure a suitable photograph will be available for the news release.
- 8 Report the committee's activities and recommendations to the BOD at their regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January 1989).
- 9 The Committee Chair and his/her designee shall prepare and read a brief summary of each award recipient's accomplishments and contributions during the Awards Ceremonies at the Section's Annual Meeting.
- 10 The Committee Chair shall update the list of Texas Section Award Recipients after the Annual Meeting and pass this list on to the incoming Committee Chair.
- 11 The Committee Chair shall give all the committee files to the incoming Awards Committee Chair prior to January 1, including nomination packets of nominees who were not selected to receive awards in the past year so that these nominees may be considered again in the succeeding year.
- 12 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
- 13 A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the TSSRM secretary.
- 14 Brief the incoming Chair.

## **Texas Section Society for Range Management Outstanding Contribution to Rangeland Management Award**

*A candidate for Outstanding Contribution to Rangeland Management must meet the following criteria:*

1. The candidate must be actively engaged in ranching or livestock farming or in the professional fields dealing with range management, which may be teaching, research, advice and counseling, technical assistance, or information, such as magazines, newspapers, radio and TV, or be a business man vitally interested in the betterment of the field of Range Management.
2. The candidate must be a recognized leader, one that is accepted over at least a large segment of the State, if not statewide, as being a progressive, enterprising person ever looking ahead to improvement of range management.
3. The candidate must be interested in the promotion and advancement of the art and science of range management, and preferably, though not required, a member of the Texas Section Society for Range Management.
  - If the candidate is a rancher or livestock farmer, he must be practicing an outstanding range and livestock management program on his individual unit, should be a cooperator with his soil conservation district, a supporter of 4-H and FFA Programs, active in livestock associations, and otherwise showing his interest in the development and improvement of range management.
  - If the candidate is a businessman or a representative of business, he should display unselfish interest and activity towards the advancement and improvement of range management. He should be actively engaged in and giving support to the various programs and organizations dedicated to range management.
4. This final criterion must be given high priority in selection of a candidate and award winner. The candidate must have made a contribution to the advancement of the art and science of range management that is worthy of special recognition. It may have been made during the past year, or a previous year, but the contribution must still be recognized for its merit. Such contribution may consist of a new and better method of doing something in the range management or treatment field, an outstanding research project that has been significant in its result, and outstanding article, publication, or information activity that has been widely acclaimed, development and application of an outstanding treatment and management program on an operating unit, unusual leadership in either ranching or professional field or range conservation and management. These are examples, but not all, of the outstanding contributions that may be considered for an award.
5. Each recipient of the Outstanding Contribution to Rangeland Management Award shall receive a suitably worded plaque at the Annual Meeting.

***NOMINATIONS DUE TO COMMITTEE CHAIR August 15<sup>th</sup>.***



# **Texas Section Society for Range Management**

## **FELLOW AWARD**

The title of Fellow is conferred upon members of the TSSRM in recognition of exceptional service to the Section and its programs in advancing the science and art of range-related resource management. This high honor is granted in belief that special recognition should be given for exceptional and dedicated service to the Texas Section (adopted October 11, 1989).

### **Selection Criteria**

1. The primary criterion for selection of a recipient for this award is tangible evidence that the exceptional service performed by the nominee is widely effective and generally recognized throughout the Texas Section.
2. Sufficient evidence must support the nomination to present a strong case history of continuous contribution and service.
3. Membership in the Texas Section for at least ten consecutive years and evidence of significant participation in, and contribution to, progress of the Texas Section during this period is required.

### **Awards Presentation**

1. No more than one Texas Section member will receive the Fellow Award in any one year. It shall not be mandatory that a Fellow Award be presented each year.
2. Each recipient of the Fellow Award will receive a suitable worded plaque at the annual meeting.

***NOMINATIONS DUE TO COMMITTEE CHAIR August 15th.***

# **Texas Section Society for Range Management**

## **OUTSTANDING ACHIEVEMENT AWARD**

The Outstanding Achievement Award is presented by the TSSRM for outstanding achievement to members and other qualified individuals and groups working with rangelands.

### **Selection Criteria**

1. The primary requisite for this award is tangible evidence that the professional contribution of the nominee is eminently note-worthy. Emphasis should be given to acknowledge currently recognized eminence.
2. The qualifying reputation of the recipient must be at least state-wide in scope.
3. Both individuals and groups working as a team are eligible for the Outstanding Achievement Award. Only one member of the team or group must be a member.
4. Qualifying contributions may be, but are not necessarily limited to: technical assistance, management practices, research, extension, administration, teaching, writing, legislation, foreign affairs, business activities, or public relations. Among those to be considered are ranchers, technicians and administrators in land management agencies who have conducted superior rangeland management practices; scientists who have developed and conducted research leading to the solution of major problems in range and related resource management; university professors who have been especially effective in training range management students; extension specialists who have motivated ranchers and others on a wide scale to adapt superior resource management practices; and persons who have shown outstanding perception and legislative ability in contributing significantly to resource management at a state, national, or international level.

### **Award Presentation**

1. The number of awards presented annually shall be limited to a total of 4 individuals and/or teams.
  - Additionally, the awards will be presented as follows: ½ to land stewardship and ½ to academia/research. In the event that not enough eligible nominees are submitted in either stewardship or academia/research, then the remaining awards may be made available to eligible nominees in the other category.
2. Each recipient of the Outstanding Achievement Award will receive an embossed, suitably worded certificate and a citation.

***NOMINATIONS DUE TO COMMITTEE CHAIR AUGUST 15<sup>TH</sup>***

# **Texas Section Society for Range Management**

## **OUTSTANDING YOUNG RANGE PROFESSIONAL AWARD**

The Outstanding Young Range Professional Award is presented by the TSSRM to an individual member who has demonstrated extraordinary potential and promise as a range management professional. This award is presented as an encouragement for outstanding performance by young men and women entering the profession of range management.

### **Selection Criteria**

1. The primary criterion for this award is tangible evidence that the nominee's accomplishments demonstrate extraordinary potential and promise as a future leader in the range profession.
2. Demonstration of leadership and professional potential may be in all facets of range management, including ranch management, agency employment, research, and education. Generally, demonstrated potential across a broad perspective is better than specialized attainments in a single area.
3. A nominee's participation in the Society activities, particularly at the Section level, is desirable. Membership in the Society is required.
4. The nominee shall have not reached his or her 39<sup>th</sup> birthday by January 1<sup>st</sup> of the year the award is to be conferred; e.g., if the recipient was to receive the award at the 1996 annual meeting, that person could not have reached his/her 39<sup>th</sup> birthday prior to January 1, 1996.
5. A recipient of this award shall not be eligible to receive this award again.

### **Award Presentation**

1. Only one (1) Outstanding Young Professional Award shall be presented in any given year.
2. Each recipient of this award shall receive an embossed, suitably worded certificate and citation.

***NOMINATIONS DUE TO COMMITTEE CHAIR AUGUST 15<sup>TH</sup>.***

# **Texas Section Society for Range Management SPECIAL RECOGNITION AWARDS**

**The Special Recognition Award** is to provide the TSSRM an opportunity to occasionally recognize certain individuals for the outstanding contributions they have made to the general field of range management. This is not an annual award nor is it limited to a set number of awards in any one year. Any individual is eligible for nomination.

## **Selection Criteria:**

1. Nominations must be submitted to Awards Committee.
2. The BOD will make the final decision on those nominee(s) recommended by the Awards Committee.
3. The Awards Committee will present its recommendation(s) in closed session to the Board at the Summer Business Meeting.

## **Award Presentation:**

1. Each recipient of this award shall receive an embossed, suitably worded certificate and citation.

***NOMINATIONS DUE TO COMMITTEE CHAIR August 15th.***

# **Texas Section Society for Range Management**

## **ACCEPTABLE NOMINATION FORMAT**

### **FOR AWARDS**

Award Nomination for:

- Fellow **(due August 15<sup>th</sup>)**
- Special Recognition Award **(due August 15<sup>th</sup>)**
- Outstanding Contribution to Rangeland Management **(due Aug 15<sup>th</sup>)**
- Outstanding Achievement **(due Aug 15<sup>th</sup>)**
- Outstanding Young Range Professional **(due Aug 15<sup>th</sup>)**

The nomination packet is limited to a maximum of five (5) typewritten pages.

- **Name and Address and SRM Membership Status:**
- **Education:**
- **Work Experience:**
- **Recent Activities - Civic or Others:**
- **Membership and significant activities in (other?) Professional Societies:**
- **Society for Range Management Activities:**
- **Awards and other recognition received:**
- **Major Contribution to Rangeland Management or Section:**

**In addition to the above, the Special Recognition Award requires the following:**

- 1 Ranching experience, if applicable to range management, accomplishments made on the land.
- 2 Activities with FFA, 4-H, SWCD, and livestock or wildlife associations.
- 3 Other interest and support to various programs and organizations directly or indirectly promoting range management.
- 4 List, define, and explain the nominee's contribution to rangeland management and clearly identify why these accomplishments qualify the nominee for special recognition.

## COLLEGE ACTIVITIES

### *PURPOSE*

The primary purpose of the College Activities Committee is to promote the participation of college and university students in the Texas Section and other activities relating to range management and to promote scholarship and leadership among students of range management at the college or university level.

### *PRIMARY DUTIES*

- 1 Establish goals and priorities, originating within the committee or from the general Section membership.
- 2 Encourage and/or assist in selecting candidates for outstanding range student awards from the various colleges and universities, with the criteria for selection being left up to the individual college or university. Notify schools of awards early.
- 3 Screen nominees for any special student awards.
- 4 Inform the Section membership of student activities via the Newsletter and committee reports at the Annual Meeting.
- 5 Be responsible for selecting and preparing certificates, plaques, or trophies for student awards.
- 6 Committee Chair to be member of the Annual Meeting Committee (BOD 01/09/03). Coordinate presentation of outstanding range student awards registration needs, and banquet ticket needs during the Annual Meeting. Coordinate with Program Chair for the Annual Meeting to arrange for special student sessions, plant identification contests, Undergraduate Range Management Exam (URME), job interviews, poster sessions, and other student activities.
- 7 Encourage student papers for the general session of the Annual Meeting.
- 8 Report the committee's activities and recommendations to the BOD at their regularly scheduled meeting. Send reports to the Section President at least three weeks prior to BOD meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January, 1989).
- 9 Provide a list of outstanding range student award recipients to Archivist.
- 10 Have news releases of award winners ready at Annual Meeting.
- 11
- 12 A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary.
- 13 Brief incoming Chair.

# TEXAS SECTION SOCIETY FOR RANGE MANAGEMENT COLLEGIATE RANGELAND PLANT IDENTIFICATION CONTEST RULES

## Eligibility

### Teams

Each University may enter team(s) composed of three or four members. If the university is represented by more than three members, the three highest scoring individuals will be considered the team for that university. Contestants must be enrolled undergraduates in any regular university course of study at the time of the contest or must have been enrolled as undergraduates in the fall semester or quarter immediately preceding the contest. The individual contestant must be enrolled in six (6) credit hours of coursework. There is a four (4) year limit to eligibility.

### Individuals

Any undergraduate student in any regular university course of study may compete for individual honors. Team members will be automatically entered in the individual competition. There is a four (4) year limit to eligibility.

## Source of Plant Specimens

### Study specimens

The TSSRM master list of plants will be selected by the Collegiate Plant Identification sub-committee. This sub-committee will serve under the College Activities Committee. All questions regarding family, genus, and specific epithet of study specimens should be directed to the Collegiate Plant Identification sub-committee.

The College Activities Chair will distribute the TSSRM master list to each participating university/college every year. Each university/college may assist in collecting and providing unmounted specimens of these plants to other participating schools.

### Contest specimens

Each contest specimens will be collected by the Collegiate Plant Identification sub-committee, College Activities Chair, or volunteers with knowledge in taxonomic characteristics of plants. The contest will comprise primarily of live and/or freshly collected plants. However, mounted specimens may be used in the contest and when weather conditions are not favorable for an outdoor contest.

## Contest Procedure

1. A minimum of fifty (50) plants, appearing on the master plant list, will be selected.
2. Plant specimens may be live potted plants, freshly collected, or mounted. A mounted specimen will be on standard 11 x 16 1/2 inch herbarium paper. The specimens will not be covered with any protective material.
3. Each specimen must show a sufficient characteristic(s) to aid in proper identification. Plant team coaches will view the contest specimens beginning approximately thirty (30) minutes prior to the contest. A specimen may be removed from the contest if it is misidentified.
4. A minimum distance between each contest specimen at the contest will be about twenty-two (22) inches.
5. Contestants must be registered for the TSSRM annual meeting and wear the appropriate name-tag to enter the contest room.
6. Contestants will have fifty-five (55) seconds to write in the family or tribe, genus, and specific epithet, and to check the longevity and origin columns. Five (5) seconds will be allowed to move to the next plant. Total elapsed time per plant will be one (1) minute.
7. Contestants will have three (3) minutes at the end of the contest to check their papers. Contestants will not be allowed to look at a plant a second time.
8. While the contest is in progress there shall be no conferring between contestants. Only the contestants and designated supervisors will be in the contest room during the contest.
9. Contestants will not be permitted to handle the plants or mounts. A hand lens should be used to assist in the identification of plants, but cannot touch the plant specimen during the test.
10. Specimens:
  - a. There will be no restriction on the number of duplicate plants or mounts.
  - b. Grasses must show a spikelet.
  - c. Seedlings of woody plants should show a perennial characteristic.
  - d. Specimens will remain in the contest when characters are destroyed by other contestants.
11. If a contestant leaves the contest for the bathroom or sickness, he/she will not be readmitted.
12. Contestants must not write on plant mounts in the contest.
13. Clothing with illustrations of plants from the Master List will not be allowed in the contest.
14. Coaches should inform the College Activities Chair or sub-committee member of any people with disabilities that make standing difficult.
15. Teams will supply their own clipboards that will not have paper or letters written on clipboards to



gain an unfair advantage.

16. Student's should raise their hands if a question or problem arises during the competition. A sub-committee member will assist in answering the question.

#### Contest Scoring

1. Team coaches and volunteers will score the contestants papers. The original test papers will not be returned to the coaches or students.
2. Scoring will be as follows:
  - a. Ten points are assigned to each plant as follows:

Family or tribe	2
Genus	3
Specific Epithet	3
Longevity	1
Origin	<u>1</u>
	10

- b. Each of the above is scored separately for each plant.
- c. One point will be deducted for each family or tribe, genus or specific epithet that is correctly identified but misspelled.

#### Contest Awards

1. Team and individual awards will be given for the 3 teams and individuals with the highest scores. In the event of tie scores for team or individual places, duplicate awards will be given.

**ENDOWMENT**  
**(Amended 10/12/2011)**

**PURPOSE**

The purpose of the Endowment Fund Committee is to raise funds for the Endowment Fund, to coordinate with the Board of Directors (BOD) making funds available for specially designated projects selected by the BOD, and to oversee the Endowment Fund Guidelines and their implementation by the Investment Committee.

**PRIMARY DUTIES**

1. Initiate efforts to inform ranchers, range technicians, range scientists, and the general public about the Endowment Fund.
2. Contact potential donors.
3. Carry out some type of fund raiser each year either locally or within TSSRM to actively increase the endowment fund principle. These fund raisers may include raffles at other conventions, sales of merchandise, etc. Fund raisers planned for the TSSRM Annual Meeting have to be coordinated with the TSSRM BOD since the silent auctions, etc are authorized on a rotating basis with other fund committees and groups. Fund raisers from the private sector should be performed during years when TSSRM annual meeting fund raisers are not authorized but must be done with the consent of the BOD.
4. Coordinate with BOD on uses of the funds for selected special projects or uses.
5. The Endowment Fund will often solicit aid from TSSRM members in various fund raising efforts. The committee will provide an accurate accounting of the receipts to the Treasurer. The Treasurer will deposit the funds in the Endowment Fund.
6. All donations to the Endowment Fund will be acknowledged to the donor by the Committee Chair or Incoming Chair, with a copy to the Treasurer.
7. The out-going Endowment Fund Committee Chair will brief the incoming Chair.

**ENDOWMENT FUND GUIDELINES**

1. Donations to the Endowment Fund will be designated as Corpus.
2. Income from interest and/or dividends earned the prior year will be available the next coming year for special projects designated by the BOD. Any unused income will be designated as Corpus at the end of each year. Corpus cannot be used for projects.
3. Income earned the previous year and designated for a special project will be paid out of cash assets in the money market account. Cash reserves in excess of the prior year's income will be considered Corpus and are not available for special projects. Long term projects may require the income to be directed to the money market fund rather than rolling it back into the investment fund for more than one year. During years of no designated projects by the BOD, all income from the previous year will be designated as Corpus.

## **Investment Committee**

(6/16/2016)

1. The Investment Fund Committee will be composed of three members appointed by the Board of Directors (BOD) and will serve at the pleasure of the BOD. The Board of Directors will appoint one new member to the Investment Fund Committee each year, with one member retiring from the committee, or at its pleasure choose to keep all three members in place. The TSSRM Treasurer will serve as an advisory member.
2. This Investment Fund Committee will oversee and manage the TSSRM investments that are placed with a corporate Investment Firm. The funds will be managed according to the Revised TSSRM Investment Criteria of Appendix E. Each fund committee, the Memorial Scholarship Fund (MSF), the Billy Wyche Jr. Memorial Scholarship Fund (BWMSF), the Youth Activities Endowment Fund (YACEF), and the Endowment Fund (EF) can be managed according to individual fund committee guidelines, goals, and objectives.
3. The most senior member of the Investment Fund Committee will serve as chairman and will appoint a vice chairman. The chairman of the Investment Fund Committee or the vice-chairman if the chairman is unavailable will be authorized to notify the investment advisor to act on decisions of the committee as approved by the BOD. The chairman or vice chairman in absence of Chairman is to prepare reports for quarterly board meetings. Meetings may be called by the chairperson or at the request of other committee members to conduct time sensitive business. Committee meetings may be in person, teleconference, or by e-mail. All decisions involving investment of funds will require BOD approval. The Investment Fund Committee is made up of three voting members and the TSSRM Treasurer who serves as an advisory member. The investment advisor will communicate with those members of the Investment Committee until officially notified of any changes in membership by the president of TSSRM.
4. Income and donations will go through the TSSRM Treasurer who will forward them to the Investment Advisor. Notice of funds provided directly to the treasurer will be given to the Investment Committee chairperson and to the appropriate Fund committee chairperson. This will insure proper documentation for TSSRM.
5. Financial statements will be sent from Investment Advisor to the Investment Fund Committee chairperson. The original investment statements will immediately be provided to the TSSRM treasurer. The treasurer will be on the mailing list for the original 1099's for Federal Income Tax Purposes.
6. Oversee and manage investments that are placed with a corporate investment firm.  
Duties
  - The Committee will routinely review and discuss performance with advisor.
  - The firm will annually review goals and objectives and risks tolerance of each fund, and discuss any changes with Investment Advisor.
  - Committee will review the actions and performance of Investment Advisor to insure the goals of the funds per the policy Appendix E are being met.
7. The Investment Committee will report the committee's activities, investment reports, and proposals to the BOD at their regular scheduled meetings. The Chair or Vice Chair is to submit a committee report (using the developed committee report form) to the President prior to the scheduled BOD meeting or as required by the TSSRM secretary.

## FINANCIAL AUDIT

### *PURPOSE*

The primary purpose of the Financial Audit Committee is to audit the Section's financial records.

### *STRUCTURE*

The committee will consist of a minimum of three members including the Audit Coordinator.

### *PRIMARY DUTIES*

- 1 Conduct a complete examination of the financial records as soon as possible after the end of the fiscal year (adopted Oct. 1991) and whenever a change is made in the Treasurer.
- 2 Report results of audit to the President.
- 3 Report the committee's activities and recommendations to improve accuracy of financial records to the BOD at their regularly scheduled meetings.
- 4 Submit a written report on the status of each of committee's respective funds to the President and Treasurer in April (4 to 8 weeks prior to the summer BOD meeting).
- 5 Accounting records will be submitted to the Financial Audit Committee within *60 days* after the close of the fiscal year each year, and the Audit Committee will send a corresponding report on the findings to the BOD prior to the summer BOD meeting.
- 6 Refer to the Financial Audit Committee Guideline - Appendix L for additional Committee Guidelines, Auditing Guidelines and Financial Documentation Guidelines.
- 7 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).

### **TSSRM POLICY ON CHECKING ACCOUNTS:**

**Void Checks.** Write void on all voided checks and enclose them with the appropriate bank statement. Write void on all unused checks and enclose them with the last bank statement.

**Check all expenditures to make sure we did not pay sales tax.** It is much easier to get a refund from a merchant before they make their payments to the State of Texas. TSSRM - Treasurer has the forms needed to show we are tax exempt.

**Checking.** Each checking account that the Texas Section Society for Range Management authorizes will have the treasurer and one member that will be able to sign checks. This will provide for "Right of Survivorship". The TSSRM treasurer will have custodial care of the check book write all checks. Revenues and expenditures should reflect only the authorized activity of each fund or temporary account. All accounts are named as follows - Texas Section Society for Range Management - \_\_\_\_\_. Quarterly, the First Vice President will review and reconcile all TSSRM bank statements.

## GRASS ROOTS AWARDS

### PURPOSE

To recognize excellence in on-the-ground, local, grassroots work in range management, select recipients from NRCS, Texas AgriLife Extension, Ag Science Teacher, and Friend of TSSRM.

### STRUCTURE

Committee should consist of at least seven members. No more than one-half (½) of the members should be replaced each year. The Chair will be annually appointed by the President and ratified by the BOD.

### PRIMARY DUTIES

- 1 Solicit nominations for award recipients in four categories:
  - a) County Extension Agent
  - b) Ag Science Teacher
  - c) Natural Resources Conservation Service
  - d) Friend of TSSRM (other agencies, ag business, news reporters, etc.)
- 2 Submit news article to Newsletter Editor about County Level Awards and set deadlines (currently 75 days prior to the annual meeting). Submit reminder as needed.
- 3 *It is intended that one award will be given in each category annually*, however, if no nominations are received in a category or the quality of entrants is unacceptable, no awards will be presented. The awards committee shall make selections and determine acceptable levels of quality.
- 4 Career accomplishments shall be considered.
- 5 Nominations can be made by anyone, regardless of whether they are members of the SRM or not. All nominations must be signed by the nominator and by two members of the Section.
- 6 Select recipients in each category. Nominations shall be sent to committee members at least sixty (60) days prior to the Annual Meeting. Coordinate publicity through Newsletter.
- 7 Ensure that all award recipients, to extent possible, remain confidential until awards are presented at Annual Meeting.
- 8 Ensure that plaques are prepared for presentation at Annual Meeting. Coordinate with Annual Meeting Committee for banquet tickets registration, photography and/or other needs.
- 9 Prepare and distribute appropriate publicity about award recipients. Provide information on award recipients to the Archivist.
- 10 Report the committee's activities and recommendations to the officers and the BOD at their regularly scheduled meetings (adopted January, 1989).
- 11 Award nominees not selected will be retained for future consideration. Updated nominations are suggested but retained nominations will remain in consideration until no longer competitive (deemed by committee).
- 12 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
- 13 A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary .
- 14 Brief incoming Chair.

*The nomination forms may be supplemented by pictures, news articles, or other appropriate material; however, the nominations are not to exceed three (3) typewritten (single spaced) pages.*

**COUNTY EXTENSION AGENT**  
\*Limited to three typewritten pages\*

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Present Position \_\_\_\_\_

Years \_\_\_\_\_

Former Position \_\_\_\_\_

Years \_\_\_\_\_

How Many Counties does the Extension Agent work in? \_\_\_\_\_ (maximum of 4)

Accomplishments

1. Describe how program building and educational activities in the county involve and support range management.
2. Describe 4-H and other youth activities related to range management, which the individual actively provides leadership in (plant and range judging, range management projects and demonstrations, range camp, etc.).
3. Describe how the individual has worked with other agencies and individuals to improve range management within the county.
4. List membership in professional organizations and describe involvement in local service organizations.
5. Briefly describe why you feel this individual deserves the award.
6. List two other SRM members who are familiar with the nominee's accomplishments.
7. Provide black and white photos of successful candidates (glossy print) for news release.
8. Prepare news release of successful candidates for I&E Committee prior to Annual Meeting.
9. Provide names and addresses of newspapers and other sources of media to which the news releases should be sent.

\_\_\_\_\_  
(Nominator)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

TSSRM Member \_\_\_\_\_

TSSRM Member \_\_\_\_\_

**NATURAL RESOURCES CONSERVATION SERVICE**

\*Limited to three typewritten pages\*

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Present Position \_\_\_\_\_

Years \_\_\_\_\_

Former Position \_\_\_\_\_

Years \_\_\_\_\_

How Many Counties does the NRCS employee work in? \_\_\_\_\_ (maximum of 4)

Accomplishments

1. Describe how this individual has assisted landowners plan and apply sound grazing management in his local area.
2. Describe the types and amounts of various range management practices this individual has assisted landowners in the county or district apply.
3. Describe special skills the individual has developed or self-improvement activities the employee has participated in to improve his ability to assist local ranchers.
4. Describe how the range management programs have been planned to consider other needs, such as future land values and wildlife.
5. Describe the local leadership activities of the individual. (Range tours, youth activities, local information program activities, etc.).
6. Membership and participation in professional organizations and local service organizations.
7. Briefly describe why you feel this individual deserves the award.
8. List two other SRM members who are familiar with the nominee's accomplishments.
9. Provide black and white photos of successful candidates (glossy print) for news release.
10. Prepare news release of successful candidates for I&E Committee prior to Annual Meeting.
11. Provide names and addresses of newspapers and other sources of media to which the news releases should be sent.

\_\_\_\_\_  
(Nominator)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

TSSRM Member \_\_\_\_\_

TSSRM Member \_\_\_\_\_

**AG SCIENCE TEACHER**  
\*Limited to three typewritten pages\*

Date \_\_\_\_\_

Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Number of years teaching vocational agriculture \_\_\_\_\_

Number of years in present school \_\_\_\_\_

How Many Counties are included in the Teacher's District(s)? \_\_\_\_\_ (maximum of 4)

**Accomplishments**

1. How many class periods are devoted to the study of range management in V.A. I \_\_\_\_\_ V.A. II \_\_\_\_\_ V.A. III and/or V.A. IV \_\_\_\_\_?
2. Have students participated in range judging and plant identification contests? Provide name of contests, dates, and rank of team.
3. Have students attended and participated in 4-H and FFA range camps sponsored by TSSRM? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, number of years) \_\_\_\_\_
4. Describe range management instructional program to in-school students.
5. Describe work in range management with farmers/ranchers in the community.
6. Describe cooperative work in range management with other agricultural agencies.
7. Why do you feel this individual deserves the award?
8. List two other SRM members who are familiar with the nominee's accomplishments.
9. Provide black and white photos of successful candidates (glossy print) for news release.
10. Prepare news release of successful candidates for I&E Committee prior to Annual Meeting.
11. Provide names and addresses of newspapers and other sources of media to which the news releases should be sent.

\_\_\_\_\_  
(Nominator)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

TSSRM Member \_\_\_\_\_

TSSRM Member \_\_\_\_\_



**FRIEND OF TSSRM**  
**(other agencies, ag businesses, news reporters, etc.)**  
\*Limited to three typewritten pages\*

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Business or Profession \_\_\_\_\_

How Many Counties are included in the Friend's Work Area? \_\_\_\_\_

Accomplishments

1. Describe the activities of the individual, which have contributed to improved range management within the local area.
2. Briefly discuss why you feel this individual deserves the award.
3. List two other SRM members who are familiar with the nominee's accomplishments.
4. Provide black and white photos of successful candidates (glossy print) for news release.
5. Prepare news release of successful candidates for I&E Committee prior to Annual Meeting.
6. Provide names and addresses of newspapers and other sources of media to which the news releases should be sent.

\_\_\_\_\_  
(Nominator)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

TSSRM Member \_\_\_\_\_

TSSRM Member \_\_\_\_\_

## **MEMBERSHIP**

### *INTRODUCTION*

These guidelines are designed to increase the effectiveness of each member of the Section and to provide continuity of effort within TSSRM with respect to membership retention and recruitment.

### *PURPOSE*

To maintain contact with the Society to keep track of the ebb and flow of members, contact expired members to encourage renewal, contact new members to express appreciation for joining, and prepare membership reports to the BOD. Also to market the benefits of TSSRM to current members, develop a marketing plan to increase the visibility of SRM to recruit and retain members.

### *PRIMARY DUTIES*

1. **“Professional Development Continuing Education:”** Primary duties involve liaison work with the Society for Range Management Office and the members on Continuing Education Chair is to work with the Annual Meeting Committee to see that CEU credits for CPRM/CRMC are submitted to SRM of approval (BOD 01/09/03).
2. Maintain a supply of the SRM Membership Application Forms - additional available from the SRM Office.
3. Coordinate with the current TSSRM members who have joint memberships in other professional organizations to increase the outreach and visibility of TSSRM, and invite persons from these other organizations
4. Identify non-traditional sources of marketing the benefits of SRM (and develop a marketing/outreach plan to reach these people.
5. Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
6. Brief Incoming Chair.

## **MENTORSHIP**

### *PURPOSE*

The purpose of the Membership Committee is to support a mentoring program within the Texas Section Society for Range Management. The future success of the Texas Section SRM is dependent upon fostering, building, and developing the leaders of the next generation. The Mentorship committee is designed to provide young professional and student TSSRM members with section networking opportunities, leadership skills, and insight to a pool of rangeland experience that is unparalleled.

### *STRUCTURE*

The Mentorship Committee leadership will be selected by the section president. The committee leadership will select their own committee. The committee should be kept small enough to provide for a close working relationship between its members.

### *PRIMARY DUTIES*

#### **A. In accordance, the Mentorship Committee will:**

- Provide an open opportunity for young professionals to be paired with a mentor.
- Encourage young professionals to sign up for the mentorship program and become more involved in section activities.
- Provide an opportunity for young professionals to be paired with mentors within their affiliation (i.e. Extension, Agency, Academia, Rancher, etc.)
- Host a function/social at each annual meeting for the committee, mentors and Protégés to provide networking opportunities, etc.
- Work closely with other TSSRM committees specifically, the Young Professionals committee and the Activities Committee.
- Provide a mechanism for new members to link with a mentor.

#### **B. In accordance, the Mentorship Chair will:**

- Develop a committee with a diversity of seasoned and young professional members
- Provide quarterly updates to the TSSRM Board of Directors with the number of mentor/protogé pairs, number of unpaired mentors and Protégés, and planned or upcoming activities.
- Provide leadership in developing mentorship committee hosted activities namely, a spring activity with a purpose of getting mentors face to face, and a fall activity at the annual meeting.
- Facilitate all Mentorship Committee events.
- Develop a database with all mentors and Protégés contact information.
- Develop mentor and Protégé pairs based on current or expected affiliation.
- Consistently provide mentors and Protégés with information regarding upcoming activities, opportunities to network and become more involved with section activities.
- Develop and assessment tool

#### **C. In accordance, Mentor's will:**

- At a minimum of monthly, contact their mentor either face to face, phone, or electronically.
- Respond to Protégé questions in a timely manner.
- Provide when possible, their Protégé with support, information and opportunities within the range and natural resources professions.
- Help Protégés meet others within the section and if requested become more involved within the section.
- Attend mentorship committee planned activities when available
- Maintain confidentiality
- Do not give advice unless asked

**D. In accordance, Protégé's will:**

- Assume personal responsibility for professional growth
- Maintain confidentiality
- Accept constructive feedback
- Respond to mentor questions in a timely manner.
- Not contact their mentors an unreasonable amount of times, respect their time
- Do not rely on your mentor as your only source of information
- Do not expect your mentor to provide all the answers.
- Be prepared to become more involved within the section should the opportunity arise.
- Be open to suggestion and advice from their mentor.
- Attend mentorship committee activities when available.

## NOMINATIONS AND ELECTIONS (updated 11/07)

### PURPOSE

The primary responsibility of this committee is to select the slate of officers for the Texas Section. In addition, the committee seeks out candidates for the Society's 2<sup>nd</sup> Vice President and/or Director.

### STRUCTURE

The Chair will be appointed by the President (adopted January 1990). The Chair will select the remaining members.

### PRIMARY DUTIES

The committee shall:

- A For the TSSRM Board, select the slate of officers and determine their willingness to serve if elected 120 days prior to the Section annual meeting (BOD 10/88). This list shall include at least two candidates for each elective office. (BOD 10/88. Amended 07/92). *This committee selects the section's leadership for the coming years, thus, every effort should be made to select the best leadership possible.*
- 1) Determine that the nominees are members in good standing with the Society.
  - 2) Prepare a list of candidates 120 days prior to the Annual Meeting (adopted BOD, 10/88).
  - 3) Send ballot to membership (direct mailing or electronically) at least 90 days prior to the Annual Meeting (BOD 10/88. Amended 07/92).
  - 4) Ballots must be returned for tabulation at least 30 days prior to the Annual meeting (adopted BOD, 10/88 Amended 07/92.).
    - All ballots must be received 30 days prior to the annual meeting to be considered official and counted. The candidate receiving the greatest number of votes for each office shall be declared elected to that respective office. The present officers and committee chairs shall resolve a tie vote for any office. (BOD 10/88. )
    - Proposed amendments to the Constitution and Bylaws shall be provided by direct mailing ed or electronically to all voting members of the Section together with a printed or electronic ballot indication a "yes" or "no" for the proposed amendment. If the election is held during a regular annual election of the Section, the ballots received by the Nominations and Elections Committee on or before September 15 shall be counted. If a special election is held, a printed or electronic ballot shall show plainly the date by which it is to be returned to be eligible for counting. Such specified date to be not less than 60 days from the date of mailing to the membership. A proposed amendment that receives the required 2/3 affirmative vote shall take effect immediately upon submission of the results to the President.
- B. From the TSSRM membership, solicit nominees for 2<sup>nd</sup> VP and Director of the Society for Range Management (parent society). Contact each nominee to determine that he/she is willing to serve if elected. *This will be completed by the annual meeting for review by the BOD.* The current President will submit the names and resumes to the Society's Nominations and Elections Committee within the deadline and in the format specified by the SRM Nominations Committee. This deadline is normally December 1st.
- C. Report the committee's activities and proposals to the BOD at their regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January 1989).
- D. Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors meeting (via email or fax).
- E. Notify incoming Chair.

## **OUTSTANDING RANGELAND MANAGEMENT (ORM)/ OUTSTANDING RANGELAND STEWARSHIP (ORS)**

### *PURPOSE*

The purpose of this committee is to recognize those who have demonstrated outstanding skill and knowledge in practicing sound management and care of rangeland resources. These are competitive awards and only one will be given each year in each category. This award is linked to the ranch. Once a ranch has received the award, it is not eligible to receive it again. If more than one ranch is owned and/or operated by the same person, each ranch is eligible. It is the responsibility of the ORM/ORS committee to solicit nominations and select recipients for the awards.

### *PRIMARY DUTIES*

- A Mail ORM/ORS nomination forms to agencies for distribution in early spring, so that quality slides can be developed. Coordinate awards process with Newsletter. (Annual deadline for submission is June 1<sup>st</sup>.)
- B Committee representatives will make field visits to most deserving nomination(s).
- C Select recipients for the O RM and ORS awards 30 days prior to Annual Meeting.
  - 1. Notify recipients of their awards and determine whether or not they can be present at the annual meeting. Notify nominator that they should see to it that the awardee is escorted and assisted at the annual meeting and made to feel welcome.
  - 2. Send letter of recognition to nominees who were not selected.
  - 3. Coordinate with Annual Meeting Committee for number of banquet tickets, photographer, registration, and visual aid needs.
  - 4. Have gate signs made including ranch name and date.
  - 5. Have awards presentation typed, edited, and slides prepared one month prior to annual meeting. (Nominators should furnish 5 to 10 slides ready for narration. Slides are not required at time narrative is turned in).
  - 6. Coordinate with the annual meeting committee to determine how the award will be given. Prepare a slide presentation to be presented at the Awards Banquet and coordinate with appropriate media personnel at the annual meeting.
  - 7. Have news releases prepared prior to the Annual Meeting. Submit to appropriate newspapers and to Newsletter Editor for publication.
  - 8. Present awards to the recipient at the annual meeting. Mail certificates to recipient not able to attend. Strongly recommend a nice ceremony and publicity for recipient unable to attend the annual meeting.
  - 9. A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary.
- D Report the committee's activities and proposals to the Board at its regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted Jan.1989).
- E Brief incoming Chair.

(Award changed from EGM to ERM on 7-1-94 by action of the BOD).

(Award changed from ERM to ORM on -/-/99 by action of BOD)

# **Outstanding Rangeland Management Award Texas Section Society for Range Management**

The purpose of this award is to recognize those who have demonstrated outstanding skill and knowledge in practicing sound management and care of rangeland resources. **This is a competitive award and only one will be given each year.** This award is linked to the ranch. Once a ranch has received the award, it is not eligible to receive it again. If more than one ranch is owned and/or operated by the same person, each ranch is eligible. Membership in TSSRM is desirable but not specifically required.

Nominations shall be made by persons who are well acquainted with the ranching and range management practices of the nominee. Nominations may be made by anyone, although all nominations must be concurred in by two members of TSSRM who agree the nominee is truly deserving of this recognition.

Nominations will consist of a one-page narrative describing the accomplishments of the nominee relative to the evaluation criteria. The TSSRM/ORM Committee will evaluate the nominations and select the winning ranch for Outstanding Rangeland Management. Field visits to nominated ranches may be made if necessary.

The ORM Award winner will be recognized during the TSSRM's Annual Meeting. The nominator will assist the award committee in developing a quality power point presentation, to be shown at the award presentation, highlighting the winner's achievements.

## **Evaluation Criteria:**

1. Environmental Stewardship Practices, Accomplishments and Goals (50 points)
2. Local, Regional and National Leadership Activities that Improve Conservation Perception of the livestock industry (25 points)
3. Endorsements from individuals, Conservation Organizations and/or Government Agencies, limited to five pages (25 points)

**Mail or email the one-page narrative, the information page, and letters of endorsement, to be received, or postmarked if mailed, by JUNE 1ST, to the TSSRM ORM Committee chair.**

**TSSRM ORM Committee Chair**

**Find online officers, directors, committee chairs at:**

<https://texassrm.org/section-info/section-committees/>

TSSRM will provide accommodations and registration to the meeting for ranch owners/managers for the TSSRM Annual Meeting. Every effort will be made to recognize the winning ranch in appropriate news outlets and social media. TSSRM will also provide the winner with an attractive gate sign

# TSSRM OUTSTANDING RANGELAND MANAGEMENT AWARD INFORMATION PAGE

**Requirements for Nomination:**

1. Nominee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. Ranch Location: \_\_\_\_\_

3. \_\_\_\_\_ years operated. Nominee must have owned/operated the ranch for minimum five years.

3. A significant part of the land on the farm or ranch must be rangeland (or in East Texas – grazable woodland).

\_\_\_\_\_ Acres Rangeland  
\_\_\_\_\_ Acres Grazable Woodland  
\_\_\_\_\_ Acres Tame Pastureland  
\_\_\_\_\_ Acres Cropland  
\_\_\_\_\_ Acres Other  
\_\_\_\_\_ ACRES TOTAL

Nominator Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

**Nomination must be concurred by two TSSRM members with signature below or by attached statement of concurrence.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_.



## TSSRM/TSCRA OUTSTANDING RANGELAND STEWARDSHIP (ORS) AWARD

### *PURPOSE*

The purpose of this committee is to recognize those who have demonstrated outstanding skill and knowledge in practicing sound management and care of rangeland resources. This is a competitive award and only one will be given each year. This award is linked to the ranch. Once a ranch has received the award, it is not eligible to receive it again. If more than one ranch is owned and/or operated by the same person, each ranch is eligible. It is the responsibility of the committee to solicit nominations and select recipients for the award. The recipient must be a member of the Texas and Southwestern Cattle Raisers Association (TSCRA); membership in the TSSRM is desirable, but not specifically required.

### *STRUCTURE*

This committee should have at least 12 members with two co-chairs – one from TSSRM and one from TSCRA. Six members will be from each organization. Not more than one-half of the committee membership will be replaced each year.

### *PRIMARY DUTIES*

1. Mail ORS nomination forms to agencies, TSSRM and TSCRA for distribution in early spring, so that high quality nominations and slides can be developed. Coordinate awards process with TSSRM **Grass Roots** Newsletter and TSCRA's **The Cattleman** magazine. (Annual deadline for submission is June 1<sup>st</sup>.)
2. Committee representatives will make field visits to most deserving nominations.
3. Select recipient for the Outstanding Rangeland Stewardship Award by August 1<sup>st</sup>.
4. Notify recipient of this award and determine whether or not they can be present at the TSCRA annual meeting of both associations. Notify nominator that they should see to it that the awardee is escorted and assisted at the TSCRA annual meeting and made to feel welcome.
5. Send letter of recognition to nominees who were not selected.
6. Coordinate with TSCRA Annual Meeting Committees for TSSRM and for number of banquet tickets, photographer, registration, and visual aid needs.
7. Have gate signs made including ranch name and date.
8. Have awards presentation typed, edited, and slides prepared one month prior to annual meeting. (Nominators should furnish PowerPoint Presentation with 5 to 10 slides ready for narration).
9. Coordinate with the annual meeting committee to determine how the award will be given. Prepare a slide presentation to be presented at the Awards Banquet and coordinate with appropriate media personnel at the annual meeting.
10. Present awards to the recipient at the TSCRA annual meeting. Mail certificates to recipient not able to attend. Strongly recommend a nice ceremony and publicity for recipient unable to attend the annual meeting.
11. Report the committee's activities and proposals to the Board at its regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted Jan.1989).
12. Have news releases prepared prior to the TSCRA Annual Meeting. Provide digital prints (300 dpi) that are satisfactory for news releases. Submit to appropriate newspapers, TSCRA Managing Editor and to TSSRM Newsletter Editor for publication.
13. A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary.
16. Brief incoming Chair.



TEXAS SECTION SOCIETY  
for  
RANGE MANAGEMENT



## OUTSTANDING RANGELAND STEWARDSHIP (ORS) AWARD

**The Texas Section Society for Range Management (TSSRM)** is a professional scientific society and conservation organization whose members are concerned with studying, conserving, managing and sustaining the varied resources of rangelands. TSSRM is dedicated to supporting persons who work with rangelands and have a commitment to their sustainable use ([www.texassrm.org](http://www.texassrm.org)) TSSRM is the local section of the international Society for Range Management ([www.rangelands.org](http://www.rangelands.org)), currently comprised of over 3200 members from 24 countries.

**Texas and Southwestern Cattle Raisers (TSCRA)** is a grass roots organization composed of cattle producers and operators and other businesses of all size, backgrounds, ages and incomes located primarily in Texas and Oklahoma. TSRA offers unique services through its law enforcement and livestock inspection divisions, which protect those involved in the cattle business. TSCRA also provides a strong, unified voice for producers and others concerned with legislation and regulation. It is a classroom for cattle producers seeking additional knowledge on how to be more profitable, whether they are just starting out or have been ranching all their lives. Whenever those associated with the ranching industry have a common need, TSCRA is there to lend a hand. (<https://www.tscra.org>).

**Texas Grazing Land Coalition (TXGLC)** is an organization made up of ten regional coalitions across Texas that works closely with USDA NRCS and other partners, including TSCRA and TSSRM as well as Texas Farm Bureau, Texas Wildlife Association and many others. The purpose of the organization is to provide technical assistance and educational opportunities to encourage excellent land stewardship on range and pasture lands in Texas. Regional coalitions are made up of local ranchers sharing ideas and tackling local challenges. ([www.texasglc.org](http://www.texasglc.org)).

**The purpose of this award** is to recognize those cattle producers who have demonstrated outstanding skill and knowledge in practicing sound range management and care of the rangeland resources. This is a competitive award, with only one awarded annually. This award is linked to a ranch. Once a ranch has received the award, it is not eligible to receive it again. If more than one ranch is owned and operated by the same person, each ranch is eligible.

Nominations shall be made by persons who are well acquainted with the ranching and range management practices of the nominee. Nominations may be made by anyone.

The nomination process is two-tiered. The first round of nominations submitted are a one-page summary prepared by the nominator describing the accomplishments of the nominee with regard to evaluation criteria. Two TSSRM members, in addition to the nominator, must sign on to the nomination. If necessary, the ORS committee will visit the ranches nominated to select the winner. Ranch visits may be necessary to obtain documentation, photos, etc. From this pool of submissions, the committee will select one ranch as the winner.

**Recipient must be a member of TSCRA.** Membership in TSSRM is desirable, but not a requirement. Nominees need not be members of National Cattleman's Beef Association, but they must support the NCBA mission, *working to increase profit opportunities for cattle and beef producers by enhancing the business climate and building*

*consumer demand.*

**The ORS AWARD WINNER** will be recognized during the TSSRM Awards Luncheon at its annual meeting. Additionally, the winner will be recognized by TSCRA during their annual convention. The nominator will assist the award committee in developing a quality power point presentation of the ranch highlights to be shown during the presentation.

Key to a successful application: Provide specific examples and results of stewardship practices

**A sample successful application can be found at <https://hill.beef.org>**

**Evaluation Criteria:**

1. Environmental Stewardship Practices, Accomplishments and Goals (40 Points) By Stewardship, we mean environmentally beneficial management of rangeland resources.
2. Local, Regional and National Leadership Activities that Improve Conservation Perception of the Cattle Industry. (30 points)
3. Endorsements from individuals, Cattle Groups, Conservation Organizations and/or Government Agencies (limited to five pages) (15 points)
4. Economic Viability and Size of Operation (15 points)

**Mail or email one page narratives, the information page, and letters of endorsement, by JUNE 1 to:  
TSSRM ORM Committee Chair  
Chair: Mandi Ligon**

**Find online officers, directors, committee chairs at:**

<https://texassrm.org/section-info/section-committees/>

**Organizational Responsibilities:**

- **TSSRM, TXGLC and TSCRA** are encouraged to submit one-page nominations
- **TSSRM** will provide the committee to evaluate the nominations
- **TSSRM** will provide gate signs with the three logos (TXGLC, TSSRM and TSCRA) and award plaque at their annual meeting and will provide registration for ranch owners/managers.
- **TXGLC** will provide accommodations for ranch owners/managers for the TSSRM meeting.
- **TXGLC** will prepare a poster for the SRM ANNUAL MEETING competition held the February following the TSSRM Annual Meeting. Three copies will be produced, and one provided to each organization
- **TXGLC and TSSRM** will provide **TSCRA** with the nomination materials and any supporting materials to assist in **TSCRA's** preparation of the nomination for the next phase of the awards, the regional ESAP.
- **TSSRM, TXGLC and TSCRA** will work collaboratively to provide social and traditional media coverage for the award winner.

**TSSRM OUTSTANDING RANGELAND STEWARDSHIP AWARD  
INFORMATION PAGE**

1. Nominee Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2. Ranch Location: \_\_\_\_\_

3. \_\_\_\_ years operated. Nominee must have owned/operated the ranch for minimum five years.

3. A significant part of the land on the farm or ranch must be rangeland (or in East Texas – grazable woodland).

\_\_\_\_\_ Acres Rangeland  
\_\_\_\_\_ Acres Grazable Woodland  
\_\_\_\_\_ Acres Tame Pastureland  
\_\_\_\_\_ Acres Cropland  
\_\_\_\_\_ Acres Other  
\_\_\_\_\_ ACRES TOTAL

Nominator Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

**Nomination must be concurred by two TSSRM members with signature below or by attached statement of concurrence.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Submission to the Environmental Stewardship Award Program**

With leadership by Texas and Southwestern Cattle Raisers Association, the TSSRM/TSCRA/TXGLC ORS Award winner will compete for one of seven regional awards in the NCBA Environmental Stewardship Award Program (ESAP) based upon their residency. The seven regional winners will then compete for the NCBA national Environmental Stewardship Award.

Winners will be expected to attend the Cattle Industry Summer Conference and Annual Convention, as a guest of Corteva Agrisciences and NRCS. Winners will be honored for their stewardship and receive their award.

In order to assist TSCRA with this next step in developing the ESAP award nomination, the nominator of the winning TSSRM/ORS ranch will develop a more complete nomination package. The enhanced nomination package will include:

- Additional narrative to fully describe the ranch conservation activities, listing examples of stewardship practices along with a comprehensive description of the ranch, not to exceed 12 pages.
- Additional photographs to develop a power point suitable for the ESAP guidelines.
- Videotapes will not be accepted
- Nomination packets will not be returned
- Information should be submitted electronically to TSCRA.

***PURPOSE***

The purpose of this committee is to recognize those members of the Texas Sheep and Goat Raisers Association (TSGRA) who have demonstrated outstanding skill and knowledge in practicing sound management and care of rangeland resources. This is a competitive award and only one will be given each year. It is the responsibility of the committee to solicit nominations and select recipients for the award. The recipient must be a member of TSGRA. Membership in TSSRM is desirable, but not specifically required.

***STRUCTURE***

This committee should have at least 6 members with chairman from TSSRM. Remaining members may be from either organization.

***PRIMARY DUTIES***

1. Mail or email ORS nomination forms to agencies, TSSRM and TSGRA for distribution in early spring, so that nominations can be developed. Coordinate announcement of nominations process with TSSRM *Grass Roots* Newsletter and TSGRA's *Ranch and Rural Living* magazine. **Annual deadline for submission is April 15th.**
2. Committee representatives will make field visits to most deserving nominations.
3. **Select recipient for the Outstanding Rangeland Stewardship Award by June 1st.**
4. Notify recipient of this award and determine whether they can be present at the annual meetings of both groups. Notify nominator that they are to ensure that the awardee is escorted and assisted at the annual meetings and made to feel welcome.
5. Send letter of recognition to nominees who were not selected.
6. Have gate signs made including ranch name and date.
8. Coordinate with TSSRM Annual Meeting Committee for registration needs, and number of event tickets for award recipients.
9. Prior to TSGRA & TSSRM annual meeting, submit PowerPoint presentation to annual meeting committee. Determine when award is to be given (luncheon or banquet) and coordinate audio/visual needs for presentation.
10. Prepare news releases for both TSSRM and TSGRA Annual Meetings. Submit to appropriate newspapers, TSGRA Managing Editor and to TSSRM Newsletter Editor for publication, along with photos from each event.
11. Names of awardees are to be sent to the President, Newsletter Editor, Archivist, and the Secretary each year.
12. Report the committee's activities and proposals to the Board at its regularly scheduled meetings.
13. Brief incoming Chair.

## **TSSRM/TSGRA OUTSTANDING RANGELAND STEWARDSHIP (ORS) AWARD**

The purpose of this award is to recognize those sheep and/or goat producers who have demonstrated outstanding skill and knowledge in practicing sound management and care of rangeland resources. This is a competitive award and only one will be given each year. **The recipient must be a member of Texas Sheep and Goat Raisers Association (TSGRA).** Membership in the Texas Section Society for Range Management (TSSRM) is desirable, but not specifically required.

Nominations shall be made by persons who are well acquainted with the ranching and range management practices of the nominee. Nominations may be made by anyone, although all nominations must be concurred by two members of TSSRM who agree the nominee is truly deserving of this recognition. **Nominations may be submitted electronically or by mail, but must be received, or postmarked if mailed, by April 15.** The TSSRM/TSGRA ORS Committee will evaluate the nominations and select those that meet the standards for outstanding rangeland management, and coordinate field visits to the most deserving nominees.

The ORS Award Winner will be recognized during the TSSRM's Annual Meeting, and during the TSGRA Annual Conference. If audio/visual equipment (A/V) is available for use, a PowerPoint presentation of the winning nomination will be shown. In the absence of A/V, a citation of the winning nomination will be read.

### **Evaluation Criteria:**

1. Environmental Stewardship Practices, Accomplishments and Goals (50 points)
2. Local, Regional and National Leadership Activities that Improve Conservation Perception of the Sheep and Goat Industry (25 points)
3. Endorsements from Conservation Organizations and/or Government Agencies (25 points)

# TSSRM/TSGRA OUTSTANDING RANGELAND STEWARDSHIP (ORS) AWARD

**Requirements for Nomination:**

1. Nominee Name: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Ranch Location: \_\_\_\_\_

3. \_\_\_\_ years operated. Nominee must have owned/operated the ranch for minimum five years.

3. A significant part of the land on the farm or ranch must be rangeland (or in East Texas – grazable woodland).

_____	Acres Rangeland
_____	Acres Grazable Woodland
_____	Acres Tame Pastureland
_____	Acres Cropland
_____	Acres Other
_____	<b>ACRES TOTAL</b>

**Attach nomination letter no longer than two pages that describes the accomplishments of the nominee with regard to evaluation criteria. Letter must include grazing strategies and goals of the operation.**

Nominator Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

**Nomination must be concurred by two TSSRM members with signature below.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit completed nomination form and letter no later than April 15 to:  
**TSSRM ORM Committee Chair**  
**See online Officers, Directors, and Committee Chairs**



## **PLANNING**

Amended 07/07 by BOD

### *PURPOSE*

The primary purpose of the Planning Committee is to provide continuing review and development of the Section organization, administration, financing, programs, short-term and long-range goals. The responsibility of this committee is in areas that require action by the Board or the Section Membership for any proposed changes; therefore, this committee will be advisory to the Board.

### *STRUCTURE*

**Co-chairs are the Second Vice President and the immediate Past President.** Appointments will be made and vacancies filled at the discretion of the Chair, with approval of the President.

Continuing responsibilities are required within the committee; thus close communication with the President, Board and committees with closely related functions, as well as knowledge of the history of the Section is desirable. Inclusion of past presidents and/or directors should be considered in appointing the membership.

### *PRIMARY DUTIES*

- 1 Establish short-term goals and assign priorities. Goals may originate within the committee or be recommended by the BOD, other committees or individuals. Examples of goals: monitoring and improvement of annual meetings, publications, membership, contemporary management issues.
- 2 Establish long-range goals and assign priorities. Goals may originate as in No. 1. Examples: organizational structure, financial needs, relations with other organizations and public relations programs.
- 3 Develop guidelines for accomplishing short-term and long-term goals.
- 4 Review past and present Section projects, handbook, establish priorities and methods of accomplishing future projects.
- 5 Review professional education and training needs for members and attempt to match the annual meeting site, program format, etc to fit those needs.
- 6 Recommend the site for the Annual Meeting.
- 7 Report the committee's activities and proposals to the BOD at their regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January 1989).
- 8 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors meeting (via email or fax).
- 9 Inform incoming Chair.

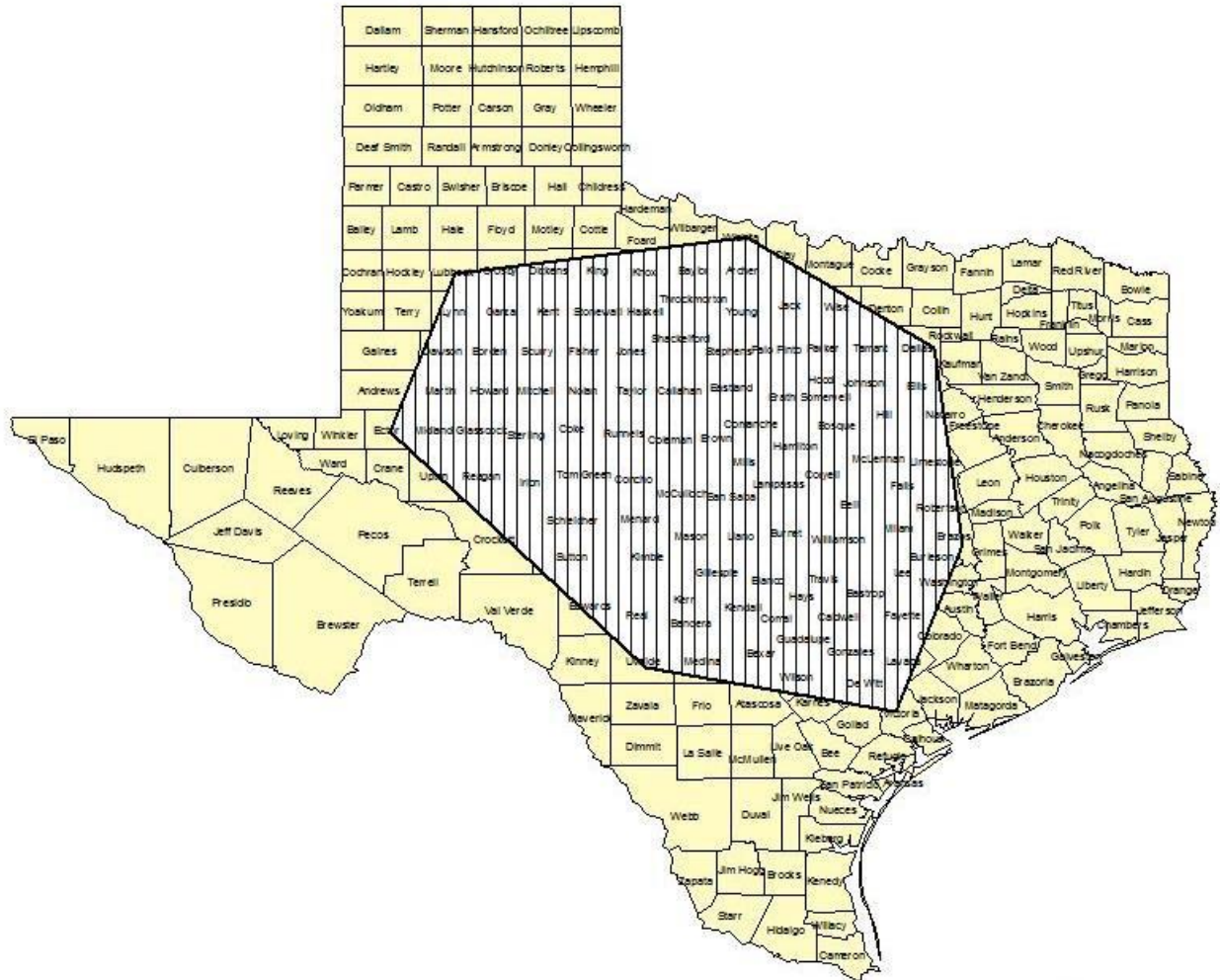
## **PROCEDURE FOR SELECTING ANNUAL MEETING LOCATIONS**

**(approved - BOD 7/13/07)**

- 1 The chair of the planning committee will select a minimum of 6 members to review bid proposals for TSSRM Annual Meetings.
- 2 It is left to the discretion of the planning committee on how cities will be selected initially for bid submission. It is advisable to announce in the May-June Grassroots that any member can have a bid submitted to the Planning Committee. The committee will use the Texas map attached to these guidelines for meeting selection. Three (3) out of every four (4) annual meetings should be held in the core area as delineated on the map. This policy will commence with the 2010 TSSRM Annual Meeting.
- 3 The TSSRM Planning Committee will make a recommendation to the TSSRM BOD prior to their winter BOD meeting. The TSSRM BOD will finalize the selection of the successful CVB proposal at the winter BOD meeting, following the TSSRM Annual Meeting where the bids were reviewed. Each CVB will be notified by the TSSRM Planning Committee Chair no later than March 1<sup>st</sup> as to the status of their bid.
- 4 Upon selection, the Second Vice-President will become the lead BOD contact with the selected CVB and the Annual Meeting Committee (to be selected), as the 2VP will become President during this annual meeting.

**MEETINGS TO BE HELD WITHIN CORE ARE A THREE YEARS IN FOUR, UNLESS APPROVED BY BOD – RECOMMENDED THAT CONSECUTIVE ANNUAL MEETINGS BE AT LEAST 100 MILES APART**

## Texas Section SRM Annual Meeting Selection Delineation of Core Area



Core Area

Core Area



**PROCEDURE FOR SELECTING ANNUAL MEETING LOCATIONS**  
(approved - BOD 7/13/07)

**IT IS FURTHER RECOMMENDED THAT HOST CITIES FOR CONSECUTIVE YEARS BE AT LEAST 100 MILES APART, TO INCREASE DIVERSITY OF POTENTIAL TECHNICAL TOUR SITES.**

**Annual Meeting Site Selection Process**

Like the parent society, the Texas Section has been trying to determine the best approach for selecting annual meeting locations. The board evaluated the current procedure at its April meeting and a decision was made to suspend the current procedure while we continue to work on a selection procedure.

Proposals to host an annual meeting can be submitted by TSSRM members or a Convention and Visitor's Bureau. The annual meeting committee will not be receiving monies from CVB's vying to host our annual meeting.

**Those members wanting to submit a meeting proposal should contact the Planning Committee chair no later than August 1 indicating their interest in submitting a bid.**

Items to be discussed in the bid proposal are:

- A Dates proposed for annual meeting
- B Will this be an outdoor or indoor annual meeting?
- C Meeting location
  - 1. Name of motel(s)
  - 2. Room cost
  - 3. How many room nights per comp room?
  - 4. Will the property provide a complimentary suite?
- D Are convention facilities on-site?
  - 1. If not, what is the distance to meeting facilities?
  - 2. Cost for use of meeting facilities?
  - 3. If off-site, will there be a shuttle service?
- E Are there members in the immediate area that would be willing to serve as annual meeting chair or co-chair?
- F Profit projection
- G Other items that you think would help strengthen your bid proposal should be added and are encouraged.

**The completed bids must be submitted to Planning Committee Chair no later than September 15.** The planning committee will meet at the TSSRM Annual Meeting in Lubbock to review proposals and make a decision on which proposal to recommend to the board for approval.

**Planning Committee Chair**

Address  
City TX Zip  
Phone:  
Email:

## **PUBLIC AFFAIRS**

### *PURPOSE*

The primary purpose of the Public Affairs Committee is to assist the Section and its officers by providing guidance in matters involving public affairs relating to the concerns of state and national range resources and uses. The committee provides the mechanism for the Section to exert constructive influence on decisions and actions, which have bearing on the welfare of range ecosystems and their products.

### *STRUCTURE*

The Chair will select members of the committee. The committee should be small enough to provide for a close working relationship among members. A diversity of occupations among members should be provided in order to better represent the broad interests of Section membership.

Subcommittees may be formed, as needed, to deal with specific issues or expedite work. Committee duties will not be assigned to non-committee members, but the committee should consult with and seek input from Section members.

### *PRIMARY DUTIES*

- 1 Keep up-to-date and alert to issues and activities within the state which relate to concerns of the Section. If such issues or activities appear to have national significance, they should be brought to the attention of the Society Public Affairs Committee. Encourage Section members to be alert to issues throughout the state and bring them to the attention of the Public Affairs Committee if believed necessary.
- 2 Monitor or keep informed on new or proposed state legislation, which deal with or has effect on rangelands or range resources. Advise the Section President of foreseeable conflicts and opportunities for input of needed facts or information concerning rangelands. Provide timely and accurate information and guidance to the President and BOD concerning issues, problems and state legislation that affects rangeland and range resources.
- 3 As deemed necessary, prepare Position Statements of the Section on matters of interest within the State (is this the role of Public Affairs or Resolutions?). Position statements and/or resolutions will be submitted to the Resolutions Committee according to established procedure. The committee will make every effort to properly represent the feelings of the overall Section membership in preparation of statements and comments. This will be done by maintaining contact with a broad representation of members, encouraging member input, or other methods, such as, opinion questionnaires.
- 4 Review and prepare comments on environmental reports and statements published by agencies or other organizations.
- 5 The committee will maintain liaison with the Natural Resource Agencies, environmental groups, professional organizations concerned primarily with natural resources and other groups and organizations involved in natural resource activities.
- 6 Due to the nature of some public issues, reaction by the committee must be prompt to be most effective. In such instances, telephone communications between the committee Chair, committee members, the Section President or Section members will be used. In most cases, business will be conducted by email, with distribution of hard copies as appropriate.
- 7 Coordinate public affairs activities with activities of other Section committees and with the SRM Public Affairs Committee.
- 8 Report, as appropriate, the committee's activities, budget needs and recommendations prior to the Board's regularly scheduled meetings. Prepare a written report as necessary.
- 9 Provide to the Archivist copies of position statements and/or resolutions developed by the committee with statement indicating action taken by the BOD.
- 10 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
- 11 Brief incoming Chair.

## **PUBLICATION AWARDS**

(Approved by BOD 1/6/95)

### *PURPOSE*

To recognize literary and scholarly efforts in publicizing range management practices, philosophies and research activities. Three categories are available for recognition: Technical Writing, Popular Article, and Special Category.

### *STRUCTURE*

Chair-Elect is appointed by First Vice President. When 1<sup>st</sup> VP becomes President, Chair-Elect becomes Committee Chair. Chair will select committee members who have a diversity of range management expertise and occupations.

**No more than one award per the following categories** (except as noted in item five below) should be presented annually to recognize excellence within each of the following categories. However, in case of tie votes, the committee has the discretion of either awarding duplicate awards or resolving the tie by a means agreeable to a majority of the committee.

- 1 **Technical Writing:** articles directed primarily towards fellow scientists which advance the knowledge of range management/science in Texas;
- 2 **Popular Article:** articles directed primarily towards range managers, landowners, or the general public (e.g., fact sheets, news articles);
- 3 **Special Category:** contributions that do not fit appropriately in either (a) or (b) (e.g., book chapter, poetry, editorial).

### **NOTES:**

- a) TSSRM membership is a requirement for eligibility in the "Technical Writing" and "Popular Article" categories. If multiple authors, then at least one author shall be a TSSRM member. (BOD 1/6/95)
  - ◆ TSSRM membership is not a prerequisite for submission in the "Special Category"(BOD 1/6/95)
- b) If a submission for an category is received from a person (author or co-author) currently serving on the Committee, he/she should abstain from voting for that category. (BOD 1/6/95)

### *PRIMARY DUTIES*

- 1 Solicit nominations on an annual basis for each of the above categories. Committee members should canvass other TSSRM members, review popular and technical literature, and actively solicit nominations via newsletter.
  - a) Nominations shall have been published within two (2) calendar years of the year for which they are being submitted.
  - b) Nominations should be collected no later than sixty (60) days prior to the Annual Meeting and sent to all committee members for review and ranking.
- 2 Recipients of awards should be selected based upon total rank scores from within the committee as determined by the Chair.
- 3 Ensure that all awards recipients, to the extent possible, remain confidential until the awards are presented at the Annual Meeting.
- 4 Suitably embossed plaques should be presented to recipients by the Chair at the Annual Meeting.
- 5 Prepare and distribute appropriate publicity about award recipients. Have news releases ready at the Annual Meeting.
- 6 Provide information on award recipients to the Archivist.
- 7 Report the committee's activities and recommendations to the BOD at regular intervals.
- 8 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
- 9 A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary.
- 10 Brief incoming Chair.

## RESOLUTIONS

### *PURPOSE*

The primary purpose of the Resolutions Committee is to review and recommend action to the BOD on resolutions and position statements proposed by a Section committee or member. A secondary purpose of the Committee is to reduce the chance that the Section will accept or reject resolutions without adequate time for review and consideration of necessary documentation and/or discussion of all elements involved and to ensure that resolutions reflect a majority of opinion of the membership.

### *STRUCTURE*

**The Chair is the immediate Past President.** Members of the committee will be the ten (10) most recent Section Past Presidents that are current Section members. (BOD April 2009)

### *PRIMARY DUTIES*

- 1 Review proposed resolutions and position statements. Resolutions should be received by the committee no later than 30 days prior to the Annual Meeting.
- 2 Recommend action on each resolution and position statement to the BOD.
- 3 Inform membership via an article in the Newsletter about procedure for approval of resolutions. Articles should be published early in the year.
- 4 Report the committee's activities and recommendations to the BOD at their regularly scheduled meetings. Submit a written report on the status of committee's respective funds to the president and the treasurer three weeks prior to scheduled BOD meetings (adopted January 1989).
- 5 Chair/Chair-Elect to submit Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).

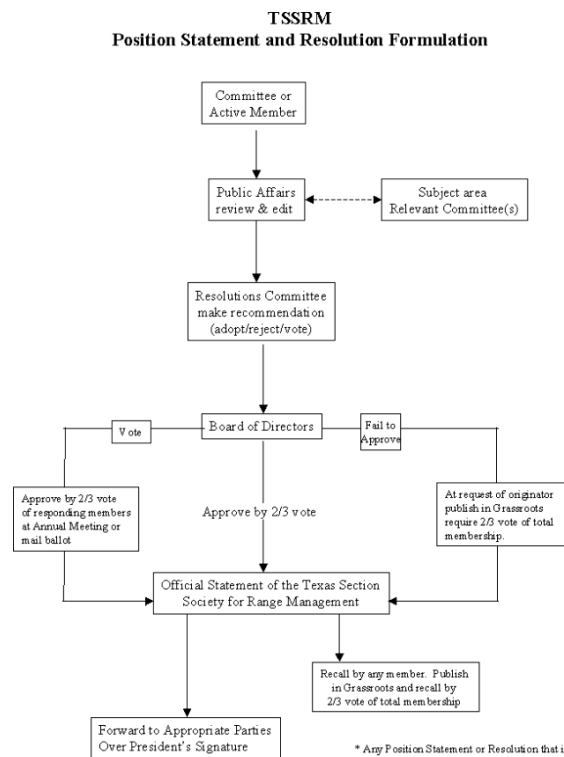
**RESPONSE TO PUBLIC ISSUES**

*(revised October 2002)*

The Texas Section SRM has a long tradition as a spokesman for professional range people in Texas on public issues involving or relating to the art and science of range management. In its role as a nonprofit professional organization, it is important and proper for the Texas Section to respond to public issues which may affect the management of the State's rangeland and ranges. These responses can be in the form of input to legislation when requested by a legislator; comment on agency rule making; or response to any action affecting Texas rangelands. Official Texas Section, SRM responses will take the form of either a Position Statement or a Resolution. Any response by the Texas Section SRM must be within the parameters of Policy Statements of the Society. Position Statements are an unequivocal statement of posture or attitude in regard to a specific issue. Resolutions are a formal expression of opinion requesting and encouraging action to resolve a Policy Statement of the Society.

Procedures to provide for orderly, timely, and professional responses are:

1. Position Statements and Resolutions may be introduced by any Texas Section member or section committee. The Board may originate a Position Statement or Resolution at any time to meet emergency situations. Resolutions will be received by the Public Affairs Committee no later than 30 days prior to the Annual Meeting.
2. Position Statements and Resolutions will be forwarded to the Public Affairs Committee, which will review the statement to ensure that it is within the parameters of Society Policy. The Public Affairs committee may edit a statement to ensure that it is in compliance with Society Policy and that it represents the diverse opinions of the Texas Section membership. Position Statements and Resolutions may also be sent to appropriate committees to ensure they are technically correct.
3. A Resolutions Committee, made up of past Section Presidents, will be appointed by the President. The Resolutions Committee will either recommend the Section adopt action on a Position Statement or Resolution or that no action be taken.
4. To become official statements of the Texas Section SRM Position Statements and Resolutions must receive a two-thirds (2/3) vote of approval by the Board of Directors, or the Board may poll the membership at the annual meeting or with a mail ballot. If the membership is polled passage will require a two-thirds (2/3) vote of responding members. Official statements of the Texas Section SRM are forwarded to the appropriate parties with the president's signature.
5. Position Statements and Resolutions that are not approved by the Board of Directors may at the request of the originator be published in the Texas Section Newsletter and will require a two-thirds (2/3) vote of the entire membership to be adopted as an official statement of the Texas Section SRM.
6. Any member may request a recall of a resolution or position statement that is passed by the above procedures. Upon request for a recall the resolution or position statement will be published in the Texas Section Newsletter and must receive a two-thirds (2/3) vote of the entire membership to be rescinded.
7. Official statements of the Texas Section SRM are forwarded to the appropriate parties with the president's signature.



**All Resolutions adopted by the Texas Section Society for Range Management will be filed in Appendix O of the Administrative Handbook (BOD 02/05/93**

**SCHOLARSHIP  
(Amended 7/06)**

## **TSSRM Memorial Scholarship Fund (TSSRM MSF)**

### **PURPOSE**

The purpose of this committee is to develop a sustaining Scholarship Program for the Section and select recipients of annual scholarships. At present, this includes two scholarship fund programs: TSSRM Memorial Scholarship Fund and the TSSRM Bill Wyche, Jr. Memorial Scholarship Fund. The TSSRM Memorial Scholarship Fund Committee will select the recipient of the Memorial Scholarship. The TSSRM Bill Wyche, Jr. Memorial Scholarship recipient will be selected by the Bill Wyche, Jr. Memorial Scholarship Fund selection committee per this scholarship's procedures.

### **STRUCTURE**

The in-coming Chair is appointed annually by the First Vice President. When the 1<sup>st</sup> VP becomes President, incoming Chair becomes Chair. The Chair, with approval of the President, will select additional members of the committee and/or subcommittees.

### **PRIMARY DUTIES**

1. Initiate fund raising projects to generate revenue for the scholarship fund.
2. Be responsible for soliciting contributions to the scholarship fund from individuals, businesses, corporations, foundations, etc.
3. Ensure that one dollar of registration fee of each registrant at Annual Meeting is donated to the Scholarship Fund.
4. Be responsible for soliciting contributions from the Section membership at field days, conferences, and meetings.
5. The funds raised for the TSSRM Memorial Scholarship will be invested according to the Investment Policy & Investment Criteria set by the BOD for said assets
6. Report the committee's activities and proposals to the BOD at regularly scheduled meetings.
7. Chair/Incoming Chair is to submit Committee Report (using developed committee report form) to the President three weeks prior to a BOD (via email or fax). The committee chair receives an in depth summary of the fund for the previous year (12 months) from the Treasurer six weeks prior to the summer BOD meeting of the following year. Disbursements for scholarship will come from income earned during the year. Income earned during the year that is not designated for a scholarship will be allocated to the appropriate account by the discretion of the BOD.
8. Solicit applicants: The TSSRM Memorial Scholarship will be awarded by the Texas State 4-H Foundation (BOD 06/30/03). A similar organization such as the FFA Foundation could be used at the discretion of the TSSRM Memorial Scholarship Committee.
9. Provide news release of each successful candidate. Also, furnish photos (incl. digital) suitable for publications, and names and addresses of newspapers and other media sources which a news release should be sent.
10. Arrange for appropriate recognition of scholarship winner(s) during Annual Meeting.
11. All donations to the Memorial Scholarship Fund will be acknowledged to the donor by the Committee Chair or Incoming Chair, with a copy to the Treasurer.
12. A list of any scholarship awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary .
13. Brief incoming Chair

**NOTE: The TSSRM Treasurer is the primary contact between the Section and the financial institution managing the TSSRM MSF, however, management of the Fund's investments are the responsibility of the BOD. Coordinate contact with the financial institution through the Treasurer.**



## **TSSRM – Bill Wyche, Jr. Memorial Scholarship Fund (Wyche MSF)**

### **STRUCTURE**

The selection committee will consist of two members from Wyche family along with the Andrews County SWCD Chairman, two UT Lands Representative, and the Andrews County NRCS District Conservationist..

### **PRIMARY DUTIES**

1. Initiate money raising projects to generate revenue for the scholarship fund.
2. Be responsible for soliciting contributions to the scholarship fund from individuals, businesses, corporations, foundations, etc.
3. The funds raised for the TSSRM Memorial Scholarship will be invested according to the Investment Policy & Investment Criteria set by the BOD for said assets.
4. Report the committee's activities and proposals to the BOD at regular scheduled meetings. Chair/Incoming Chair submits Committee Report (using developed committee report form) to the President three weeks prior to a Board of Directors Meeting (via email or fax). The committee chair receives an in depth summary of the fund for the previous year (12 months) from the Treasurer six weeks prior to the summer BOD meeting of the following year. Disbursements for the scholarship will come from income earned during the year. Income earned the year that is not designated for a scholarship will be added to the corpus of the fund.
5. Solicit applicants and select recipients of annual scholarship:
  - a. Announcement of availability of scholarships will be sent by mid-January to high school seniors.
  - b. The Committee should receive applications by mid-April.
  - c. Recipients should be selected before the summer TSSRM Board of Directors Meeting, but no later than July 1. (No scholarship will be given if no suitable candidate applied).
  - d. Recipients should be selected on the basis of scholarship, need and rangeland oriented activities. Applicants should use the Bill Wyche, Jr. Memorial Scholarship application form.
  - e. Names of recipients should be given to the TSSRM President. He will inform the Recipients and notify unsuccessful applicants.
6. Provide a news release of each successful candidate of each successful candidates. Also, furnish photos (incl. digital) suitable for publication, as well as names and addresses of newspapers and other media sources to which a news release should be sent.
7. Arrange for appropriate recognition of scholarship winner during Annual Meeting.
8. A list of any scholarship awards presented is to be sent to the President, Newsletter Editor, Archivist and the Secretary.
9. All donations to the Wyche Memorial Scholarship Fund will be acknowledged to the donor by the Committee Chair or Incoming Chair, with copy to Treasurer.
10. Brief incoming Chair and the TSSRM Memorial Scholarship Fund Chair.

**NOTE: The TSSRM Treasurer is the primary contact between the Section and the financial institution managing the Wyche MSF, however, management of the Fund's investments are the responsibility of the BOD and investment Committee. Coordinate contact with the financial institution through the Treasurer.**

**SCHOLARSHIP - *continued***



Texas Section  
Society for Range Management

**MEMORIAL SCHOLARSHIP APPLICATION  
Page 1**

**DIRECTIONS: This application must be filled out completely and accurately. PLEASE TYPE OR PRINT IN BLACK INK all information requested on this form.**

Name  
Last Middle First

Home Address:

Name and Address  
Parent or Guardian

Number of Years as a Member of the Society for Range Management:

Do you hold other grants or scholarships at present? Yes No

If yes, list type and amount:

**ARCHIVED**

Schools attended:

High School:

University or College:

(attach copy of all transcripts for all undergraduate work completed)

Have you completed all academic requirements necessary to be classified as a Junior in College: Yes No

Major Course of Study:

Number of hours for all college level work completed:

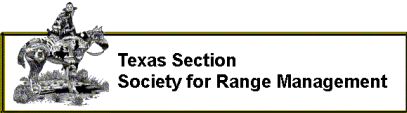
Number of hours completed at present institution:

Overall GPA for all institutions attended:

GPA at present institution:

List all other educational institutions attended such as vocational schools, industrial schools, etc. Give dates of attendance and subject pursued:

If not presently enrolled, when and where to you plan to enroll?



**MEMORIAL SCHOLARSHIP APPLICATION FORM**  
**Page 2**

**PLEASE ATTACH THE FOLLOWING ITEMS TO YOUR APPLICATION:**

1. A copy of all college transcripts.
2. A one page letter describing your study plans, including subject matter area, your attitude toward range management, your career plans, your financial need, and any other significant points which you feel will be important in evaluating your application for this scholarship.
3. A resume that includes past and present employment, professional societies, civic organizations, honors or awards, statement of leadership since high school graduation, etc.

**LETTER OF REFERENCE:**

One letter of reference should be submitted directly to the Chair of the Scholarship Committee by May 1, 2003. Do not attach letter of reference to this application. Request that the person supplying the letter of reference mail his/her letter directly to:

XXX, Chair  
TSSRM Memorial Scholarship  
XXXX  
XXXX TX XXXX

**Name and address of person supplying letter of reference:**

**ARCHIVED**

Name

Office Address

City

State

Zip

Office Phone

Home Phone

**RELEASE:**

*"I hereby give permission to use the information provided on this application for recognition purposes if selected."*

Applicant's Signature:

Date:

**CHECKLIST FOR TSSRM SCHOLARSHIP APPLICATION:**

- Complete Application
- Attach
  - Copy of all college transcripts
  - Resume
- Have reference mail letter to address below
- Mail application and attachments to the Chair of the Scholarship Committee (address above).

**\*\*DEADLINE FOR APPLICATION AND LETTER OF REFERENCE IS MA Y 1<sup>st</sup>. \*\***

**Scholarship Notice**  
**Texas Section - Society for Range Management**  
**Bill Wyche, Jr. Memorial Scholarship Fund Award**

The Texas Section of the Society for Range Management (TSSRM) is offering annual scholarships from the Bill Wyche, Jr. Memorial Scholarship Fund to deserving high school seniors or current college students who are interested in or are currently pursuing agriculture studies. The application deadline each year is April 30<sup>th</sup>. Board of directors will determine amount awarded after consulting the Treasurer and Investment Committee.

Specific criteria for selection:

1. Applicant should have the intent of studying Agriculture as his/her major. *Applications will be accepted from high school seniors, college students, and/or college graduate students.*
2. Applicant must have financial need.
3. Applicant must demonstrate academic achievement.
4. Applicant must intend to actively pursue a career in agriculture.
5. Applicant cannot previously have received the Bill Wyche, Jr. Memorial Scholarship Award.
6. Applicant must provide three letters of reference/recommendation (to include impressions about the applicant on topics such as academic achievement, financial need, character, leadership, etc.).

Mail the following required documents to the chairman of the Bill Wyche, Jr. Memorial Scholarship Fund Committee: (1) typed application, (2) three letters of reference/recommendation, and (3) your certified high school *or college* transcript.

Cynthia Wyche Stroman, Chairperson  
Bill Wyche, Jr. Memorial Scholarship Fund  
P.O. Box 693  
Sweetwater, TX 79556

2/12/2004  
Revised 10/2004  
Revised 2/22/2002  
Revised 2/28/2007  
Revised 3/26/2008  
Revised 1/18/2009  
Revised 2/1/2010  
Revised 1/31/2011  
Revised 1/18/2013

## Bill Wyche, Jr. Memorial Scholarship Fund Application Form

One of the most worthwhile endeavors of the Society for Range Management is the awarding of academic scholarships. The awards are based on academic achievement, honors, activities, and to some degree, financial need.

Please return the completed application, with required letters of recommendation, and a **certified transcript** to the address listed on the last page of this form. Thank you for your interest.

---

**PLEASE TYPE OR PRINT IN INK**

Today's Date \_\_\_\_\_ Academic year applying for \_\_\_\_\_

**Personal Information:**

\_\_\_ Mr. \_\_\_ Miss \_\_\_ Mrs. NAME (last, first, middle initial) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name of Parent or guardian \_\_\_\_\_

I have applied to or am attending (college or university) \_\_\_\_\_

I have been admitted \_\_\_\_\_ yes \_\_\_\_\_ no

I have applied for financial aid \_\_\_\_\_ yes \_\_\_\_\_ no

I have been awarded financial aid \_\_\_\_\_ yes \_\_\_\_\_ no                      Amount awarded \$ \_\_\_\_\_

I have been awarded financial aid from another source \_\_\_\_\_ yes \_\_\_\_\_ no

Yes, state source \_\_\_\_\_                      Amount awarded \$ \_\_\_\_\_

**The receipt of financial aid or another scholarship does NOT disqualify you from receiving this scholarship.**

Reason for choosing (name college or university) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**RELEASE OF SCHOLARSHIP INFORMATION**

I authorize \_\_\_\_\_ (current institution attending) including all offices, departments, committees, etc., associated with its scholarship program to review my qualifications for scholarships, fellowships and awards and to report their findings for eligibility as necessary to donors and other interested parties.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Texas Section of the Society for Range Management is a nonprofit organization with programs and activities open to all men and women without regard to race, color or national origin.

~~2/12/2001~~

~~Revised 10/2001~~

~~Revised 2/22/2002~~

~~Revised 2/28/2007~~

~~Revised 1/18/2009~~

Revised 1/31/2011



## YOUNG PROFESSIONALS

### *PURPOSE*

Integrate young or new members into the society. Develop a continuum that maintains/improves information exchange and experience sharing among generations within SRM.

This committee is responsible for hosting events that will improve the appeal of the section to young professionals in an effort to increase new member recruitment, retention, involvement, and communication within SRM.

### *STRUCTURE*

Membership is open to all Texas Section SRM members that are under the age of 40 years old. A chair will be appointed serving two-year terms.

### *PRIMARY DUTIES*

1. **Young Professionals and Student Paper and Poster Presentation.** Solicit oral and poster presentations, provide moderator, and secure presentation spaces.
2. Host a Young Professionals session and Young Professionals breakfast at the annual TSSRM meeting.
3. Assist Membership Committee with new member recruitment and retention.
4. Chair to submit Committee Report (using developed committee report form) to the President two weeks prior to Board of Directors Meeting (via email or fax).
5. (BOD July 2008) Assigned the task of developing 1 to 2 page (one page front and back) informational fliers on a variety of rangeland related topics to be used in the Section Informational Booth to increase the visibility of the section and help with outreach and membership recruitment. It is suggested that the Young Professionals Committee coordinate this effort with the Activities and Education Committee and the Past Presidents.
6. Brief incoming chair

### Don Pendleton Memorial Collegiate Awards.

On July 1, 2016 the TSSRM Board of Directors approved Adding the Don Pendleton Memorial Collegiate Awards to each annual meeting program beginning in 2016. This awards program will include an oral graduate student speakers contest, and graduate and undergraduate poster contest.

- 1) The meeting agenda shall include scheduled presentations for eight(8) graduate Speakers . This subcommittee chair shall issue a call for abstracts to universities and colleges in Texas with Range Science and Management related programs of study asking each school to submit two(2) abstracts from their current graduate students and those that received their graduate degree from that school within the two years prior to the date of the annual meeting. The Don Pendleton Memorial Collegiate Awards Committee shall select eight abstracts to compete in this program from those submitted by the invited Universities and Colleges.
- 2) The subcommittee chair shall also issue a call for both graduate and undergraduate poster abstracts. The subcommittee shall select those posters they recommend for competition based on abstracts submitted and available poster presentation space in the meeting venue. There shall be a designated poster presentation session in the annual meeting agenda where poster authors are present at their poster for meeting participant interaction and judging.
- 3) The subcommittee shall select a panel of reasonably qualified judges for each session or one panel of judges for all sessions. The subcommittee and/or judges panel(s) shall establish rules and judging criteria. It is recommended that these criteria be shared from year to year and edited or enhanced as needed based upon experience. The decisions of the judges' panel(s) is final and there shall be no appeals of decisions.

Winners of the speaking (graduate students) and poster contests (both graduate and undergraduate divisions) shall receive cash awards.

- 4) Funds for cash awards shall be budgeted from Annual Meeting revenues or from the TSSRM Annual Operating Budget at the discretion of the TSSRM Board of Directors. Annual Meeting Chairs and Don Pendleton Memorial Collegiate Awards Subcommittee chairs shall review the values for cash awards and make recommendations for adjustments to values to the TSSRM Board of Directors as needed.

## **YOUTH ACTIVITIES**

### *PURPOSE*

The purpose of the team is to initiate and sustain viable programs for youth, especially below college age.

### *STRUCTURE*

It is desirable for this team to have fewer turnovers than most committees because the activities of the team can best be carried out by people who have served on the team multiple years, thus the Committee Chair may also be carried over for several years. In the event of a change in the Chair, it is desirable for the Section First Vice-President to appoint a Chair-Elect early in their term to allow as much of the transition year for learning. Chair-Elect becomes chair when First VP becomes president. In the event a change in Chair is desirable, First VP is requested to consult the remaining members of this team for selection of a new chair.

### *PRIMARY DUTIES*

- 1 Sponsor the Youth Range Workshop at Texas Tech University Junction (or others as needed).
- 2 Select at least one to three of our outstanding youth(s) to attend the Society for Range Management's Annual Meeting and participate in the High School Youth Forum (HSYF) program. Also, see that they attend the Annual Meeting: this includes arrangements for travel, hotel rooms, and the financial assistance to make the trip.
- 3 Arrange for one to three of the outstanding youth from the Youth Range Workshop and High School Youth Forum, and HSYF President, if applicable, to give reports at the Texas Section's Annual Business Meeting - coordinate with the Annual Meeting Committee.
- 4 Initiate new programs for youth as the need and opportunity arises.
  - a. Promote utilization of available resources (and persons) of the Section in increasing the knowledge and understanding by Texas youth of range management and the resource.
- 5 Provide recognition for Texas youth involved in range programs.
- 6 Report the team's activities and proposals to the BOD at their regularly scheduled meetings. Chair/Chair-Elect to submit a written Committee Report (using developed committee report form) to the President two weeks prior to a Board of Directors Meeting (via email or fax).
- 7 The Section will pay 100% of the liability insurance policy for the Youth Range Workshop for 1996 (BOD 06/21/96) *This is currently a line item in the General Fund Budget, verify continued status with President and Treasurer prior to the Winter BOD Meeting (when the annual budget is developed).*
- 8 A list of any awards presented is to be sent to the President, Newsletter Editor, Archivist, and the Secretary.

### **Awards to be presented at Youth Range Workshop include** (BOD 07/01/94):

- ◆ *Roger Q Landers Sr. Memorial* (sponsored by the Landers family)
- ◆ *Sam Coleman Memorial* (sponsored by the Upper Llanos SWCD)
- ◆ *George Holekamp Memorial* (sponsored by Kerr County SWCD)

### **TSSRM YOUTH ACTIVITIES COMMITTEE ENDOWMENT FUND (TSSRM YACEF)**

The TSSRM YACEF funds will be managed according to the Youth Activities Team and its long term purpose of raising funds to carry out a number of activities as identified below under purpose of the team. Funds allocated to the YACEF will be managed by the investment committee and require BOD approval for changes in investment strategies.

The Committee Chairs and/or appropriate team members, with a copy of that acknowledgment to the Treasurer, will acknowledge all donations to the TSSRM Youth Activities Endowment Fund to the donor.

Quarterly reports for the TSSRM YACEF will be provided to the committee chair.

## CALENDAR OF COMMITTEE ACTIVITIES

### October-November

- 1 YAC Chair and YRW Coordinator(s) to secure names of individuals who have expressed an interest and are willing to serve as Youth Range Workshop Directors.
  - a) *TSSRM Membership is not required.*
  - b) These can include: County Agent/Assistant with range training; Agricultural Science Teacher who has been active in range management activities; NRCS Rangeland Management Specialist, or closely related discipline and seek approval for specialist at regional level (write State Conservationist/State Range Conservationist for his/her suggestion and appointment); personnel of the Texas General Land Office; Minister (one who shows an understanding and appreciation for natural resources and stewardship); Extension Rangeland Management Specialist; Rangeland Management Instructor from colleges or universities; interested rancher; interested private consultant; and/or any others that may be needed.
- 2 Contact Texas Tech University facility director to secure permission for holding workshop at desired time and place; negotiate a written contract for the YRW. Forward copy of contract to YRW Coordinator.

### December

- 1 Prepare tentative Workshop program and secure program presenter's approval. Exhibit program and registration materials on the Section's website.
- 2 Contact local people for necessary local arrangements and support.
- 3 Assist HSYF delegate(s) prepare for Forum activities.
- 4 Provide SRM High School Youth Forum Chair with names of Texas delegate(s) and presentation title(s). Pay HSYF delegate fees.
- 5 Incoming YAC Chair-Elects to prepare the following year's budget and submit to the incoming President.
- 6 Prepare January report of YAC final reporting activities and plans for the new year.

### January-June

- 1 Accept applications and sponsorship funds.
- 2 Ensure the HSYF delegate(s) are escorted to the SRM Annual Meeting and participate in all activities of the HSYF.
- 3 Secure and present plaques, or other suitable recognition, to winners in State 4-H and FFA range judging contests; contact Section President for presenting these awards
- 4 Send appropriate documents to Section Archivist and the Secretary.
- 5 Notify YRW participants of Workshop plans. Seek their acceptance to participate.

### June

- 1 Prepare handout materials and supplies for use at Workshop.
- 2 Invite interested individuals to Workshop.
- 3 Coordinate Workshop plans with local facility.
- 4 Secure insurance on participants.
- 5 Conduct Youth Range Workshop.
- 6 Present YAC mid-year reports to BOD during summer Board meeting.

### July-September

- 1 Write letters to sponsors and others helping with Workshop.
2. Prepare YRW CD and PowerPoint presentation for distribution to youth for local programs.
3. Consider a Youth Range Workshop participant to present a report during the General Business Meeting at the Section's Annual Meeting; contact President to secure a 10-15 minute spot on the Agenda.
4. Select participants to represent the Section at SRM High School Youth Forum, contact potential delegates and seek intent to participate.

5. Prepare news release on Workshop for Section Newsletter, *Rangelands* and statewide media outlets; include photos, if available.
6. YRW Coordinator to update the list of all YRW and HSYF participants and maintain the master records of said information. Provide copies of the information to Section Archivist, if not previously provided.

#### *RELATIONSHIPS*

- 1 The YAC should promote youth interest in range management and Section member involvement in youthrange educational activities.
- 2 The YAC should maintain close liaison with the Texas Cooperative Extension, the Texas Education Agency and others who sponsor youth education, and with local groups who sponsor youth at the Range Workshop and similar programs.
- 3 The YAC should maintain communications with SRM Student Activities Committee to mutually improve youth education in range management.
- 4 The YAC works closely with the Newsletter editor in distribution of news releases.

## **APPENDICES**

**APPENDIX A****TSSRM PAST PRESIDENTS****1950**

Harold F Heady  
1809 Gekeler Lane #321  
La Grande, OR 97850

**1951**

John P Clausen (deceased)

**1952**

Horace L Leithead (deceased)

**1953**

AH (Fred) Walker (deceased)

**1954**

H.M Bell (deceased)

**1955**

Roger Q Landers, Sr. (deceased)

**1956**

Leo B Merrill (deceased)

**1957**

Rudy Pederson  
6101 Grande Court #126  
San Angelo TX 76901

**1958**

Jack Fletcher  
PO Box 1362  
Subiaco WA 6094  
Australia

**1959**

Gerald W Thomas  
New Mexico State University  
PO Box 5044  
Las Cruces NM 88003-5044

**1960**

Marion Everhart (deceased)

**1961**

V M Harris (deceased)

**1962**

Don Huss (deceased)

**1963**

Thomas V Copeland  
3231 America Rd  
Levelland TX 79336-9158

**1964**

David B Polk, Sr. (deceased)

**1965**

Garlyn Hoffman (deceased)

**1966**

LeRoy Young (deceased)

**1967**

Ben O Sims  
425 N Crozier Ave  
Paint Rock TX 76866-3103

**1968**

J L (Cy) Richmond (deceased)

**1969**

Joseph L Schuster  
1006 Esther Blvd  
Bryan TX 77802-1821

**1970**

B J (Bob) Ragsdale  
2325 W Briargate Dr  
Bryan TX 77802-2118

**1971**

Joe B Norris  
PO Box 327  
Junction, TX 76849

**1972**

Bruce T Foster  
PO Box E  
Hondo TX 78861

**1973**

Dean R Isaacs (deceased)

**1974**

John L "Chip" Merrill, Sr.  
4610 FM 1187  
Crowley TX 76036-9720

**1975**

Ed Young (deceased)

**1976**

John R Hunter (deceased)

**1977**

Gary Mathis  
1411 Hudson Rd  
Stamford TX 76553-6107

**1978**

Wayne T Hamilton  
3512 Spring Lane  
Bryan TX 77802-3758

**1979**

J Daniel Rodgers  
2163 N 15<sup>th</sup> St  
Laramie WY 82072-1816

**1980**

Rhett H Johnson  
8504 Auburn Court  
Granbury TX 76049-4751

**1981**

Bill E Dahl (deceased)

**1982**

Sam Coleman (deceased)

**1983**

Tommy G Welch  
1516 Foxfire Dr  
College Station TX 77845

**1984**

Russell D Pettit  
6305 Raleigh Dr  
Lubbock TX 79414-4829

**1985**

Patrick O Reardon  
PO Box 1661  
Mason TX 76856-1661

**1986**

Mark Moseley  
11422 Lago Vista  
Helotes, TX 78023-3410

**1987**

Ronald E Sosebee  
6902 Geneva Ave  
Lubbock TX 79413-6242

**1988**

Harold B Schmidt  
217 Hillside Dr  
Fredericksburg TX 78624-3689

**1989**

Ken Sparks  
HCR 77 Box 442  
Uvalde TX 78801-9628

**1990**

Steve Hartmann  
PO Box 553  
Midland TX 79702-0553

**1991**

Fred C Bryant  
401 Billy Evans Dr  
Kingsville TX 78363-7218

**1992**

Darrell N Ueckert  
18619 CR 480  
Merkel TX 79536

**1993**

Charles A Taylor, Jr.  
PO Box 1128  
Sonora TX 76950-1128

**1994**

Allan McGinty  
5325 Oriole Dr  
San Angelo TX 76901

**1995**

Dan M Caudle  
3406 Cliff View Loop  
Weatherford TX 76087-2208

**1996**

Barron S Rector  
9787 Runaway Road  
College Station TX 77845-6773

**1997**

D Lynn Drawe  
Welder Wildlife Foundation  
PO Box 1400  
Sinton TX 78387-1400

**1998**

Timothy E Fulbright  
610 W Escondido Rd  
Kingsville TX 78363

**1999**

C Wayne Hanselka  
11833 Chamizal St  
Corpus Christi TX 78410-3807

**2000**

Ellis Klett (deceased)

**2001**

Larry D White  
1814 Shadowwood Dr  
College Station, TX 77840-4847

**2002**

Robert E Whitson  
2705 S Sangre Rd  
Stillwater, OK 74074-2239

**2003**

Jennifer J Pluhar  
PO Box 931  
Canyon TX 79015-0931

**2004**

Charles R Hart  
675 Hillcrest Drive  
Stephenville TX 76401-1710

**2005**

Robert W Knight  
3941 Parrot Cove  
College Station TX 77845-8182

**2006**

Charles R Anderson  
901 W First St  
PO Box 723  
Menard TX 76859-0723

**2007**

Paul V Loeffler  
1501 Ft Davis St  
PO Box 1407  
Alpine TX 79831-1407

**2008**

Jerry L Payne  
2200 Rawhide Trail  
PO Box 465  
Henrietta TX 76365-0465

**2009**

Melony Sikes  
16061 Fitzgerald Drive  
San Angelo TX 76904

**2010**

William E "Bill" Pinchak  
3515 Beaver St  
Vernon TX 76384-6555

**2011**

Matthew "Matt" Wagner  
4200 Smith School Rd  
Austin, TX 78744

**2012**

Ken Cearley  
Texas Agrilife Research & Ext  
6500 Amarillo Blvd W  
Amarillo, TX 79106

**2013**

Douglas "Jeff" Goodwin  
1511 Wordsworth Dr.  
Cleburne, TX 76033

**2014**

John W Walker  
Texas Agrilife Research & Ext  
7887 US Highway 87 N  
San Angelo, TX 76901

**2015**

Cody Scott  
Box #10888 ASU Station  
San Angelo, TX 76909

**2016**

Willy Conrad

**2017**

**Poncho Ortega**  
700 University Blvd MSC 218  
Kingsville, TX 78363

**2018**

Brian Hays  
633 Gateway Road  
Ardmore, OK 73401

**2019**

**Dandy Kothmann**  
P.O. 243  
Menard, TX 76859

**2020**

**Stephen Diess**  
381 Shannon Valley  
Victoria, TX 77904



APPENDIX B

TSSRM Past Officers and Members of the Board of Directors

Year	President	1st Vice President 2nd Vice President	Secretary Treasurer	Archivist Document s & Handbook	Directors
1950	Harold Heady - President / Chairman of Steering Committee for organization.				
1951	John P Clausen	H L Liethead (VP)	E B Keng		
1952	H L Liethead	Fred Walker (VP)	Leo Merrill		
1953	Fred Walker	H M Bell (VP)	Clay Caldwell		
1954	H M Bell	Hiram Phillips (VP)	C A Rechenhthn		Dave Foster (1yr) Fred Walker (1yr) R.Q. Landers (2yr) V A Young (2yr) W.J. Waldrip (3yr) Pat Higgins (3yr)
1955	Roger Q Landers	Leo B Merrill (VP)	Pat Trew		R.Q. Landers V A Young W.J. Waldrip Pat Higgins Meril Carter Omer Sperry
1956	Leo B Merrill	Rudy J Pederson	E B Keng		W.J. Waldrip Pat Higgins Meril Carter Omer Sperry T.A. Booker H M Bell
1957	Rudy J Pederson	F M Churchill	W J Waldrip		Meril Carter Omer Sperry T A Booker H M Bell C A Rethenthin Leo Merrill
1958	Jack Fletcher	G W Thomas	Mrs Jack Fletcher <sup>2</sup> Meril Carter <sup>1</sup>		T A Booker H M Bell C A Rethenthin Leo Merrill Jerry Puckett E B Keng
1959	Gerald W Thomas	Marion Everhart	Joe B Norris		C A Rethenthin Leo Merrill Jerry Puckett E B Keng Carlos Grote John Landers
1960	Marion Everhart	Frank Anderwald	Clyde Doran		Jerry Puckett E B Keng Carlos Grote John Landers H M Bell Robert Darrow
1961	V M Harris	Thomas Booker	W C Glazner		Carlos Grote John Landers H M Bell Robert Darrow Dudley Mann G O Hoffman
1962	Don Huss	Merill G Carter	Robert H Haas	Sam Coleman	H M Bell Robert Darrow Dudley Mann G O Hoffman LeRoy J Young Durwood Ball L Hereford <sup>2</sup> Robert Darrow <sup>1</sup>
1963	Tom Copeland	D B Polk	Thadis Box	Sam Coleman	G O Hoffman LeRoy J Young Durwood Ball F M Churchill R B Dooley Dudley Mann
1964	D.B. Polk	Garlyn Hoffman	Bobby J. Ragsdale	Sam Coleman	Rob Brown Buster Lindley R B Dooley F M Churchill LeRoy J Young
1965	Garlyn Hoffman	LeRoy J Young	Calvin Boykin	Sam Coleman	W J Waldrip C A Rechenhthn R B Dooley F M Churchill Rob Brown Buster Lindley
1966	LeRoy J Young	Ben Sims	Jud Morrow Leslie Hereford <sup>2</sup>	Sam Coleman	J B Norris Bobby J Ragsdale Rob Brown Buster Lindley W J Waldrip C A Rechenhthn
1967	Ben O Sims	J L (Cy) Richmond	R B (Red) Dooley	Sam Coleman	George Skeete Leo Merrill W J Waldrip C A Rechenhthn J B Norris Bobby J Ragsdale
1968	J L (Cy) Richmond	Joseph L Schuster	R B (Red) Dooley	Sam Coleman	Dean Isaacs J E Cowden George Skeete Leo Merrill J B Norris Bobby J Ragsdale
1969	Joseph L Schuster	Bob J Ragsdale	Henry Wright	Sam Coleman	Henry W Turney Joe McEntire Dean Isaacs J E Cowden George Skeete Leo Merrill

Year	President	1st Vice President 2nd Vice President	Secretary Treasurer	Archivist Document s & Handbook	Directors
1970	Bob J Ragsdale	Joe B Norris	Nathan Forrest	Sam Coleman	J E Cowden Henry W Turney John Merrill John Wright <sup>2</sup> Dean Isaacs Joe McEntire R E Steger <sup>1</sup>
1971	Joe B Norris	Bruce Foster	Leslie Ethetton	Sam Coleman	Henry W Turney John Merrill E Dale Herring Joe McEntire John Wright Joe Antilley
1972	Bruce Foster	Dean Isaacs	E. Beck Knox	Sam Coleman	John Merrill E Dale Herring Don Pendleton <sup>1</sup> John Hunter John Wright Joe Antilley Sam Coleman <sup>2</sup>
1973	Dean Isaacs	John Merrill	Stanley Ellison	Sam Coleman	E Dale Herring Sam Coleman <sup>2</sup> Billie Dahl Joe Antilley John Hunter Harold Schmidt
1974	John Merrill	Ed Young	Doug Sellars <sup>1</sup> Stanley Ellison <sup>2</sup>	Sam Coleman	John Hunter Billie Dahl Wayne Hamilton Sam Coleman <sup>2</sup> Harold Schmidt J Dan Rogers
1975	Ed Young	John Hunter	Kenneth Sparks	Sam Coleman	Billie Dahl Wayne Hamilton Gary Mathis <sup>1</sup> Sam Coleman Harold Schmidt J Dan Rodgers Roy Miller <sup>2</sup>
1976	John Hunter	Gary Mathis	Darrell Ueckert	Sam Coleman	Wayne Hamilton Sam Coleman Florence Rieck <sup>2</sup> Gary Westmoreland J Dan Rodgers Roy Miller <sup>1</sup> Al Brothers
1977	Gary Mathis	Wayne Hamilton	Tommy Welch	Sam Coleman	Sam Coleman Al Brothers D Lynn Drawe Florence Reick Gary Westmoreland Bud Turner
1978	Wayne Hamilton	J Daniel Rodgers	Jerry Stuth	Sam Coleman	Al Brothers D Lynn Drawe Rhett Johnson <sup>1</sup> Tommy Welch Gary Westmoreland Bud Turner C Wayne Hanselka <sup>2</sup>
1979	J Daniel Rodgers	Rhett Johnson	Fred Smeins	Sam Coleman	D Lynn Drawe C Wayne Hanselka Darrell Ueckert Bud Turner Tommy Welch Ken Sparks
1980	Rhett Johnson	Billie Dahl	Herb Senne	Sam Coleman	C Wayne Hanselka Darrell Ueckert Mark Moseley Tommy Welch Ken Sparks Russell D Pettit
1981	Billie Dahl	Sam Coleman	Carlton Britton	Sam Coleman	Darrell Ueckert Mark Moseley Ron Sosebee Ken Sparks Russell D Pettit Pat Reardon
1982	Sam Coleman	Tommy Welch	Dalton Merz	Sam Coleman	Mark Moseley Ron Sosebee Fred Bryant Russell D Pettit Pat Reardon Dan Caudle
1983	Tommy Welch	Russ Pettit	Wayne Hanselka	Sam Coleman	Ron Sosebee Fred Bryant George Durham Pat Reardon Dan Caudle Larry D White
1984	Russ Pettit	Pat Reardon	Allen McGinty	Sam Coleman	Fred Bryant George Durham Charles Taylor Dan Caudle Larry D White Frank Sprague
1985	Pat Reardon	Mark Moseley	Allen McGinty	Sam Coleman	George Durham Charles Taylor Buddy Clark Larry D White Frank Sprague Pete Jacoby
1986	Mark Moseley	Ron Sosebee	Allen McGinty (S) Steve Nelle (T)	Sam Coleman	Charles Taylor Buddy Clark Steve Hartmann Frank Sprague Pete Jacoby Dalton Merz
1987	Ron Sosebee	Harold Schmidt	David Webster (S) Steve Nelle (T)	Sam Coleman	Buddy Clark Steve Hartmann Arther Mudge Pete Jacoby Dalton Merz Allen McGinty

Year	President	1st Vice President 2nd Vice President	Secretary Treasurer	Archivist Document s & Handbook	Directors
1988	Harold Schmidt	Ken Sparks (1VP) Steve Hartmann (2VP)	Rex Brand (S) Sam Coleman (T)	Sam Coleman	Steve Hartmann Arther Mudge M Mort Kothmann Dalton Merz Allen McGinty Robert Langford
1989	Ken Sparks	Steve Hartmann (1VP) Fred Bryant (2VP)	Billy Griffin (S) Harold Bryant (T)	Jan Wiedemann	Arther Mudge M Mort Kothmann Rod Heitschmidt Allen McGinty Robert Langford Barron Rector
1990	Steve Hartman	Fred Bryant (1VP) Darrell Ueckert (2VP)	Don Cox (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	M Mort Kothmann Rod Heitschmidt <sup>1</sup> Barron Rector Les Ethetton Robert Langford Steve Nelle <sup>2</sup> James Alderson
1991	Fred Bryant	Darrell Ueckert (1VP) Charles Taylor (2VP)	Freddie Williams (S) <sup>1</sup> Ricky Linex (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Steve Nelle <sup>2</sup> James Alderson Jennifer Pluhar Barron Rector Les Ethetton Rex Brand
1992	Darrell Ueckert	Charles Taylor (1VP) Allen McGinty (2VP)	Joe Petersen (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	James Alderson Jennifer Pluhar Tim Fulbright Les Ethetton Rex Brand Nick Garza
1993	Charles Taylor	Allan McGinty (1VP) Dan Caudle(2VP)	Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Jennifer Pluhar Tim Fulbright Joe Franklin Rex Brand Nick Garza Don Pendleton
1994	Allan McGinty	Dan Caudle (1VP) Barron Rector (2VP)	Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Tim Fulbright Joe Franklin Dale Rollins Nick Garza Don Pendleton Bob Whitson
1995	Dan Caudle	Barron Rector (1VP) D Lynn Drawe (2VP)	Ricky Linex (S) Harold Bryant(T)	Jan Wiedemann Nick Garza (D/H)	Joe Franklin Dale Rollins Reggie Quiett Don Pendleton Bob Whitson George Peacock
1996	Barron Rector	D Lynn Drawe(1VP) Tim Fulbright(2VP)	Jennifer Pluhar (S) Harold Bryant(T)	Jan Wiedemann Nick Garza (D/H)	Dale Rollins Reggie Quiett Ellis Klett Bob Whitson George Peacock Colleen Schreiber
1997	D Lynn Drawe	Tim Fulbright(1VP) C Wayne Hanselka (2VP)	Jennifer Pluhar (S) Harold Bryant(T)	Jan Wiedemann Nick Garza (D/H)	Reggie Quiett Ellis Klett Bill Armstrong George Peacock Colleen Schreiber Paul Loeffler
1998	Tim Fulbright	C Wayne Hanselka (1VP) Ellis Klett (2VP)	Jennifer Pluhar (S) Harold Bryant(T)	Jan Wiedemann Nick Garza (D/H)	Ellis Klett David Embry <sup>2</sup> Bill Armstrong Robert Langford Colleen Schreiber Paul Loeffler Steve Nelle
1999	C Wayne Hanselka	Ellis Klett(1VP) Larry White (2VP)	Jennifer Pluhar (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Paul Loeffler Steve Nelle Stan Reinke Bill Armstrong Robert Langford Clifford Carter
2000	Ellis Klett	Larry White (1VP) Bob Whitson (2VP)	Jennifer Pluhar (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Steve Nelle Stan Reinke Charles Hart Robert Langford Clifford Carter Ricky Linex
2001	Larry White	Bob Whitson (1VP) Larry Butler (2VP)	Jennifer Pluhar (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Stan Reinke Charles Hart Melony Sikes Clifford Carter Ricky Linex Rob Mitchell
2002	Bob Whitson	Larry Butler (1VP) <sup>1</sup> Jennifer Pluhar (2VP) <sup>3</sup>	Hoyt Seidensticker (S) Harold Bryant (T)	Jan Wiedemann Nick Garza (D/H)	Charles Hart Melony Sikes Charles Anderson <sup>2</sup> Matt Wagner Ricky Linex Rob Mitchell <sup>1</sup> John Walker
2003	Jennifer Pluhar	Charles R Hart (1VP) <sup>2</sup> Robert W Knight (2VP)	Hoyt Seidensticker (S) Harold Bryant (T)	Jan Weidemann Nick Garza (D) Bruce Healy (H)	Melony Sikes John Walker William Conrad Charles Anderson Matt Wagner Ray Schimcek
2004	Charles R Hart	Robert W Knight (1VP) Charles R Anderson (2VP)	Bruce S Healy (S) Harold Bryant (T)	Jan Weidemann Nick Garza (D) Bruce Healy (H)	John Walker William Conrad Hoyt Seidensticker Matt Wagner Ray Schimcek William E Pinchak

Year	President	1st Vice President 2nd Vice President	Secretary Treasurer	Archivist Documents & Handbook	Directors
2005	Robert W Knight	Charles R Anderson (1VP) Paul V Loeffler(2VP)	Bruce S Healy (S) Robert Moen (T)	Jan Weidemann Nick Garza (D) Bruce Healy (H)	William Conrad Hoyt Seidensticker Timothy W Reinke Ray Schimceck William E Pinchak Cody Scott
2006	Charles R Anderson	Paul V Loeffler (1VP) Jerry L Payne (2VP)	Bruce S Healy (S) Robert Moen (T)	Jan Weidemann Bruce Healy (H)	Hoyt Seidensticker Timothy W Reinke Phillip Wright William E Pinchak Cody Scott Robert K Lyons
2007	Paul V Loeffler	Jerry L Payne (1VP) Melony Sikes (2VP)	Bruce S Healy (S) Robert Moen (T)	Jan Weidemann (A)	Timothy W Reinke Phillip Wright Lee A Knox Cody Scott Robert K Lyons Donald Q Cox
2008	Jerry L Payne	Melony Sikes (1VP) William E Pinchak (2VP)	Bruce S Healy (S) Robert Moen (T)	Jan Weidemann (A)	Phillip Wright Lee A Knox Jeff Goodwin Robert K Lyons Donald Q Cox Scott J Petty
2009	Melony Sikes	William E Pinchak (1VP) Matthew W Wagner (2VP)	Bruce S Healy (S) Robert Moen (T)	Lee Knox (A)	Lee A Knox Jeff Goodwin Kent D Ferguson Donald Q Cox Scott J Petty Diaz W Murray
2010	William E "Bill" Pinchak	Matthew W Wagner (1VP) Ken Cearley (2VP)	Natalie Wolff (S) Robert Moen (T)	Lee Knox (A) Natalie Wolff (H)	Jeff Goodwin Kent D Ferguson Linda Campbell Scott J Petty Diaz W Murray Tony Dean
2011	Matthew W Wagner	Ken Cearley (1VP) Jeff Goodwin (2VP)	Natalie Wolff (S) Robert Moen (T)	Lee Knox (A) Natalie Wolff (H)	Kent D Ferguson Linda Campbell William "Bill" Fox Dr. Alfonso "Poncho" Ortega Diaz W Murray Tony Dean
2012	Ken Cearley	Jeff Goodwin (1VP) John W Walker (2VP)	Natalie Wolff (S) Robert Moen (T)	Lee Knox (A) Natalie Wolff (H)	Linda Campbell William "Bill" Fox Dr. Alfonso "Poncho" Ortega Tony Dean Mandi M. Ligon Brian Hays
2013	Jeff Goodwin	John W Walker (1VP) Cody Scott (2VP)	Natalie Wolff (S) Robert Moen (T)	Lee Knox (A) Natalie Wolff (H)	William "Bill" Fox Dr. Alfonso "Poncho" Ortega Dr. Jim Ansley Mandi M. Ligon Brian Hays Dandy Kothmann
2014	John W Walker	Cody Scott (1VP) Willy Conrad (2 VP)	Mandi Ligon (S) Robert Moen (T)	Lee Knox	Mandi M. Ligon Dr. Jim Ansley Frank Price Brian Hays Dandy Kothmann Melissa Teague
2015	Cody Scott	Willy Conrad (1VP) Poncho Ortega(2 VP)	Mandi Ligon (S) Robert Moen (T)	Lee Knox	Dr. Jim Ansley Frank Price Stephen Diess Dandy Kothmann Melissa Teague Chuck Stanley
2016	Willy Conrad	Poncho Ortega (1VP) Jim Ansley <sup>1</sup> (2 VP) Brian Hays <sup>2</sup>	Mandi Ligon (S) Robert Moen (T)	Lee Knox	Frank Price Stephen Diess Morgan Russell Melissa Teague Chuck Stanley Chris Janak
2017	Poncho Ortega	Brian Hays (1VP) Dandy Kothmann(2 VP)	Mandi Ligon (S) Robert Moen (T)	Lee Knox	Stephen Diess Morgan Russell James Jackson Chuck Stanley Chris Janak Tony Dean
2018	Brian Hays	Dandy Kothmann (1VP) Stephan Diess (2 VP)	Mandi ligon/Kathryn Brady (S) Robert Moen (T)	Lee Knox	Morgan Russell James Jackson Kevin Derzapf Jose dela Luz "Pepe" Martinez Chris Janak Tony Dean
2019	Dandy Kothmann	Stephen Diess (1VP) Morgan Russell (2VP)"	Kathryn Brady (S) Robert Moen (T)	Lee Knox	Jose De La Luz 'Pepe' Martinez James Jackson Tony Dean Rob Cook Kevin Derzapf Megan Clayton
2020	Stephen Diess	Morgan Treadwell (Russell) (1VP) Bill Fox (2 VP)	Kathryn Brady (S) Robert Moen (T)	Lee Knox	Megan Clayton Jose De La Luz 'Pepe' Martinez Kevin Derzapf Caitlyn Norris (Cooper) Rob Cook Michael Willson
2021	Morgan Treadwell	Bill Fox (1VP) Doug Tolleson (2VP)	Robert Moen (T)	Lee Knox	Michael Willson Rob Cook Megan Clayton Carrie Seiler Matthew Coffman Caitlyn Norris

<sup>1</sup> Resigned before serving entire term.

<sup>2</sup> Appointed to fill unexpired term.

<sup>3</sup> Voted to President after 1VP resigned.

**APPENDIX C**

**TSSRM PAST OFFICERS & MEMBERS OF THE BOARD OF DIRECTORS  
(Listed alphabetically)**

\* Resigned before serving full term.

\*\* Appointed to fill unexpired term.

<b>Name</b>	<b>President</b>	<b>1st VP/ 2nd VP</b>	<b>Sec Treas</b>	<b>Archivist Doc &amp; Hbk</b>	<b>Director</b>
Alderson, James					1990-92
Anderson, Charles R	2006	2005/2004			2002**-03
Anderwald, Frank		1960			
Antilley, Joe					1971-73
Ansley, Jim		( 2016			2013-2015
Armstrong, Bill					1997-99
Ball, Durwood					1962-64
Bell, H M	1954	1953			1956-58 1960-62
Booker, Thomas A		1961			1956-58
Box, Thadis			1963		
Boykin, Calvin			1965		
Brady, Kathryn			2018-		
Brand, Rex			1988 (s)		1991-93
Britton, Carlton			1981		
Brown, Rob					1964-65
Brothers, Al					1976-78
Bryant, Fred	1991	1990/1989			1982-84
Bryant, Harold			1989-2004 (T)		
Butler, Larry D		2002*/2001			
Caldwell, Clay			1953		
Campbell, Linda					2010-2012
Carter, Meril		1962	1958*		1955-57
Carter, Clifford					1999-2001
Caudle, Dan	1995	1994/1993			1982-84
Cearley, Ken	2012	2011/2010			
Churchill, F M		1957			1963-65
Clark, Buddy					1985-87
Clayton, Megan					2019-2022
Clausen, John P	1951				
Coleman, Sam H	1982	1981	1988(T)	1962-88 (A)	1972** 1974** 1975-77
Conrad, William	2016	2015/2014			2003-05
Copeland, Tom	1963				
Cook, Rob					2019-2022
Cooper, Caitlyn					2020-2023
Cowden, Jerry E					1968-70
Cox, Don			1990 (S)		
Cox, Donald Q					2007-2009
Dahl, Bill	1981	1980			1973-75
Darrow, Robert					1960-62
Dean, Tony					2010-2012 2017-2020

Derzapf, Kevin					2018-2021
Diess, Stephen	2020	2019/2018			2015-17
Dooley, R B			1967-68		1963-65

Name	President	1st VP/ 2nd VP	Sec Treas	Archivist Doc & Hbk	Director
Doran, Clyde			1960		
Drawe, D Lynn	1997	1996/1995			1977-79
Durham, George					1983-85
Ellison, Stanley			1973-74*		
Embry, David					1997**
Everhart, Marion	1960	1959			
Ethetton, Leslie			1971		1990-92
Ferguson, Kent					2009-2011
Fletcher, Jack	1958*				
Fletcher, Mrs. Jack			1958**		
Forrest, Nathan			1970		
Foster, Bruce	1972	1971			
Foster, Dave					1954
Fox, William "Bill"	2022	2021/2020			2011-2013
Franklin, Joe					1993-95
Fulbright, Tim	1998	1997/1996			1992-94
Garza, Nick				1993-03	1992-94
Glazner, W C			1961		
Goodwin, Douglas "Jeff"	2013	2012/2011			2008-2010
Griffin, Billy			1989 (S)		
Grote, Carlos					1959-61
Haas, Robert H			1962		
Hamilton, Wayne	1978	1977			1974-76
Hanselka, Wayne	1999	1998/1997	1983		1979**-80
Harris, V M	1961				
Hart, Charlie	2004	2003 (1)**			2000-02
Hartmann, Steve	1990	1989/1988			1986-88
Hays, Brian	2018	2017/2016			2012-2014
Heady, Harold	1951 - President & Chair of Organizational Steering Committee				
Healy, Bruce S			2004- 2009(S)	2003-2009 H)	
Heitschmidt, Rod*					1989-1990*
Herring, E Dale					1971-73
Hereford, Leslie			1966**		1962**
Higgins, Pat					1954-56
Hoffman, Garlyn O	1965	1964			1961-63
Hunter, John	1976	1975 (1)			1972-74
Huss, Don	1962				
Isaacs, Dean	1973	1972			1968-70
Jackson, James					2017-2020
Jacoby, Pete					1985-87
Janak, Chris					2016-18
Johnson, Rhett	1980	1979			1978*
Keng, E B			1951, 1956		1958-60
Klett, Ellis	2000	1999/1998			1996-98*

Knight, Robert W (Bob)	2005	2004/2003			
Knox, E Beck			1972		
Knox, Lee A				2009-20 (A)	2007-2009

Name	President	1st VP/ 2nd VP	Sec Treas	Archivist Doc & Hbk	Director
Kothmann, Dandy	2019	2018/2017			2013-2015
Kothmann, Mort					1988-90
Landers, John					1959-61
Landers, Roger Q	1955				1954-55
Langford, Robert					1988-90
Liethead, Horace	1952	1951			
Ligon, Mandi M			2015-17 (S)		2012-2014
Lindley, Walter G (Buster)					1964-66
Linex, Ricky			1991(S)**		2000-02
Loeffler, Paul V	2007	2006/2005			1997-99
Lyons, Robert K					2006-2008
Mann, Dudley					1961-63
Martinez, Jose, dela Luz Pepe					2018-2021
Mathis, Gary	1977	1976			1975*
McEntire, Joe J					1969-71
McGinty, Allen	1994	1993/1992	1984-85 (S/T) 1986(S)		1987-89
Merrill, Leo	1956	1955	1952		1957-59 1967-69
Merrill, Sr., John (Chip)	1974	1973			1970-72
Merz, Dalton			1982		1986-88
Miller Jr., Roy V					1976**-77
Mitchell, Rob					2001-02*
Moen, Robert			2005-20 (T)		
Moseley, Mark	1986	1985			1980-82
Morrow, Judd			1966*		
Mudge, Arthur					1987-89
Murray, Diaz W					2009-2011
Nelle, Steve			1986-88 (T)		1990**-91 1998-2000
Norris, Joe B	1971	1970	1959		1966-68
Ortega, Dr. Alfonso "Poncho"	2017	2016/2015			2011-2013
Payne, Jerry	2008	2007/2006			1990** - 1991
Peacock, George					1995-97
Pendleton, Don					1972* 1993-95
Pederson, Rudy J	1957	1956			
Peterson, Joe			1992 (S)		
Pettit, Russ	1984	1983			1980-82
Petty, Scott James					2008-2010
Phillips, Hiram		1954			
Pinchak, William E	2010	2009/2008			2004-2006
Pluhar, Jennifer	2003	2002(2)	1996-2001(S)		1991-93
Polk, D B	1964	1963			
Price, Frank					2014-16

Puckett, Jerry					1958-60
Quiett, Reggie					1995-97
Ragsdale, Bobby Joe	1970	1969	1964		1966-68

Name	President	1st VP/ 2nd VP	Sec Treas	Archivist Doc& Hbk	Director
Reardon, Pat	1985	1984			1981-83
Rechenthin, C A			1954		1957-59 1965-67
Rector, Barron	1996	1995/1994			1989-91
Reinke, Stan					1999-2001
Reinke, Tim					2005-2008
Reick, Florence					
Richmond, J L (Cy)	1968	1967		1977**	1978**
Rogers, Dan	1979	1978			1974-76
Rollins, Dale					1994-96
Russell, Morgan	2021	2020/2019			2016-18
Schimcek, Ray					2003-06
Schmidt, Harold B	1988	1987			1973-75
Schreiber, Colleen					1996-98
Schuster, Joseph	1969	1968			
Scott, Cody B	2015	2014/2013			2005-2008
Seidensticker, Hoyt			2002-03 (S)		2004-2006
Seller, Doug			1974*		
Senne, Herb			1980		
Sikes, Melony	2009	2008/2007			2001-03
Sims, Ben O	1967	1966			
Skeete, George					1967-69
Smeins, Fred			1979		
Sosebee, Ron	1987	1986			1981-83
Sparks, Kenneth D	1989	1988 (1)			1979-81
Sperry, Omer					1955-57
Sprague, Frank					1984-86
Stanley, Chuck					2015-17
Steger, R E				1970*	
Stuth, Jerry			1978		
Taylor, Charles	1993	1992/1991			1984-86
Teague, Melissa					2014-16
Thomas, G W	1959	1958			
Tolleson, Doug	2023	2021/2022			
Trew, Pat			1955		
Turner, Bud					1977-79
Turney, Henry					1969-71
Ueckert, Darrell	1992	1991/1990	1976		1979-81
Wagner, Matt	2011	2010/2009			2002-04
Waldrip, W J			1957		1954-56 1965-66
Walker, Fred	1953	1952			1954
Walker, John W	2014	2013/2012			2002-04
Welch, Tommy	1983	1982	1977 (S/T)		1978-80
Webster, David			1987 (S)		



Westmoreland, Gary					1976-78
White, Larry D	2001	2000/1999			1983-85
Whitson, Bob	2002	2001/2000			1994-96
Wiedemann, Jan				1989-2002	

<b>Name</b>	<b>President</b>	<b>1<sup>st</sup> VP/ 2<sup>nd</sup> VP</b>	<b>Sec Treas</b>	<b>Archivist Doc&amp; Hbk</b>	<b>Director</b>
Williams, Freddie			1991 (S)*		
Willson, Michael					2020-2023
Wolff, Natalie Gail			2010-14 (S)	2010-20 (H)	
Wright, Henry			1969		
Wright, John					1970** - 72
Wright, Phillip N					2006-2008
Young, Ed	1975	1974			
Young, LeRoy J	1966	1965			1962-64
Young, Vernon A					1954-55

\* Resigned before serving full term.

\*\* Appointed to fill unexpired term.

**APPENDIX D****TSSRM ANNUAL MEETING LOCATION AND MEETING THEME**

<b>YEAR</b>	<b>PLACE</b>	<b>THEME</b>
1949	College Station	Organizational meeting
1950	San Angelo	No theme
1951	San Antonio	Meeting held in conjunction with SRM
1952	Alpine	No theme
1953	College Station	No theme
1954	Hunt	No theme
1955	Sonora	No theme
1956	Abilene	No theme
1957	Ft Worth	No theme
1958	San Antonio	<i>Increased Productivity on Texas Rangeland</i>
1959	Wichita Falls	<i>Permanent Ranching Through Applied Range Ecology</i>
1960	Corpus Christi	<i>Grass for our Sons</i>
1961	Corpus Christi	Meeting held in conjunction with SRM
1962	San Angelo	No theme
1963	Lubbock	<i>From the Range to the Dinner Table</i>
1964	Abilene	No theme
1965	Del Rio	No theme
1966	College Station	No theme
1967	Odessa	No theme
1968	Austin	No theme
1969	Ft. Worth	<i>Alternative for Converting Grass into Dollars</i>
1970	San Angelo	<i>Multiple Uses of Range lands - All the Resources</i>
1971	San Antonio	<i>Diversification of Texas Rangelands</i>
1972	Lubbock	No theme
1973	El Paso	<i>History &amp; Uses of Arid Lands</i>
1974	Corpus Christi	<i>Rangemen, Protectors of the Environment</i>
1975	Abilene	<i>Future of Texas Rangelands - Economy and Ecology</i>
1976	College Station	<i>The Range of Challenge - Century Three</i>
1977	Ft. Worth	<i>A Salute to Living History in Texas Ranching</i>
1978	San Angelo	No theme
1979	Laredo	<i>Ranching South of the Nueces</i>
1980	Kerrville	<i>Hill Country Ranching</i>
1981	Lubbock	<i>Legislation, Policy, &amp; Survival in the Ranching Industry</i>
1982	Austin	<i>Multiple Use of Rangelands (Joint meeting with Wildlife Society)</i>
1983	Midland	<i>Ranching in the Southwest</i>
<b>YEAR</b>	<b>PLACE</b>	<b>THEME</b>
1984	Corpus Christi	<i>Closing Communication Gaps in Range Management</i>

1985	Ft. Worth	<i>Water</i>
1986	San Angelo	<i>Ranching - Past, Present, &amp; Future</i>
1987	Abilene	<i>Grazing Management - Wildlife Interactions</i> (Joint meeting with the Texas Chapter of the Wildlife Society)
1988	Kerrville	<i>Ranching Today - A Way of Life and a Way to Make it Pay</i>
1989	Wichita Falls	<i>Range Management in the 21st Century</i>
1990	El Paso	<i>Range Management on the Border: Strengthening Mexico/US Relations.</i> Tri-Sectional Meeting of Texas, New Mexico and Mexico
1991	Uvalde	<i>Ranching for Sustainability</i>
1992	College Station	No Theme
1993	San Angelo	No Theme
1994	Fort Worth	<i>Building on the Basics of Range Management</i>
1995	Amarillo	<i>Panhandle Plains Ranching Tradition and Transition</i>
1996	Kerrville	<i>Range Restoration – Meeting Societal Needs</i>
1997	Abilene	<i>Diversification for Range Resource Sustainability</i>
1998	Midland	<i>Texas Rangelands: In the Public's Eye</i>
1999	Stephenville	<i>Celebrating 50 Years of Success</i>
2000	Corpus Christi	<i>Changing Rangeland Uses, Ownership, and Values</i>
2001	Odessa	<i>Emerging Issues and Technologies in Rangeland Management</i>
2002	Abilene	<i>Watersheds as the Interface Between Rangelands and Urban Areas</i>
2003	Wichita Falls	<i>Rangelands for All Texans</i>
2004	Kerrville	<i>Building on the Basics</i>
2005	South Padre	<i>South Texas: A Diversity of Resources</i>
2006	Del Rio	<i>Sustainability of Rangelands</i>
2007	Lubbock	<i>Plains, Prairies, Playas and People</i>
2008	Nacogdoches	<i>Restoring East Texas Native Lands</i>
2009	Beaumont	<i>Hills to Bays: The Impacts are Clear</i>
2010	Odessa	<i>Opportunities Under the Western Sky</i>
2011	San Angelo	<i>Rangeland Stewardship: A History of Heritage, A Future of Change</i>
2012	Fredericksburg	<i>Building on Our Heritage to Prepare for the Future</i>
2013	Fort Worth	<i>Improving Sustainability Through Grazing Management</i>
2014	Alpine	<i>Borderland Conservation: Two Countries, One Cause</i>
2015	Wichita Falls	<i>Rangeland Sustainability: Managing Toward an Integrated Future</i>
2016	Uvalde	<i>Water: How Can TSSRM Lead its Stewardship</i>
2017	San Angelo	<i>Overcoming Ecological Challenges: Providing for Long-term Profitability</i>
2018	Lubbock	<i>Land Stewardship: Rangelands Providing for Society</i>
2019	Kerrville	<i>Celebrating 70 Years-A Legacy of Stewardship</i>
2020	Virtual	No Theme

## APPENDIX E

(Amended 10/12/2011)

**TSSRM Endowment Fund, TSSRM Memorial Scholarship Fund,  
Bill Wyche Jr. Memorial Scholarship Fund and  
TSSRM Youth Activities Endowment Fund**

**INVESTMENT POLICY**

It is the goal of the Texas Section Society for Range Management (TSSRM) to invest its designated assets into financial instruments which provide for the long term growth of capital with an acceptable income stream.

To that end it is the policy of the TSSRM to maintain these designated assets {scholarship fund(s) and endowment fund(s)} into an investment strategy which is managed for long term yield with the objective of Balanced Growth and Income.

It is recognized the investment policy is a long-term commitment by TSSRM. Based on market trends, annual returns, and continued long term objectives of the TSSRM, the investment policy will be reviewed every five (5) years. At each regularly scheduled meeting of the BOD the Investment Committee will submit a report on the status of each fund.

The Investment Committee chair is the primary contact between the TSSRM and the Investment Firm regarding investment decisions; however the TSSRM Treasurer will be responsible for the transfer of income to the designated TSSRM committee funds. Oversight of each account is the responsibility of the Investment Committee.

The current investment policy is established for the period beginning June 2016 and will extend to June 2021.

No change in investment policy will be authorized without the full approval of the BOD.

**PERFORMANCE EVALUATION AND MONITORING**

Investment Advisor's evaluation will be based upon:

- 1) total portfolio performance
- 2) analysis of risks incurred in achieving results
- 3) comparison of total fund and asset class performance with similarly managed funds

***Objectives***

The TSSRM primary investment objective is to preserve and protect its assets by earning a total return for each category of assets (a "Fund"), which is appropriate for each Fund's time horizon, distribution requirements, and risk tolerance. The TSSRM currently maintains Special Purpose Funds, and Endowment Accounts, and may add other Funds in the future. These policies apply to all the TSSRM Funds, although the specific objectives, risk parameters, and asset allocation will vary, as appropriate, from Fund to Fund.

***Asset Allocations***

Actual asset allocations for each Fund will be established and maintained by the TSSRM on the advice

of its Investment Advisor, within the ranges provided in the following table:

<b>Investment Fund</b>	<b>Asset Class</b>		
	<b>Equities</b>	<b>Fixed-Income</b>	<b>Cash &amp; Cash Equivalents</b>
<b>Scholarship Funds</b>	30-60%	50-70%	0-20%
<b>Endowments</b>	50-80%	25-55%	0-15%

When appropriate, specific objectives for each Fund, including specific asset allocation parameters and performance standards, may be reflected in an appendix attached to these policies. Such specific objectives shall nonetheless be within the foregoing ranges which can only be modified by the Committee with the approval of the Board.

**Rebalancing Procedures**

The Committee will monitor the asset allocation of each Fund based on reports provided by the TSSRM Investment Advisor. The Committee may establish any reasonable rebalancing procedure based on either periodic reviews or departures from a range and may either move money from one asset class to another or may direct future contributions and expenditures from particular classes as is most convenient.

**Investment Guidelines**

To accomplish its investment objectives, the SRM is authorized to utilize any legal investment structure including separately managed portfolios, mutual funds, exchange traded funds, limited partnerships, and other commingled investment entities. This authority is subject to the requirements and restrictions contained in these policies.

**PROHIBITIONS**

The portfolio may not hold short positions in any type of investment.  
The portfolio may not invest in commodities or commodity futures or options.

**APPENDIX F**

**ARTICLES OF  
INCORPORATION OF  
TEXAS SECTION, SOCIETY FOR RANGE MANAGEMENT**

We, the undersigned natural persons, at least two (2) of whom are citizens of the State of Texas, and who are of the age of eighteen (18) years or more, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

Article One

## **Name**

The name of the Corporation is TEXAS SECTION, SOCIETY FOR RANGE MANAGEMENT.

## Article Two

### **Non-Profit Corporation**

The Corporation is a non-profit corporation.

## Article Three

### **Duration**

The period of its duration is PERPETUAL.

## Article Four

### **Purposes**

The purposes for which the Corporation is formed are:

- (1) To primarily establish a Section of members of the Society For Range Management who reside or work **within** the geographical boundaries of Texas.
- (2) To primarily increase cooperation on Society objectives, to encourage membership participation in Society functions, to foster advancement in the science, and art of grazing land management, to promote conservation and the greatest sustained use of forage and soil resources, **to** study, observe and solve range and pasture problems.
- (3) The general purpose and powers are to have and exercise all rights and powers conferred on non-profit corporations under the laws of the State of Texas, or which may hereafter be conferred, including the power to contract, rent, buy or sell personal or real property, provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the primary purposes of **this** corporation

This corporation is organized pursuant to the Texas Non-Profit Corporation Act and does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.

#### Article Five

#### **Initial Registered Office And Agent**

The street address of the initial Registered Office of the Corporation is 16 Venus Drive, Belton, Texas 76513, and the name of its initial Registered Agent at such address is RHETT H. JOHNSON.

#### Article Six

#### **Board Of Directors**

The number of Directors constituting the initial Board of Directors is nine (9), and the names and addresses of the persons who are to serve as the initial Directors are:

<u>Name</u>	<u>Address</u>
(1) Billie Dahl	Dept. of Range Management Texas Tech University Lubbock, Texas 79409
(2) Sam Coleman	P. O. Box 469 Fredericksburg, Texas 78624
3) Rhett Johnson	16 Venus Drive Belton, Texas 76513
(4) Mark Moseley	2758 Yale San Angelo, Texas 76901
(5) Russ Pettit	Dept. of Range Management Texas Tech University P. O. Box 4161 Lubbock, Texas 79409
(6) Ronald E. Sosebee	Dept. of Range Management Texas Tech University P. O. Box 4161 Lubbock, Texas 79409
(7) Kenneth Sparks	Blewett Route

Old Eagle Pass  
Rd  
Uvalde, Texas 78801

(8) Darrell Ueckert

TAMU Ag. Research & Extension Center  
Route 1, Box 950  
San Angelo, Texas 76901

Patrick Reardon

Chaparrosa Ranch  
P. O. Box 489  
La Pryor, Texas 78872

Article Seven

**Incorporators**

The name and street address of each Incorporator is:

Name

Address

1. Rhett H. Johnson

16 Venus Drive  
Belton, Texas 765  
13

2. John R. Hunter

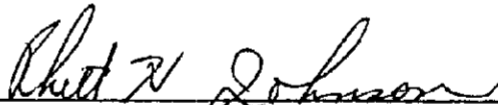
Texas Tech University  
Lubbock, Texas 79409

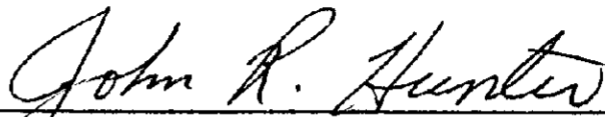
3. Bill Dahl

Texas Tech University  
Lubbock, Texas 79409



SIGNED this 6 day of December, 1980.

  
RHETT H. JOHNSON

  
JOHN R. HUNTER

  
BILL DAHL

THE STATE OF TEXAS §  
COUNTY OF §

BEFORE ME, a Notary Public, on this day personally appeared RHETT H. JOHNSON, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 6th day of December, 1980.

Jimmie J. Bailey Jimmie J. Bailey  
Notary Public in and for  
Kerr County, T E X A S

My Commission Expires: 11-17-84

THE STATE OF TEXAS §  
COUNTY OF §

BEFORE ME, a Notary Public, on this day personally appeared JOHN R. HUNTER, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 6th day of December, 1980.

Jimmie J. Bailey Jimmie J. Bailey  
Notary Public in and for  
Kerr County, T E X A S

My Commission Expires: 11-17-84

THE STATE OF TEXAS §  
COUNTY OF §

BEFORE ME, a Notary Public, on this day personally appeared BILL DAHL, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 6th day of December, 1980.

Jimmie J. Bailey Jimmie J. Bailey  
Notary Public in and for  
Kerr County, T E X A S

My Commission Expires: 11-17-84

APPENDIX G

YOUNG PROFESSIONALS PROGRAM

## PURPOSE

The TSSRM encourages young professionals to participate in the Annual Meeting. They will have an opportunity to present a paper based on their own work.

## ELIGIBILITY

Ranchers, range conservationists, graduate students, and other range professionals who have **worked in the field for five years or less** are eligible to participate.

## TOPICS

Presentations must be original and may deal with any topic pertinent to range management. Information presented may include research results, new or improved management practices, or successful application of range management.

## SELECTION OF PARTICIPANTS

All contributions received will be considered for eligibility and appropriateness of topic. If more papers are submitted that time will permit during the meeting, selection will be by a committee with attention given to maintaining balance in the numbers of papers accepted from various institutions and topics.

## ORGANIZATION OF PROGRAM

Speakers may be scheduled during concurrent sessions on Saturday morning. Each speaker will have 15 minutes; 12 minutes for presentation and 3 minutes for questions. The sessions will be from 8:30am to 10:30am on Saturday.

## DEADLINES

Submit one page with TITLE, SPEAKER'S NAME, and a ONE PARAGRAPH ABSTRACT of the proposed talks by AUGUST 1 or 60 days prior to the Annual Meeting if it is not in October. Participants will be notified by 1 September (or 30 days after submission) of acceptance of their paper.

**Adopted by the BOD, October 1990.**

## **APPENDIX H**

### **PURCHASING PROCEDURES FOR OFFICERS, DIRECTORS AND COMMITTEE CHAIRS (and pertinent information on Federal and State Taxes)**

**FEDERAL INCOME TAXES:** The Texas Section of the Society for Range Management is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This exemption was granted in January 1950 and remains in effect. Contributions to the Section are deductible in the manner and to the extent provided by Section 170 of the Code.

The Texas Section is not a private foundation as described in Section 509(a) of the Internal Revenue Code. The Section's status is described in Section 509(a)(2).

**STATE FRANCHISE TAX:** The Texas Section was incorporated with the Texas Secretary of State's Office on December 15, 1980. Currently, the Texas Section is listed as an exempt organization, and therefore is exempt from State Franchise Tax.

**STATE SALES TAX:** The Texas Section currently holds a Limited Sales Tax Permit. Under the law, the Texas Section is required to collect Sales Tax on taxable items (caps, cookbooks, videos, etc.) sold to individuals or non-exempt organizations, even though the proceeds go directly to the Texas Section. As an exempt organization, the Texas Section can hold one fundraiser per year without payment of State Sales Tax. By holding a State Sales Tax Permit, the Texas Section can legally make taxable sales throughout the year and collect sales tax as appropriate. In addition to using the permit for reporting taxable sales, it is used for purchasing taxable items for resale. The Limited Sales Tax Permit is not used when purchasing taxable items for direct use by the Texas Section.

**TEXAS SALES TAX EXEMPTION CERTIFICATE:** This is the document that Texas Section officers, directors or committee chairs must use when purchasing taxable goods or services for the Section. If the vendor (seller) asks for the organization's State Sales Tax Exemption number, explain that the State of Texas does not issue State Sales Tax Exemption Numbers. Exemption numbers do not exist for the Texas Section or for any other exempt organization (churches, schools, Scouts, etc.). In Texas, the Sales Tax Exemption Certificate is used, and an exemption number is not required for the Certificate to be valid. A copy of the Texas Sales Tax Exemption Certificate is attached. Under the law, an exempt

organization may purchase taxable goods or services for its use without paying State Sales Tax by providing the vendor with the Certificate.

Any Texas Section officer, director or committee chair making a purchase of taxable goods or services for the Section shall provide the vendor with a copy of the attached certificate. Make as many copies of the attached certificate as needed and sign each certificate as it is used. Describe the items or services in very general terms (e.g. office supplies, meeting supplies, etc.). The address of the Texas Section Treasurer is shown at the top of the Certificate because this is the Section's address of record in the State Comptroller's Office.

**REIMBURSEMENT:** To request reimbursement for purchases, mail the receipt or a statement that a receipt is not available to the Texas Section Treasurer. The Treasurer will assign the purchase to its proper accounting category.

Contact the Texas Section Treasurer if you need additional information on the status of tax documents issued to the Section, purchasing procedures, or how to obtain reimbursements  
**(adopted BOD 01/03/91)**

**APPENDIX H (cont)**



01-339  
(Back)  
(Rev.7-10/7)

**TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION**

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency <b>Texas Section Society for Range Management</b>		<b>Federal ID: 74-6083109</b>
Address ( <i>Street &amp; number, P.O. Box or Route number</i> ) <b>PO Box 43</b>		Phone ( <i>Area code and number</i> ) <b>(325) 387-2942</b>
City, State, ZIP code <b>Sonora TX 76950-0043</b>		

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_.

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_.


Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

**EXEMPT ORGANIZATION - 501(C)3 NON-PROFIT** \_\_\_\_\_.

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser 	Title	Date
--	-------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

*THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.*

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

**APPENDIX H (cont)**

APPENDIX I

Form <b>W-9</b> (Rev. November 2005) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>TEXAS SECTION SOCIETY FOR RANGE MANAGEMENT</b>	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other <b>Non-Profit</b> <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) <b>C/O ROBERT MOEN</b>	Requester's name and address (optional)
City, state, and ZIP code <b>PO BOX 43 SONORA TX 76950-0043</b>	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; border: 1px solid black;"> </td> <td style="width:20%; border: 1px solid black;"> </td> <td style="width:20%; border: 1px solid black;"> </td> <td style="width:20%; border: 1px solid black;"> </td> <td style="width:20%; border: 1px solid black;"> </td> </tr> </table>					
OR					
Employer identification number					
[REDACTED]					

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person	Date
------------------	--------------------------	------

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# Financial Audit

- I Guidelines
  - A. Duties of the Auditor
  - B. Duties of the Audit Coordinator
  - C. Final Audit Package
- II Auditing Guidelines
- III Financial Documentation Guidelines \*
  - A. TSSRM General Operating Fund
    - 1) Special Accounts
      - a) Annual Meeting Account
      - b) Other Temporary Accounts
  - B. TSSRM Youth Activities Committee Fund
  - C. TSSRM Scholarships
    - 1) TSSRM Memorial Scholarship Fund
    - 2) Bill Wyche, Jr. Memorial Scholarship
  - Fund D TSSRM Endowment Fund

\* Instructions to each Committee or Officers having authority to handle Section funds.

## Duties of the Auditor

1. Forward material that may be needed by the Audit Coordinator - Generally the Audit Coordinator will send a list of questions to be answered.
2. Review materials received from the - General Operating Fund (Treasurer), Special Accounts: Annual Meeting and any other Temporary Account, TSSRM - Youth Activities Committee Fund, TSSRM - Scholarship Funds (Section Memorial, Bill Wyche Jr. Memorial), and TSSRM - Endowment Fund to ensure they are properly documented and recorded.
3. The auditor may require additional information from other committees and from various officers.
4. Prior to the financial audit committee meeting, the Audit Coordinator will send financial statements, typed bank reconciliations, and summaries to the Financial Audit Committee Chairperson.
5. Report discrepancies.
6. Inform the Audit Coordinator of any changes prior to preparation of Tax Return. (This very important since all changes must be made before the Treasurer sends the tax return to the Internal Revenue Service.)

Write letter to Texas Section Officers and Directors giving status of final audit. Send the letter to the Audit Coordinator for signature.

## Duties of the Audit Chair

1. Prepare financial statements for the TSSRM - General Operating Fund, TSSRM - Special Accounts: Annual Meeting and any other Temporary Account, TSSRM - Youth Activities Committee Fund. Prepare financial statements and specialized statements for TSSRM Memorial Scholarship Fund, Bill Wyche Jr. Scholarship Fund and the TSSRM Endowment Fund.
2. Prepare bank reconciliations.
3. Send Summaries and financial statements to Financial Audit Committee Chair.
4. The Audit Coordinator will sign the letter giving the status of audit, and mail the original to the Section President and send copies to both the TSSRM Treasurer and Financial Audit Committee Chairperson.
5. Will provide the Treasurer with a tax summary which he/or she will use in preparing the Section's IRS (form 990, or applicable) and/or State of Texas tax returns. The audit coordinator will send copies of the final audit package to the Treasurer at this time.
6. Will discuss the financial status of the Section at the summer BOD meeting.

## Final Audit Package

### A TSSRM General Operating Fund

- 1) Balance Sheet
- 2) Statement of Cash Receipts and Cash Disbursements
- 3) Appendix A prepared by the Audit Coordinator
- 4) Detailed Financial Statement prepared by Treasurer
- 5) Copy of Appendix A and any other Appendices prepared by the Treasurer
- 6) Typed bank reconciliation (Ending Balance)
- 7) Copy of ending bank statement
- 8) Copy(s) of 1099's
- 9) Copy(s) of Investment Papers
- 10) Schedule of Newsletter Revenue

• **Special Accounts**, all of which reconcile into the General Operating Fund:

- b) Special Accounts (e.g. Annual Meeting or any other Temporary Checking Account) - as authorized/established by the BOD:
  - I Statement of Cash Receipts and Cash Disbursements
  - II Summary of Itemized Revenues and Expenditures
  - III Financial Statement prepared by Finance Subcommittee Chairperson
    - i *Quicken* (or similar accounting software) Summary (List of deposits and checks)
  - IV Printed Program (Containing a list of Exhibitors, Contributors, Sponsors, etc.).
  - V Copy of hotel & convention center statements
  - VI Typed bank reconciliation (Ending Balance)
  - VII Copies ending bank statements
  - VIII Spreadsheet Summary of Registration
  - IX Copy of check or cashier's check used to close out the account

**B TSSRM Youth Activities Committee Fund** (managed by the YAC Chair and YRW Coordinator)

- 1) Balance Sheet
- 2) Statement of Cash Receipts and Cash Disbursements
- 3) Summary of Itemized Revenues and Expenditures
- 4) Financial Summary prepared by Youth Range Workshop Committee
- 5) Typed bank reconciliation (Ending Balance)
- 6) Copy of ending bank statement
- 7) Detailed youth forum expenditures summary

**C Memorial Scholarship Fund(s)** - *Scholarship Committee to submit, if not submitted by Treasurer.*

- 1) Balance Sheet
- 2) Statement of Cash Receipts and Disbursement & Change in Fund Balance
- 3) Summary of Memorial Scholarship Fund Activity
- 4) Bank Statement giving status of funds
- 5) Bank Statement for January 31 of the following year
- 6) List of Contributors
- 7) Copies of 1099's
- 8) 1099 Reconciliation Report
- 9) Copy or copies of Investment Papers

**D Endowment Fund** *Endowment Fund Committee to submit, if not submitted by Treasurer*

- 1) Balance Sheet
- 2) Statement of Cash Receipts and Disbursement & Change in Fund Balance
- 3) Summary of Endowment Fund Activity
- 4) Bank Statement give status of funds
- 5) Bank Statement for January 31 of the following year
- 6) List of Contributors
- 7) Copies of 1099's
- 8) 1099 Reconciliation Report
- 9) Copy or copies of Investment Papers

**E. Summaries for Tax Preparation** (Sent directly to the TSSRM Treasurer).

*Notes:*

All original materials are returned to the respective custodian of each fund or special account. Only with approval of the respective custodian are the records sent directly to the Texas Section Society for Range Management Archivist.

Be sure to put all of the Treasurer's materials in the proper order after making any copies for the Audit Coordinator.

**Auditing Guidelines**



### *Auditor Receiving and Presenting Materials*

The audit committee chairperson or audit coordinator will receive all materials requested in the Financial Documentation Guidelines prior to March 1<sup>st</sup>.

A written or oral summary will be presented at the TSSRM summer Board of Directors meeting. The Treasurer will answer questions pertaining to the financial condition of the Section, if the Financial Audit Committee Chairperson or the Audit Coordinator is not present to do so. Ede & Company (CPA's) "recommended that *all funds* be audited annually by the financial audit committee".

### *Use of Standardized Formats*

Use of a standardized format will make the audit process easier and will make the financial documents comparable from year to year. A set of Financial Documentation Guidelines (FDG) have been created to aid in the preparation of the standardized forms. Also, the FDG gives list of materials that will be sent to audit coordinator or financial audit committee chairperson.

Only through the accounting process of adjusting entries and the preparation of financial statements can the true financial condition of the Section be known. The section's books will be kept on the accrual accounting basis. The financial statements and other summaries can be used by the Officers and Board of Directors in a managerial function in helping determine financial policy.

The materials requested in the FDG will be needed by March 1<sup>st</sup> in order to perform an audit and prepare the various financial statements in a timely manner. The financial statements will be sent to the Treasurer prior to April 15<sup>th</sup> for timely preparation of appropriate tax documents as needed.

### *Budgeting*

The Treasurer and/or Audit Coordinator will provide to the Officers and Directors a budget worksheet to be used at the winter meeting. *This budget worksheet is based upon the cash on hand and is only used for planning purposes.*

### *Funds/Checking*

The Texas Section Society for Range Management has the following permanent Funds:

- TSSRM General Operating Fund (GOF)
- TSSRM Youth Activities Committee Fund (YAC)
- TSSRM Memorial Scholarship Fund (MSF)
- TSSRM Endowment Fund (EF)
- TSSRM Bill Wyche Jr. Memorial Scholarship Fund (WSF)

**In addition to these permanent funds**, the Section has additional temporary account(s) (e.g. - Annual Meeting). Only the BOD can approve/establish temporary accounts. All temporary accounts are closed/reconciled into the General Operating Fund.

The designated custodian of the General Operating Fund, Youth Activities Committee Fund, and any special accounts (and any authorized temporary accounts approved by the BOD) are authorized to write checks from their respective checking accounts. Revenues and expenditures should reflect only the authorized activity of each fund or temporary account. (The Section Treasurer is the authorized custodian for the Scholarship Funds and the Endowment Fund.)

Each checking account that the Texas Section Society for Range Management authorizes will have two members that will be able to sign checks. This will provide for "Right of Survivor-ship". The TSSRM Treasurer will have custodial care of the check book to write all checks. All accounts are named as follows - Texas Section Society for Range Management - (i.e. Annual Meeting).

### *Disclosure of Financial Information*

Financial disclosures of excess or deficits from the Annual Meeting, and of the status any other account should be done only after the financial audit is completed.

### *Reporting Financial Discrepancies*

If any problems are found, the audit chairperson will try to resolve the problem with the affected party. Often, problems arising concern proper documentation and recording. Minor problems can usually be resolved with a telephone call or fax.

If the problem cannot be resolved within ten days, or it is of a serious nature, the audit chairperson will report it to the

President immediately.

#### *Filing Yearly the Final Audit Package*

The final audit package will be sent to Treasurer in April. The Treasurer will file the final audit package containing the yearly financial statements with the Section's financial records. The audit coordinator will also retain a copy of the final audit package. Financial records will be sent to the Section's Archivist according to the established schedule.

#### **TSSRM General Operating Fund (GOF) - Financial Documentation Guidelines.**

*Items that must be provided the Auditor Coordinator prior to March 1<sup>st</sup>.*

1. Copy of detailed Financial Statement prepared by the Treasurer (Dated 12-31-xx)
2. Copy of Appendix A and any other Appendices prepared by the Treasurer
3. Copy of bank registers (List of check & deposits from checkbook) for year being audited and for January of the current year.
4. Copy of bank statements for December and January (Current year)
5. Copies of 1099's
6. Copies of investment papers (unless Audit Coordinator already has on file)

*Items that must be provided the Financial Audit Chairperson prior to March 1<sup>st</sup>.*

1. All originals listed above
2. Bank statement for year being audited
3. Supporting Documentation (Deposits and Expenditures)
4. Copies of Investment papers

*Other Guidelines:*

- **Voided Checks.** Write void on all voided checks and enclose them with the appropriate bank statement.
- **Checking.** Each checking account that the Texas Section Society of Range Management authorizes will have two members that will be able to sign checks. This will provide for "Right of Survivorship". Revenues or expenditures should reflect only the authorized activity of each fund or temporary account.

#### **TSSRM Temporary Account (for Annual Meeting or any Special Function) - Financial Documentation Guidelines**

*Items that must be provided the Audit Coordinator:*

1. Supporting documentation (Revenues or Deposits)
2. Supporting documentation (Expenditures or Checks Written)
3. Quicken (or other Accounting software) Account Summary (listing all revenues and expenditures)
4. All original registration forms
5. Hotel & convention center statements
6. Two copies of the Printed Program (containing a list of Exhibitors, Contributors, Sponsors and Donors).
7. All bank statements
8. Checkbook register
9. Registration Spread Sheet
10. Information on cash portion of registration

*Summary of Itemized Revenues and Expenditures*

The audit chair will prepare these based upon the information provided above. If a finance subcommittee chairperson did not have access to Quicken, the Audit Coordinator would provide tables to record information for the annual meeting.

The Statement of Cash Receipts and Cash Disbursements and the Summary of Itemized Revenues and Expenditures are sent to the Committee planning the next annual meeting. All materials will be sent to the Financial Audit Committee Chairperson.

#### **TSSRM Newsletter Editor**

- Send revenue checks to the TSSRM Treasurer as soon as possible.

#### **TSSRM Youth Activities Committee Fund - Financial Documentation Guidelines**

*Items that must be provided the Audit Coordinator prior to March 1<sup>st</sup>.*

- 1 Supporting documentation
  - a) Revenues or deposits
  - b) Expenditures or checks written
- 2 Quicken, or other Accounting Software
  - a) Summary (listing of all revenues and expenditures)
- 3 Copy of Bank Register
- 4 Bank Statements
- 5 HSYF Cash Expenditures Summary
- 6 Supporting HSYF Documentation

*Other Guidelines:*

- Specify year on HSYF expenditures.
- *Use of Accounting Software if recommended.* If you do not have access to any accounting software, please contact the Audit Coordinator and/or Treasurer for examples of acceptable manual accounting procedures.
- Include reimbursements on your Account Summary - even if they cancel each other out.
- Checking. Each checking account that the Texas Section Society for Range Management authorizes will have two members that will be able to sign checks. This will provide for "Right of Survivorship". The Board of Directors encourages the member having custodial care of the checkbook write all checks. Revenues or expenditures should reflect only the authorized activity of each fund or temporary account.

**TSSRM Financial Documentation Guidelines for:**

- **TSSRM Memorial Scholarship Fund**
- **Bill Wyche Jr. Memorial Scholarship Fund**
- **Endowment Fund**
- **TSSRM Youth Activities Endowment**

*Items that must be provided the Financial Audit Chairperson prior to March 1<sup>st</sup>.*

- Brokerage statement from Financial Institution managing the fund (currently Frost Bank - 2003). **NOTE:** The Treasurer is the primary contact for the Section with the Financial Institution managing the Funds. Thus, the Treasurer would normally provide copies of the Brokerage Statement to the Audit Coordinator.
- List of Contributors
- Summary Statement from Financial Institution.

*Items that must be provided the Audit Coordinator\*.*

- 1 List of Contributors
- 2 Summary from Frost Bank

\*Audit Coordinator receives monthly statements from Financial Institution.

*Other Guidelines:*

- 1 It is required that all investment decisions be made by the October Board of Directors meeting. This would allow for transfers of funds, investment purchases, and sales to be completed before the close of the fiscal year.
- 2 Presently the Texas Section Society for Range Management Treasurer will be receiving these materials listed above.
- 3 The Financial Audit Chairperson will copy any check(s) from the Treasurer's Revenues (Deposits) records that are being sent to any of the Funds.
- 4 The Treasurer will send each of committee Chair and/or Designated member of the committee the audited financial statements and summaries received from the Audit Coordinator.
- 5 All monies being sent to - or from - the Financial Institution shall go through the TSSRM General Operating Fund (GOF).

**APPENDIX J**

## **SOCIETY FOR RANGE MANAGEMENT INFORMATION**

The Society for Range Management is a professional society committed to advancing the art and science of rangeland management as a means of conserving rangeland resources. Its 4000-plus members include ecologists, taxonomists,

conservationists, hydrologists, soil, plant, animal, and wildlife scientists, economists and other social scientists, ranchers, farmers and others interested in the conservation of rangeland resources. The glue that holds the Society together is the membership's excitement for learning experiences, and its appreciation and love for the resource and the people who manage it.

The Society's **vision** is a well-trained and highly motivated group of professionals and rangeland users working with productive, sustainable rangeland ecosystems.

The Society's **mission** is to promote the professional development and continuing education of members and the public and the stewardship of rangeland resources.

SRM is the professional society dedicated to supporting persons who work with rangelands and have a commitment to their sustainable use. Rangelands comprise almost one-half of all the lands in the world. They are extremely important to society for the goods and services they produce and for the ecological services they provide. SRM is dedicated to the conservation and sustainable management of rangelands for the benefit of current societies and for future generations.

**The objectives through which the Society strives to meet its mission are to:** 1) properly take care of the basic rangeland resources of soil, plants and water; 2) develop an understanding of range ecosystems and of the principles applicable to the management of range resources; 3) assist all who work with range resources to keep abreast of new findings and techniques in the science and art of range management; 4) improve the effectiveness of range management to obtain from range resources the products and values necessary for man's welfare; 5) create the public appreciation of the economic and social benefits to be obtained from the range environment; and 6) promote professional development of its members.

## SRM ONLINE

The Society's website is: <http://texas.rangelands.org/>.

## SRM CERTIFICATION PROGRAMS

To improve the effectiveness of range management and provide the best possible professional assistance, the Society for Range Management offers two certification programs, the Certified Range Management Consultant and the Certified Professional in Rangeland Management.

### Certified Range Management Consultant (CRMC)

To improve the effectiveness of range management and provide the best possible professional assistance, the Society for Range Management developed procedures and standards for certification as a Range Management Consultant. The Society conducts a thorough evaluation of the credentials of applicants for certification to assure that those who become certified range management consultants meet the highest standards of the profession.

Applicants for certification are screened rigorously by a panel, all of whom meet the standards for certification. Certification must be renewed each year and reviewed every five years to maintain professional proficiency and integrity.

A CRMC is a professional who had demonstrated expertise in the art and science of applying the principles of ecology to management of the rangeland resource; has a designated minimum level of educational training and experience; and, is deemed qualified by SRM to render professional consulting services. The area of specialization to be certified, within the broad definition of range management, is that of "grazing and its impact on plants and soils." The intent is to avoid certifying other specialties closely allied to range management.

Certification as a CRMC indicates that you have completed the necessary educational requirements and have a minimum of ten years of qualifying experience.

For more information, to obtain application materials, or to obtain a list of SRM Certified Range Management Consultants and their area(s) of expertise, contact the SRM Office at 303-986-3309.

**Recertification:** Every fifth year, a CRMC must submit an Application for Renewal of Certification form and an updated resume and description of employment and professional activities (10 copies) for review by the Panel. This shall include professional maintenance activity and a statement of reasons for continued certification to confirm credibility as a CRMC. This 5-year update of documentation and renewal fee must be received by the Executive Vice President by October 1<sup>st</sup> for renewal at the beginning of the next calendar year. **Failure to renew** will automatically cause a lapse in certification. An individual will be reinstated following a lapse of 2 years or less by letter request and payment of lapsed renewal fees, provided that all the eligibility requirements are maintained. If the lapse is more than 2 years, a completely

new application packet will be required to be submitted. ***An individual whose certification has been denied or revoked*** may reapply after 12 months from the date of the Panel action, provided that additional information is available for Panel review.

### **Certified Professional in Rangeland Management (CPRM)**

To certify individuals who have the professional credentials required to plan and implement sound management of rangelands as a means of improving the standards of professional expertise used in managing public and private rangelands. Granting of the status of "Certified Professionals in Rangeland Management" by the Society for Range Management signifies that the individual so designated has met the basic qualifications to do professional work in this field and has not been found to engage in unprofessional conduct. For more information, to obtain application materials, or to obtain a list of SRM Certified Professionals in Rangeland Management, please contact the SRM Office @ 303-986-3309.

Certification as a CPRM indicates that you have completed the necessary educational requirements and have a minimum of five-years of qualifying experience.

**Recertification/Continuing Educational Requirements (CEUs):** Certified Professionals in Rangeland Management will be required to meet the minimum continuing education requirements of 32 CEUs during the 2-year certification period. Courses, and the number of CEU credits counting towards re-certification, will be approved by the Certification Committee. A general estimate is 4 days of instruction will be required for 32 CEUs. Continuing education courses will be offered at SRM Annual Meetings. SRM Sections, universities, government agencies, or other professional organizations may offer courses as well. Post approval of a course for continuing education can be requested, but there is no guarantee that the course will be accepted by the Committee.

Continuing Education requirements must include a diversity of topics. Generally, at least half the credits should be directly related to the subject matter described under the educational requirement. The remainder should be in subject matter related to professional practice of rangeland management. When considering applications for renewal of certification, the Committee will evaluate the breadth and depth of continuing education submitted and make recommendations for needed additions during the next certification period.

Individuals must submit proof of satisfactory completion of all CEUs when making an application for renewal of certification. Certain individuals who fail to obtain the required 32 CEUs during a 2-year period will be given a provision re-certification period of 6 months to complete the requirement, and charged a penalty fee of \$25.00.

### **Ethics:**

All certified professionals with either certification program will be required to adhere to the *Standards of Conduct for SRM Members Providing Public Service* and the *SRM Code of Ethics*. Documented evidence of unprofessional or illegal conduct or failure to comply with the Standards or Code may result in decertification.

## **Standards of Conduct for SRM Members Providing Public Service**

**Revised February 2002**

Rangeland Management has become an increasingly important and visible profession. Rangeland professionals have the knowledge necessary to render effective service to society. To this end, the following code defines professional conduct and ethics for the membership of the Society for Range Management.

The purpose of these canons is to enumerate principles of professional conduct for rangeland professionals in their relationships with each other, employers, clients and society. Honesty, respect, and courtesy, when associated with interests common to the entire Society membership, constitute the foundation of our ethics. With integrity as the keystone, this philosophy should guide our conduct, improve our efforts and build public confidence.

**Rangeland professionals will discharge their duties with fidelity. It is their duty to be interested in public welfare and the sustainability of rangelands, and to apply their knowledge for the common good. They will uphold that which is honorable to the profession.**

### **Professional Life**

Rangeland professionals:

1. Have an obligation to advance the science and art of rangeland management, uphold its high standards, and to conform to the principles of acceptable professional conduct.

2. Will collectively and individually endeavor to protect the rangeland management professional from misrepresentation and misunderstanding.
3. Will utilize their unique skills and knowledge for the betterment of society and sustainability of rangelands.
4. Are obligated to extend their knowledge and skills by interchanging information and experience with others in the profession and other members of society, who may benefit from or contribute to the profession.

**Relations with the Public**

Rangeland professionals:

5. Will endeavor to extend the correct and increasing knowledge of rangeland management to the public and will discourage untrue, unfair, or exaggerated statements regarding rangeland management.
6. Guard against conditions that are dangerous or threatening to life and health in work for which they are responsible, or will promptly call such conditions to the attention of those who are responsible.
7. Will not issue ex parte statements, criticisms, or arguments on matters without indicating on whose behalf they are acting.
8. While serving as a witness before a court, commission, or other tribunal, will express opinions only when they are based on adequate knowledge and honest conviction.
9. Will refrain from expressing publicly an opinion on a rangeland management subject unless they are informed on the matter and will not alter or withhold data for the purpose of substantiating a point.

**Relations with Clients and Employers**

Rangeland professionals:

10. Will advertise their services in a dignified manner, setting forth in truthful and factual statements in the service they are prepared to render.
11. Will act in professional matters for each employer or client as a faithful agent or trustee.
12. Will act with fairness and respect toward their employer, employee, client, or contractor.
13. Will not accept compensation of any kind from more than one party for the same service or for services pertaining to the same work, without the consent of all interested parties.
14. Will not accept commissions or allowances, directly or indirectly, from contractors or other parties dealing with their employer or client in connection with work for which they are responsible.
15. Will not have a financial interest in the bids of a contractor for competitive work for which they are responsible, except with the consent of the employer or client.
16. Will disclose to the employer or client any interest in a business, which may compete with or affect the interest of that employer or client.
17. Will engage, or advise the employer or client to engage other experts and specialists in range management and associated fields whenever the employer or client's interest would be best served by such services.
18. Will not disclose information concerning the business affairs or technical process of employers or clients without prior consent.
19. Will clarify their status to the employer or client before undertaking an engagement to decide upon the use of inventions, apparatus, or any other thing in which they may have a financial interest.
20. Will present clearly the consequences to be expected from deviations proposed if their professional judgment is overruled in cases where they are responsible for the technical adequacy of rangeland management or related work.
21. Will not directly or indirectly injure the professional reputation, prospects, or practices of other rangeland managers or allied professionals.
22. Will not be professionally associated with others who do not conform to ethical practices.
23. Will insure that credit for rangeland conservation and management is properly given to those deserving of it.
24. Will endeavor to provide opportunity for development and advancement of personnel in their employ.
25. Will exercise due restraint in criticizing another professional's work in public, recognizing that the Society for Range Management, its meetings, publications, and Journal provide the primary forum for technical discussions and criticisms.
26. Will present information of unethical, illegal, or unfair practices by other rangeland professionals to the proper Society authority for action.
27. Will uphold the principles of appropriate and adequate compensation for rangeland professionals, regardless of capacity, as being in the interest of society and maintaining the standards of the profession.

**Certified Professional in Rangeland Management  
Continuing Education Workshop Roster**

**Date of Workshop** \_\_\_\_\_

**CEUs Approved** \_\_\_\_\_



City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

COURSE/WORKSHOP/SYMPOSIA DATE: \_\_\_\_\_

COURSE/WORKSHOP/SYMPOSIA TITLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PRIOR APPROVAL FOR CEU'S:       YES                       NO

NUMBER OF CEU CREDITS APPROVED: \_\_\_\_\_

IF PRIOR APPROVAL WAS NOT REQUESTED, ATTACH COPY OF COURSE AGENDA.

ATTENDANCE CERTIFICATION:

The above-named individual attended and completed this course.

\_\_\_\_\_  
Signature of Course Trainer/Facilitator

**MAIL OR FAX COMPLETED FORM TO:**

**Society for Range  
Management 10020 W 27<sup>th</sup>  
Ave  
Wheat Ridge, CO 80215-6601  
Fax: 303-986-3892**



APPENDIX K

# TSSRM AWARD WINNERS

(See Awards Committee guidelines for further information on each award)

## TSSRM Outstanding Contribution to Rangeland Management Award

(one award to be presented annually)

Year	Meeting Location	Recipient
1958	College Station	Vernon Young
1959	Wichita Falls	John Landers
1960	Corpus Christi	Hershel Bell
1962	San Angelo (2 winners)	Robert Darrow Leo Merrill
1963	Lubbock	?
1964	Abilene (2 winners)	George Skeete W.G. Swenson
1965	Del Rio	Fred Walker
1966	College Station	Ben Sims
1967	Odessa	W.J. Waldrip
1968	Austin	Edgar Glasscock
1969	Fort Worth	C.A. Rechenthin
1970	San Angelo (2 winners)	Garlyn Hoffman John Matthews
1971	San Antonio	E.J. Dyksterhuis
1972	Lubbock (2 winners)	O.J. Barron John Cargile
1973	El Paso	Rob Brown
1974	Corpus Christi	Billy Carr
1975	Abilene	Joe Schuster
1976	College Station	John Merrill
1977	Ft. Worth	Bobby Ragsdale
1978	San Angelo	D.B. Polk
1979	Laredo	San Coleman
1980	Kerrville	Rudy Pederson
1981	Lubbock	Joe Norris
1982	Austin	V.M. Harris
1983	Midland	Henry Wright
1984	Corpus Christi	John Hunter
1985	Ft. Worth	Charles Scifres
1986	San Angelo	Ken Sparks
1987	Abilene	Bill Dahl
1988	Kerrville	Tommy Welch
1989	Wichita Falls	Philip Robbins
1990	El Paso	Jake Landers
1991	Uvalde	Ron Sosebee

1992	College Station	Larry White
1993	San Angelo	Russ Pettit
1994	Ft. Worth	Lynn Drawe
1995	Amarillo	Darrell Ueckert
1996	Kerrville	Mort Kothmann
1997	Abilene	Rhett Johnson
1998	Midland	Fred Smeins
1999	Stephenville	Barron Rector
2000	Corpus Christi	Butch Taylor
2001	Odessa (2 winners)	Clifford Carter W. Allan McGinty
2002	Abilene	Fred Bryant
2003	Wichita Falls	Wayne Hamilton
2004	Kerrville	Stanley R Reinke
2005	S Padre Island	Jerry W. Stuth
2006	Del Rio	C Wayne Hanselka
2007	Lubbock (2 winners)	Steve Nelle Steven G. Whisenant
2008	Nacogdoches	J R Bell
2009	Beaumont	Mike McMurry
2010	Odessa	Mark Moseley
2011	San Angelo	Brad Wilcox
2012	Fredericksburg	Dr. Dale Rollins
2013	Fort Worth	Dan Caudle
2014	Alpine	Dr. Larry Butler
2015	Wichita Falls	Steve Hartmann
2016	Uvalde	Jenny Pluhar
2017	San Angelo	George Peacock
2018	Lubbock	Clint Rollins
2019	Kerrville	Dr. J Alfredo Ortega Sanchez
2020	Virtual	Frank Price
2021		
2022		
2023		
2024		
2025		
2026		

**TSSRM Fellow Award (one award to be presented annually)**

Year	Meeting Location	Recipient	Year	Meeting Location	Recipient
1991	Uvalde	C Wayne Hanselka	2030		
1992	College Station	Barron Rector			
1993	San Angelo	Harold Bryant			
1994	Ft. Worth (2 winners)	Rhett Johnson Jenny Pluhar			
1995	Amarillo (2 winners)	Stan Reinke Steve Nelle			
1996	Kerrville	Fred Bryant			
1997	Abilene	Bob Knight			
1998	Midland	Joe Franklin			
1999	Stephenville	Steve Hartman			
2000	Corpus Christi	Nick Garza			
2001	Odessa	George Peacock, Jr.			
2002	Abilene	Charles J Anderson			
2003	Wichita Falls	Joe Peterson			
2004	Kerrville	Allan McGinty			
2005	South Padre Island	Melony C Sikes			
2006	Del Rio	Robert Moen			
2007	Lubbock	Dan Caudle			
2008	Nacogdoches	Ray Schimcek			
2009	Beaumont				
2010	Odessa	Paul Loeffler			
2011	San Angelo	Hoyt Seidensticker			
2012	Fredericksburg	Reggie Quiet			
2013	Fort Worth	Royce Siebman			
2014	Alpine	Robert Lyons			
2015	Wichita Falls	Jeff Goodwin			
2016	Uvalde	Charlie Hart			
2017	San Angelo	Tony Dean			
2018	Lubbock	Lee Knox			
2019	Kerrville	Dr. Cody Scott			
2020	Virtual	Dr. Bill Fox			
2021					
2022					
2023					
2024					
2025					
2026					
2027					
2028					
2029					



















## Publication Awards

Year	Meeting Location	Recipient
1996	Kerrville	<b>Popular Article:</b> <i>Redberry Juniper – Herbaceous Understory Interactions</i> K L Dye II, Darrell Ueckert, and Steven G Whisenant
1997	Abilene	<b>Other (Video):</b> <i>Brush Busters How to Beat Mesquite, How to Master Cedar, and How to Take Care of Pricklypear Cactus</i> Allan McGinty and Darrell Ueckert
2003	Wichita Falls	<b>Popular Article:</b> <i>Water Use by Salt Cedar and Associated Vegetation Along Selected Rivers in Texas</i> Larry D. White, K. Bryan Hayes and Kurtiss M. Schmidt <b>Other (Book Chapter):</b> <i>Terrestrial Systems</i> (appears in the <i>Handbook of Ecological Restoration, Volume I: Principles of Restoration</i> ) Dr. Steve G. Whisenant
2004	Kerrville	<b>Popular Article:</b> <i>What's The Fate of Rainfall on Your Pasture?</i> Barron D Rector, Nikki Dictson, and Larry D White <b>Technical Writing:</b> <i>Vegetation Dynamics on Rangelands: A Critique of The Current Paradigms</i> (appears in the <i>Journal of Applied Ecology</i> ) David Briske, Sam Fuhlendorf, and Fred Smeins <b>Special:</b> <i>Water for Texans Series Posters?</i> Barron D Rector, Nikki Dictson, and Larry D White
2005	South Padre Island	<b>Technical Writing:</b> <i>Do Woody Plants Affect Streamflow on Semiarid Karst Rangelands?</i> Wilcox, Bradford P., Owens, M. Keith, Knight, Robert W., Lyons, Robert K. <b>Popular Article:</b> <i>Prescribed Burning Cooperatives: Empowering and Equipping Ranchers to Manage Rangelands</i> Taylor, Charles A Jr. <b>Special:</b> <i>Brush Management: Past, Present and Future.</i> Hamilton, Wayne T., McGinty, Allan, Ueckert, Darrell N., Hanselka, C. Wayne, Lee, Michelle R.
2006	Del Rio	<b>Technical Writing:</b> <i>Herbaceous restoration of Juniper Dominated Grasslands with Chaining and Fire?</i> Ansley, R.J., Wiedemann, H.T., Castellano, M.J., Slosser, J.E. ( <b>Rangeland Ecology &amp; Management</b> 59:171-178). <b>Popular Article:</b> <i>Maintaining Healthy Rangeland Watersheds with Livestock Grazing</i> (appeared in <b>The Cattleman</b> magazine v.XCI n.8:76-89) Hanselka, C. Wayne & Teague, Richard. 2005. <b>Special:</b> <i>Cattle Management to Enhance Wildlife Habitat in South Texas?</i> Bulletin of Casuar Kleberg Wildlife Research Institute No. 6. Ortega-S., J.A. and Bryant, F.C. 2005.
2007	Lubbock	<b>Technical Writing:</b> <i>A Unified Framework for Assessment and Application of Ecological Thresholds</i> Briske, David D.; Fuhlendorf, Samuel D.; and Smeins, Fred E. <b>Popular Article:</b> <i>Prickly Pear: Friend or Foe</i> Hanselka, C. Wayne & Rector, Barron S. XXXX. <b>Special:</b> <i>Texas Quail: Ecology and Management</i> Brennan, Leonard A.-Editor.
2008	Nacogdoches	<b>Technical Writing:</b> <i>Long-term trends in streamflow from semiarid rangelands: uncovering drivers of change.</i> Bradford P. Wilcox, Y. Huang and J. W. Walker. <i>Global Change Biology</i> 14: 1676-1689. 2008. <b>Popular Article:</b> <i>How to build cost-effective skid-sprayers for prescribed burning.</i> Nick Garza and Charles "Butch" Taylor. <i>Rangelands</i> 29 (2): 41-44. 2007. <b>Special:</b> <i>White-tailed deer habitat – ecology and management on rangelands.</i> Timothy E. Fulbright and Alfonso Ortega-S. Texas A&M Univ. Press, College Station. 2006.
2009	Beaumont	<b>Technical Writing:</b> <b>Popular Article:</b> <b>Special:</b>
2010	Odessa	<b>Technical Writing:</b> <i>Woody Plant Encroachment paradox: Rivers Rebound as Degraded Grasslands Covert to Woodlands.</i> Bradford Wilcox and Yun Hung. <i>Hydrology and Land Surface Studies.</i> 37:7. 2010 <b>Popular Article:</b> <i>Estimating Grazable Acreage for Cattle.</i> Jason Hohlt, Robert Lyons, C. Wayne Hanselka, and David McKown. <i>AgriLife Extension Publication B-6222.</i> 2009 <b>Special:</b> <i>Brush and Weeds of Texas Rangelands.</i> Charles R. Hart, Barron S. Rector, C. Wayne Hanselka, Robert K Lyons, and Allan McGinty. <i>AgriLife Extension Publication B-6208.</i> 2010
2011	San Angelo	<b>Technical Writing:</b> Bill Pinchak publication <b>Popular Article:</b> Charles R. Hart and Robert K. Lyons Publication <b>Special:</b>
2012	Fredericksburg	<b>Technical Writing:</b> <i>Improving Estimates of Rangeland Carbon Sequestration Potential in the US Southwest.</i> J. Brown, J. Angerer. S.W. Salley, R. Blaisdell, and J.W. Stuth. <i>Rangeland Ecology and Management.</i> 63:147-154. 2010 <b>Popular Article:</b> <i>Drivers of Vegetation Change on Texas Rangelands.</i> <i>AgriLife Extension Publication L-5534</i> <b>Special:</b> <i>Shining light on Manure Improves Livestock and Land Management.</i> J. Walker, D. Tolleson, S. Burns, P. Benge. <i>Society for Range Management SANG-2020-0250.</i> 2010
2013	Fort Worth	<b>Technical Writing:</b> <i>Multi-paddock Grazing on Rangelands: Why the Perceptual Dichotomy Between Research Results and Ranching Experience?</i> RL Teague, F. Provenza, U. Kreuter, T. Steffens, and M. Barnes. <i>Journal of Environmental Management.</i> 128:699-717 <b>Popular Article:</b> <i>Range Plants in Ranch and Rural Living Magazine.</i> Jake Landers <b>Special:</b> <i>Guide to Texas Grasses.</i> Paul Montgomery and Robert D. Shaw 2012
2014	Alpine	<b>Technical Writing:</b> <i>Long-term Effects of Fire, Livestock Herbivory Removal and Weather Variability in Texas Semiarid Savanna.</i> C.A. Taylor, Jr., D. Tidwell, N.E. Garza, C. Rosser, J.K. Hoffman, and T.D. Brooks. <i>Rangeland Ecology and Management.</i> 65:21-30. 2012 <b>Popular Article:</b> <i>Grazing, Hunting and Endangered Species Management are Compatible Practices: Diversifying Income Through a Multi-species Approach.</i> 2014 <b>Special:</b> <i>Beef, Brush and Bobwhite Quail Mangement in Cattle Country.</i> Fidel Hernandez and Fred Guthery. 2014.

2015	Wichita Falls	Technical Writing: <i>Honey Mesquite (Prosopis glandulosa) Seedling Responses to Seasonal Timing of Fire and Fireline Intensity</i> . R. James Ansley, Betty A Kramp, and David L. Jones. <i>Rangeland Ecology and Management</i> 68:194-203. 2015
		Popular Article: <i>Range Plants of North Central Texas</i> . Ricky J. Linex. 2014 Special: <i>Living with Texas Fire</i> . Youtube video series. Morgan Russell and Megan Clayton. 2014
2016	Uvalde	Technical Writing: <i>Season of Fire Manipulates Bud Bank Dynamics in Northern Mixed Grass Prairie</i> . M.L. Russell, L.T. Vermeire, A.C. Ganguli, and J.R. Hendrickson. <i>Plant Ecology</i> 216:835-846. 2016 Popular Article: <i>Legal Barriers to Prescribed Burning</i> . M. Russell, C.L. Wonkka, W.E. Rogers, and U.P. Kreuter. Texas AgriLife Extension Publication ERM-022. 2016 Special: <i>Reseeding Natives in South Texas</i> . M.K. Clayton, F.S. Smith, K.A. Pawelek, and A.D. Falk. Texas AgriLife Extension Publication ERM 003-008. 2014
2017	San Angelo	
2018	Lubbock	Popular category: 1st Wester, D.B., F.C. Bryant, A.D. Tjelmeland, J.L. Grace, S.L. Mitchell, J.T. Edwards, F. Hernández, R.K. Lyons, M.K. Clayton, S. Rideout-Hanzak, R.V. Machen and J. Alfonso Ortega-S. 2018. Tanglehead in southern Texas: A native grass with an invasive behavior. <i>Rangelands</i> April 2018. Technical Category 1st Berg, M. F. Marcantonio, M. Allison, J. McAlister, B. Wilcox & W. Fox. 2016. Contrasting watershed-scale trends in runoff and sediment yield complicate rangeland water resources planning. <i>Hydrology and Earth Systems Sciences</i> . June 2016 Special Category 1st George Clendenin. 2016. <i>Common Rangeland Plants of West Central Texas</i> . TAMU Press.
2019	Kerrville	Popular Category: 1st Wayland, T., L. West, J. Mata, and B. Turner. 2018. Why are proposed public lands transfer a source of extreme conflict and resistance? <i>Rangelands</i> 2018. Technical Category 1st Wayland, T., L. West, J. Mata, and B. Turner. 2018. Why are proposed public lands transfer a source of extreme conflict and resistance? <i>Rangelands</i> 2018. Special 1st Raul Valdez and J. Alfonso Ortega-S. <i>Wildlife Ecology and Management in Mexico</i> . Texas A&M University press.
2020	Virtual	Popular category: 1st Keith Pawelek. Land disturbance problem or opportunity? 2019. <i>Texas Wildlife</i> Technical Category 1st Fulbright, T. E., Kline, H. N., Wester, D. B., Grahmann, E. D., Hernández, F., Brennan, L. A., & Hehman, M. W. (2019). Non-native grasses reduce scaled quail habitat. <i>The Journal of Wildlife Management</i> , 83(7), 1581-1591. Special 1st Morgan Treadwell and Tim Steffens. 2019 Sotcking rates Poster. Texas A&M Agrilife Extension

## Outstanding College Students

Year	Meeting Location	Recipient
2003	Wichita Falls	<b>Angelo State University:</b> Kevin Corzine, Shannon Morris <b>Texas Tech University:</b> Brian Essex, Cody Palmer, Angela Reid <b>Abilene Christian:</b> Samantha Valdez <b>Sul Ross State University:</b> Dustin Barrett <b>Texas A&amp;M University:</b> Natalie Gail Wolff, Melissa Renee Baumann <b>Texas A&amp;M University-Kingsville:</b> Alfonso Ortega-Sanchez
2004	Kerrville	<b>Angelo State University:</b> Cory Owens (Sr), Cole Jacoby (Jr) <b>Texas Tech University:</b> Robin Morris (Jr), Angela Reid (Sr) and Cody Palmer (Sr) <b>Sul Ross State University:</b> Will Hatler (Sr), Curtis Shell (Jr) <b>Texas A&amp;M University:</b> Joanna Bowen (Sr), Natalie Gail Wolff (Jr) <b>Texas A&amp;M University-Kingsville:</b> Alfonso Ortega-Sanchez (Sr), Reagan Gage (Jr) <b>Texas State University:</b> Eros Bertoni (Sr), Jacob Eickstead (Jr)
2005	South Padre Island	<b>Texas Tech University:</b> Angela Reid, Cody Palmer, and Tyler Hawkins <b>Sul Ross State University:</b> Lance Roland, Curtis Shell <b>Texas A&amp;M University:</b> Kimberly Haile, Rixey Jenkins <b>Texas A&amp;M University-Kingsville:</b> Jose de la Luz Martinez
2006	Del Rio	<b>Angelo State University:</b> two students <b>Texas A&amp;M University:</b> Kimberly Haile, Rixey Jenkins <b>Texas Tech University:</b> Robin Morris (Jr), Angela Reid (Sr)
2007	Lubbock	<b>Angelo State University:</b> Kegan Crouch, Tiffany Barr <b>Sul Ross State University:</b> Catherine Brown, Aaron Roberts <b>Tarleton State University:</b> Melody Minkley <b>Texas A&amp;M University:</b> Kimberly Haile, Kelly Haile <b>Texas Tech University:</b> Tyler Hawkins, Joshua Britt
2008	Nacogdoches	<b>Angelo State University:</b> James Jackson (Jr), Jess Anderson (Sr) <b>Texas A&amp;M University:</b> Kelly Haile (Jr), Steven Goertz (Sr)
2009	Beaumont	<b>Angelo State University:</b> Allison Lux, Josh McGinty <b>Texas A&amp;M University-Kingsville:</b> Carlos E Gonzales-Gonzalez <b>Texas Tech University:</b> Patience Knight, Chase Taylor
2010	Odessa	<b>Angelo State University:</b> Zach Borroum , Jake Halfmann <b>Texas Tech University:</b> Joshua Britt, Jimmy Wilcox <b>Sul Ross State University:</b> Chris Jackson, William Greenwood <b>Texas A&amp;M University:</b> Bradley Dietert, Laura Stapper <b>Texas A&amp;M University-Kingsville:</b> Jorge Molina
2011	San Angelo	<b>Angelo State University:</b> Ryan Bauman, Reagan Noland <b>Texas Tech University:</b> Jon Spiess, Kaitlin Hunger <b>Sul Ross State University:</b> Joseph Van Noy <b>Texas A&amp;M University:</b> Brian Tarbox, Caitlin Connell <b>Texas A&amp;M University-Kingsville:</b> Jorge Molina, Travis Muckleroy <b>University:</b> Caitlyn Cooper
2012	Fredericksburg	<b>Angelo State University:</b> Sam Rawlings, Matt Dodds <b>Texas Tech University:</b> Clifton Virgil, Dallas Drazan <b>Sul Ross State University:</b> Daniel Tidwell <b>Texas A&amp;M University:</b> Laura Strapper, Kelsey Davis <b>Texas A&amp;M University-Kingsville:</b> Megan Lesak <b>Southwest Texas Junior College:</b> Luke Stone
2013	Fort Worth	<b>Angelo State University:</b> Rode Mills, Kiel Sieckman <b>Texas Tech University:</b> Tanner Jerre, Neil Estes <b>Sul Ross State University:</b> Jose Etchart <b>Texas A&amp;M University:</b> Kaitlin O'Brien, Linda Stapper <b>Texas A&amp;M University-Kingsville:</b> Breanne Carr <b>Tarleton State University:</b> Tiana Blackmon
2014	Alpine	<b>Angelo State University:</b> Kye Burris, Chris Miller  <b>Sul Ross State University:</b> Kiddo Campbell, Cameron Goebel <b>Texas A&amp;M University:</b> Kaitlin O'Brien, Linda Stapper <b>Texas A&amp;M University-Kingsville:</b> Anthony Jackson <b>Texas A&amp;M University-San Antonio:</b> Natalie Thunderbolt, Kalin Skinner

