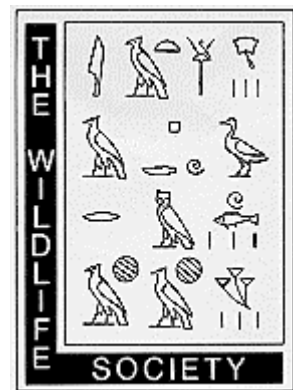


# **OPERATIONS MANUAL**

## **MISSOURI CHAPTER THE WILDLIFE SOCIETY**



Last Updated: August 2, 2005

## **PREFACE**

### **PURPOSE AND USE**

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

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

### **DESCRIPTION OF MANUAL**

This manual is organized into major categories called “parts.” Each part is subdivided by descriptive titles, coded by a decimal system, and identified by separators.

### **INSTRUCTIONS FOR EDITING AND AMENDING**

*Transfer.* The Preface contains a “Manual Transfer Reporting Form.” This form should be completed and copied by the receiver of the manual, and the copy should be submitted promptly to the Chapter Secretary.

*Amendments.* Additions, replacements, or lists of minor changes will be sent, as they are made, to the manual holder shown in the Secretary’s records. Each amendment will be numbered, and carry coding identification to aid in proper placement in the Manual, (e.g., 1/8/94).

Each manual holder will be responsible for inserting amendments when received from the Secretary. Full-page replacements will be provided by the Secretary with corrections notes (as “REVISED”), and dated in the left margin of the new page.

As you use this manual, you will note ways to improve it. Please submit your suggestions to the Secretary of the Chapter.

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## 1.0 POSITION DESCRIPTIONS AND DUTIES OF THE EXECUTIVE BOARD

### 1.1 President

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

#### Basic Duties by Month

January (first official duties):

- Assume Presidency.
- Assume responsibility for Society and Chapter Operations Manuals from the retiring President.
- Appoint (if necessary) standing and ad hoc committee chairs, and assign them objectives for the year.
- Present budget to Executive Board for approval

March:

- Preside at Executive Board meeting.
- Consult with Chapter representatives on the Arrangements and Program committees for the MNRC on upcoming deadlines.
- Remind Secretary to check (or have someone check) mail at the P.O. Box.
- Remind Secretary that all official actions are reported to TWS Field Director, NCS Representative, and NCS President.

April:

- Begin assembling items for spring newsletter (committee reports, the Annual Business Meeting minutes, etc.).

June:

- Preside at Executive Board meeting with committee chairs present (annual summer meeting).
- President-Elect should have newsletter mailed by June 1<sup>st</sup>.
- Check with Arrangements and Program Committee representatives on progress for the MNRC (program planning, call-for-papers, etc.). Request report for next Executive Board meeting.

August:

- Check progress on all standing and ad hoc committee annual objectives.
- Attend Steering Committee meeting for MNRC.

September:

- Ask Nominating and Elections Committee to prepare a slate of officers and bibliographies for each by November 30<sup>th</sup>.
- Ask for all award nominees to be submitted to Executive Board by November 30<sup>th</sup>.

October:

- Preside at Executive Board meeting.
- Invite NCS and TWS officers to MNRC.
- Ensure committee reports are provided to newsletter editor for December issue.

November:

- Ensure that the Nominating and Elections Committee provides slate of officers with bibliographies and ballots for December newsletter.
- Continue to monitor MNRC arrangements and program progress.

December:

- Preside at Executive Board meeting.
- Review and approve all candidate and award nominations with Executive Board.

January (last official duties):

- Preside at January Executive Board meeting.
- Preside at the Annual Business Meeting.
- Instruct Treasurer to mail tax report and exempt forms to TWS field Director.
- Check last minute arrangements of MNRC.
- Install new Chapter officers.
- Extend “Thanks” to all officers and committee chairs by letter.
- Provide new President with a list of all standing and ad hoc committee chairs and members, and short descriptions of their activities, if necessary.

## **1.2 President-Elect**

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

The President-Elect’s major responsibility is to assist and fill in for the President on a variety of assigned tasks. The President-Elect shall produce and distribute the Chapter newsletter. The President-Elect shall also develop the annual budget with input from the Executive Board, and present that budget for approval upon assuming the office of President.

## Basic Duties by Month

January (first official duties):

- Attend January Executive Board meeting of outgoing Board.
- Assume duties when installed as officer at the Annual Business Meeting.

Throughout Year:

- Aid President in out-going correspondence and public statements as they arise.
- Serve on any committee of the MNRC as directed by the President.
- Serve as President in case of current President's absence.

May:

- Produce and mail spring newsletter.

November-early December:

- Produce and mail fall newsletter.
- Develop new annual budget.

January (last official duties):

- Assume duties of President when installed as new officer.
- Present annual budget for Executive Board at the Annual Business Meeting.

### **1.3 Past President**

The Past President is a member in good standing of The Wildlife Society who had been duly elected as an officer of the Missouri Chapter. The immediate Past President is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. Primary duties of the Past President are to assist and advise the President in all matters concerning the Chapter, and to conduct other duties as assigned by the President.

At the discretion of the President, the Past President may oversee several committees to see that they function properly.

### **1.4 Secretary**

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

- Keep minutes of all Executive Board meetings and the Annual Business Meeting.
- Prepare and distribute copies of all meeting minutes to the following:
  1. All Chapter Executive Board members
  2. North Central Section Representative
  3. North Central Section President

4. TWS Field Director
- Provide the President-Elect with the Annual Business Meeting minutes so it may be included in the newsletter(s).
  - Coordinate with the Treasurer in maintenance of Chapter membership list.
  - Make Chapter Operations Manual revisions.
  - Check regularly for mail at TWS P.O. Box, Columbia, MO.
  - Update Postal Card "PS Form 3801," witnessing authorized signatures for accepting postal deliveries.
  - Maintain file copies of all Chapter correspondence.

#### Basic Duties by Month

##### January-March:

- Sort files, remove outdated correspondence, receipts, etc., and maintain Chapter files.
- Update and distribute the current list of Chapter officers and committee chairs and committee members to each member on the list. The list should include names, addresses, telephone numbers, and e-mail addresses.
- Within ten days after election of new officers, send names and addresses of these to TWS Field Director, NCS Representative, and NCS President.
- Update Chapter website, NWF site, etc.

##### January (last official duties):

- Submit Manual Transfer Reporting forms to TWS.
- At the Annual Business Meeting, read minutes of the previous meeting.
- Transfer materials, master copy of Chapter Operations Manual, P.O. Box keys, and suggestions to the incoming Secretary.

#### Duties at MNRC

- During years when Chapter has lead for MNRC, coordinate registration activities and be responsible for Chapter dues and money collected at the convergence and conference.
- Open the registration table prior to the opening papers at the MNRC.
- Provide Society brochures, Chapter Bylaws, various Society application forms and publications as handout materials.
- Ensure that the Chapter's three-panel display board is erected at the registration table.
- Coordinate money from any raffle for fund-raising for the Graduate Fellowship Account, or for any Special Project Accounts.

### **1.5 Treasurer**

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

## Basic Duties by Month

January (first official duties):

- Receive bank statements, files, and Chapter Operations Manual from retiring Treasurer.
- Notify bank of change in officers. Obtain new President's signature for bank account shortly after the Annual Business Meeting.
- Maintain Chapter membership list and provide it to committees for their use.

February-December:

- Handle Chapter's general checking account and Special Projects' accounts.
- Check balances in the Graduate Fellowship Escrow and Income account via the Education Committee Chair.
- Make deposits and draft payments as required (e.g., stamps for secretary, printing costs, mail box rental, etc.)
- Keep tax exemption certificate, presenting certificate or copy to all businesses with which the Chapter does business.

January:

- Prepare tax report and exempt form, and mail to TWS Field Director.

January (last official duties):

- Coordinate cash box, banquet tickets, name tags, membership dues collection, and change for the registration table (\$100 in one-dollar bills).
- Present Treasurer's report at the Annual Business Meeting.
- Distribute materials, including Chapter Operations Manual, to new Treasurer.

## **1.6 Board Member**

The Board Member is a member in good standing of The Wildlife Society who has been duly elected as an officer of the Missouri Chapter. The Board Member is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. The Board Member should keep current on all legislation that affects TWS policy. Duties include assisting the Secretary at the MNRC with membership sales, raffle items, and the display board.

## **2.0 POSITION DESCRIPTION AND DUTIES OF CHAPTER COMMITTEES**

### **2.1 Nominating and Elections Committee**

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

## **2.11 Nominations:**

### Basic Duties by Month

September:

- Begin search for willing and interested candidates.

October:

- Prepare a slate of two candidates for each elected, expiring positions: President-Elect, Secretary, Treasurer, and Board Member.
- Obtain an updated membership list from the Secretary or Membership Committee Chair to ensure that all nominees must be current voting members.
- Obtain approval from the nominees to be placed on the ballot.
- Provide a bibliography on each nominee for inclusion in the December newsletter.

The following outline should be followed for the bibliographies:

1. Personal data – birth place, birth date, marriage status, children
2. Education
3. Employment history
4. The Wildlife Society activities
5. Other professional affiliations

November:

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

December:

- Submit the nominated slate to the membership (via the December newsletter; or, at least, thirty days prior to the Annual Business Meeting).

## **2.12 Balloting:**

- All Chapter members receive a ballot via the December newsletter.
- Ballots are to be returned to the Missouri Chapter's permanent mailing address (P.O. Box 743, Columbia, MO, 65201), or directly to the chair.
- Written ballots are counted by the committee. The President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office.
- The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously.
- In the event of a tie vote, an uneven number of members of the Executive Board shall cast a secret deciding ballot.

## 2.2 Resolutions and Public Statements Committee

The Resolutions and Public Statements Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The committee is responsible to the Executive Board for the review and submission of Resolutions, Public Statements and Positions Statements.

The committee chair shall retain and file appropriate correspondence regarding Resolutions and Position Statements up until the time of passage.

The committee chair shall present a written summary of the committee's activities to the membership at the Annual Business Meeting.

Other duties are as follows:

- The committee shall receive proposed Resolutions and Public Statements from two or more members at any time, and submit and recommend action on such items to the Executive Board. Resolutions (follow Bylaws Article VII, Section 5) will be consecutively numbered with the last two numbers of the year preceding (i.e., Resolution 83-1, 83-2, etc.) Resolutions formats, at a minimum, must include the following:
  1. The title preceded by the respective number
  2. Several statements of facts preceded by the introductory phrase "whereas,"
  3. One or more conclusion statements preceded by the introductory phrase "therefore let it be resolved,"
  4. Followed by a statement such as "approved by the Missouri Chapter of the Wildlife Society, January 8, 1983, Jefferson City, Missouri"
- Formats for Public Statements should include the following as a minimum:
  1. The title followed by "A Public Statement by the Missouri Chapter of the Wildlife Society"
  2. An introduction including a statement explaining the role, function, numbers, and varied professional background of the membership
  3. A segment explaining the background relating to the specific topic
  4. Supportive or current biological evidence
  5. A summary on the Chapter's recommendations to correct, resolve, or support the adopted statement
- Position Statements can be voted upon by the Board. Or, if time is available, offered for a vote by the general membership. Should the Board issue the Position Statement, they shall send copies of the Statement to the membership within 15 days. The minimum format to be used in Position Statements is as follows:

1. The Title shall be:

**“POSITION STATEMENT ON (*specific topic*)**

**By**

**The Missouri Chapter of the Wildlife Society”**

2. The “INTRODUCTION” is the heart of the Statement and shall contain a history of the particular subject, well-documented biological and technical statements concerning the impacts upon the environment by the subject action or potential impacts on the subject by proposed actions. The “INTRODUCTION” shall provide sufficient, impartial scientific background to support the “SUMMARY AND CONCLUSIONS.”
3. The “SUMMARY AND CONCLUSIONS” shall be clear, concise statements which can be itemized, if needed; leading the reader to the position being taken by the Chapter.
4. Position Statements shall end with a precise “THEREFORE” statement, giving the Chapter’s position. A “FURTHERMORE” statement, indicating any advocacy of the Chapter on the subject, should follow the “THEREFORE” statement.
5. Literature citations, listed in the body of the statement and in the “LITERATURE CITED” SECTION, shall be in accordance with the CBE Manual, 4<sup>th</sup> Edition in the latest issue of the Journal of Wildlife Management.

### **2.3 Professional Development Committee**

The Professional Development Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The committee’s primary functions are to:

- 1) Serve as liaison with the Chapter, Section, and National Professional Development Committees, and the parent society Certification Committee. The Committee will:
  - a) Advise the Chapter members on all aspects of TWS certification program.
  - b) Advise Chapter members on all aspects of TWS professional development program.
  - c) Develop and implement promotional strategies for both the Certification and Professional Development programs.
  - d) Ensure professional development contact hours are established for workshop and other technical meetings held in Missouri.
- 2) Serve as a member of the MNRC workshop committee. The Committee will propose and coordinate all aspects of an annual continuing education workshop at MNRC each year.

3) Administer the Professional Development Travel Grant. Each year, the Executive Board will authorize a travel grant budget amount to be awarded by the committee in support of a Professional Development need for an individual (member or members) or group (student chapter or chapters). The amount budgeted shall be contingent upon Executive Board travel needs having been first met, and shall be no more than \$1,000 annually.

In addition to these specific charges, the committee should, in June of each year, report progress and identify specific tasks to meet committee the charge to Chapter Executive Board.

## **2.4 Audit Committee**

The Audit Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. Any voting member of the Chapter may chair or serve on this committee with the exception of the incoming, outgoing, or active Treasurer. The committee shall perform the audit prior to the Annual Business Meeting; allowing sufficient time to complete the audit and prepare a report for the December Executive Board Meeting.

## **2.5 Ad Hoc Committees**

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

## **2.6 Membership Committee**

The Membership Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. This committee's primary function is to encourage all qualified persons residing within Missouri to become members of The Wildlife Society, North Central Section, and Missouri Chapter. Professionals should be recruited through attempts to involve them in Chapter functions (e.g., meetings, special projects, certification or professional education). Each potential member shall be provided with information concerning TWS, the policies of TWS, and a current application form. This committee chair also coordinates the Honorary Membership Award (see Section 2.94).

## **2.7 Education Committee**

The Education Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The committee's primary functions are to:

1. Provide information to high school and undergraduate students in Missouri on education and career opportunities in wildlife.

2. Select an outstanding graduate student at the University of Missouri – Columbia to receive the Chapter’s Graduate Fellowship Award.
3. The committee revises the pamphlet, “Education Opportunities in Fish and Wildlife,” which is distributed by the Missouri Department of Conservation.

Graduate Fellowship Award:

- The Education Committee is responsible for the selection and recommendation of a recipient for the Graduate Fellowship Award.
- The criteria and selection process for the award are found in Section 2.95.

## **2.8 Awards Chairs**

There are six awards presented by the Missouri Chapter: (1) E. Sydney Stephens Professional Wildlife Award, (2) G. Andy Runge Wildlife Award, (3) Farmer/Wildlife Award, (4) Honorary Memberships, (5) Graduate Fellowship, and (6) James D. Chambers Memorial Scholarship.

The Awards Committees are standing committees of the Missouri Chapter of The Wildlife Society. The committee chairs are selected by the Chapter President with advisement from the Executive Board. Awards Committee Chairs for the E. Sydney Stephens Professional Wildlife Award and the James D. Chambers Memorial Scholarship are appointed annually by the President.

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

### **2.81 E. Sydney Stephens Professional Wildlife Award (The Missouri Chapter Award for the Professional of the Year)**

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

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

Purpose of the Award:

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

wildlife conservation

Procedure for Award:

- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominees must be voting members of the Missouri Chapter of The Wildlife Society who develop, apply, administer, or complete an especially significant program of management, education, research, or communication that results in an outstanding contribution to wildlife resources in Missouri.
- The committee selects the top two or three nominees and submits their names, in order of priority, to the Executive Board by November 30th.
- The final selection is made by the Executive Board.
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specifications.
- The committee chair (or an appropriate Chapter member) presents the award at the MNRC Banquet (making every effort to insure that the recipient and spouse will be present).

## **2.82 G. Andy Runge Wildlife Award**

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

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

Purpose of Award:

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

Procedure for Award:

- The committee consists of a chair and not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominees shall be individuals, groups, or organizations whose actions, decisions, or programs positively and significantly impact wildlife conservation in Missouri. Consideration is given to far-reaching impacts or contributions that go above and beyond the needs of the moment. The award will recognize original thinking, innovation, and creativity in solving a problem with wildlife conservation implications.
- The committee selects the top two or three nominees and submits their names, in priority order, to the Executive Board by November 30th.
- The final selection is made by the Executive Board
- Upon approval of the Executive Board, the President shall have the award plaque prepared according to specification.
- The chair (or an appropriate Chapter member) presents the award at the MNRC Banquet, making every effort to insure that the recipient and spouse will be present.

### **2.83 Farmer/Wildlife Award**

The Farmer/Wildlife Award is presented to a farmer(s) who gives the majority of his/her time to the management of a farming operation and who has made an outstanding contribution to wildlife management conservation in Missouri. The award consists of an 8" x 10" wooden plaque with the inscription:

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

and the presentation statement on Missouri Chapter letterhead, signed by the current Chapter President.

### **2.84 Honorary Membership**

Purpose of Award:

Honorary Memberships recognize continuous outstanding service to any area(s) of concern to the Chapter. Any member of the Chapter who has made continuing,

valuable contributions to the wildlife profession over a long period of time is eligible for nomination.

#### Procedure for Award:

Any Chapter member may submit a nomination for Honorary Membership to the Membership Committee for consideration. Each nomination should include the following minimum information:

1. Full name, present position, current address, and telephone number of the nominee
2. Names, addresses, and telephone numbers of the nominator and endorsers
3. Clear and concise statement justifying the nomination, including the specific nature, time, and place of the outstanding services and accomplishments
4. Signature of the nominator
5. Signed statements of endorsement from at least three Chapter members

Nominations must be received by November 30th.

#### Committee Duties:

All nominations for Honorary Membership are to be reviewed, evaluated, and ranked by the Membership Committee according to the brief, but specific, statement justifying the nomination. The committee annually submits the names of Honorary Member nominees to the President by November 30th. If the President and Executive Board concur in the nomination, the matter will be brought before the Chapter via mail ballot (in December) prior to the next Annual Business Meeting.

#### Presentation of Certificate:

The President shall present a Certificate of Honorary Membership to the recipient during the Annual Business Meeting.

### **2.85 Graduate Fellowship**

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

1. To further professional educational opportunities for students interested in obtaining graduate degrees in wildlife management in Missouri.
2. To promote student involvement in the Missouri Chapter of The Wildlife

Society, and to enhance student/Chapter relationships.

The Education Committee annually selects the recipient of this monetary award by reviewing the applicants' resumes, research study proposals, and their academic performance. Selection criteria are:

1. Enrollment in the Fisheries and Wildlife graduate program at the University of Missouri – Columbia
2. Proposed research must pertain to wildlife biology and management in Missouri
3. Member of The Wildlife Society
4. Evidence of outstanding academic performance in graduate school

An annual announcement of the current year program will be prepared by this committee.

Committee Duties by Month:

January:

- President of the Chapter selects Chair for the Education Committee.

April:

- Committee reviews program and selection criteria.

June:

- Announce Graduate Fellowship program in spring newsletter.

July:

- Develop and print fliers or leaflets regarding the program.

September:

- Distribute the fliers and publicize the program at the University's first fall faculty meeting.

October:

- October 15<sup>th</sup> is the deadline for accepting applications.

November:

- Committee makes selection and submits it to Executive Board for approval by November 30th.

January:

- Chair notifies the following by letter:

1. University's Wildlife Graduate Program Coordinator
2. University's Alumni Office

3. University's Financial Aid Office
4. Recipient with an invitation to attend the Annual Business Meeting or Banquet to be recognized
5. Letter(s) to unsuccessful applicant(s) thanking them for their time and interest

- Recognize the recipient at the Annual Business Meeting.

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

### **2.86 James D. Chambers Memorial Scholarship**

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

1. An essay (two pages or less) outlining the student's research or special project involvement, and describing how their work will or has benefited natural resource conservation
2. A resume
3. Two letters of recommendation from natural resource professionals

## **3.0 OPERATIONS GUIDELINES**

### **3.1 Special Meetings**

The Missouri Chapter may choose to host or sponsor special meetings being held within the state. Sponsorship (funding support) requires a vote of the Executive Board.

Participation of the Chapter as an exhibitor may be important at education conferences. The President will appoint a member to chair an Ad Hoc Committee to handle activities.

### **3.2 Contribution Policy**

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

provide that contributions to the Missouri Chapter of The Wildlife Society, Inc. are deductible for federal income tax purposes.

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

### **3.3 Amendments to the Operations Manual**

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

### **3.4 Mailing Address / P.O. Box Rental**

The Missouri Chapter of TWS  
P.O. Box 743  
Columbia, Missouri 65202

The Chapter owns two keys to P.O. Box 743. The annual rental fee is paid by the Treasurer.

### **3.5 Missouri Natural Resources Conference (MNRC)**

#### **A. Definition**

The Missouri Natural Resources Conference (MNRC) is an annual meeting organized by the Missouri Chapter of the American Fisheries Society, The Missouri Society of American Foresters, the Missouri Chapter of The Wildlife Society, and the Soil and Water Conservation Society on behalf of conference sponsors. Conference sponsors include the four professional societies, the Missouri Department of Conservation, the University of Missouri’s School of Natural Resources, the Missouri Cooperative Fish and Wildlife Research Unit, the U.S. Fish and Wildlife Service, and the U.S. Forest Service. The Purpose of the meeting is to promote wise management of Missouri’s renewable natural resources by fostering exchange of information, and by promoting cooperation among resource management professionals in Missouri.

#### **B. Organization**

The responsibility for managing the Conference is shared among the sponsoring societies and agencies. The four sponsoring societies have primary responsibility for organizing the Conference, and share this responsibility by rotating leadership on a four-year cycle (i.e., the American Fisheries Society chapter serves as host, or leads

the Conference organization, in the first year of the cycle; The Wildlife Society chapter hosts in the second year; The Society of American Foresters chapter hosts in the third year; and the Soil and Water Conservation Society chapter hosts in the fourth year. The other sponsoring agencies support special needs of the Conference, such as assistance in mailing, printing, and other tasks. Any other society or agency approved by the Steering Committee may be listed as a Conference sponsor, as well as provide assistance.

Decision making and planning responsibilities are assigned hierarchically to a Steering Committee which oversees the activities of an Arrangements Committee, a Program Committee, and a Treasurer. The Arrangements Committee oversees the activities of an Exhibitors and Sponsors Subcommittee, a Visual Aids and Equipment Subcommittee, and a Social Subcommittee. The Program Committee oversees the activities of two subcommittees: Publicity and Workshops. The composition and responsibilities of the Steering Committee are described in more detail in a Conference Operations Manual (Appendix I). The responsibilities of the Arrangements Committee, the Program Committee, and their subcommittees, as well as the Treasurer, are described further in the Conference Operations Manual.

#### C. Time and Place

The Conference is held every year on the Wednesday, Thursday, and Friday of the third or fourth week in January, unless determined otherwise by the Steering Committee. The meeting is held at a central location, selected by the Steering Committee, that is large enough to provide lodging and meeting rooms sufficient for a gathering of 400-800 people.

#### D. Memorandum of Understanding

On May 6, 1988, the Presidents of the three founding societies agreed to a Memorandum of Understanding as a commitment by their respective societies to cooperate in organizing and sponsoring the Conference.

**BYLAWS  
of the  
MISSOURI CHAPTER OF THE WILDLIFE SOCIETY**

**ARTICLE I – NAME, AREA, AND AFFILIATION**

- Section 1.**     **Name** - The name of this organization shall be the Missouri Chapter of the Wildlife Society.
- Section 2.**     **Area** - This Chapter shall have as its area of organization, the State of Missouri.
- Section 3.**     **Criteria for affiliation** - The Chapter shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc. (hereinafter, referred to as the Society).

**ARTICLE II – OBJECTIVES**

- Section 1.**     **Objectives** - Consistent with the objectives of the Society, the Chapter objectives are to focus attention on professional wildlife needs, problems, and events of concern within the area of organization.
- Section 2.**     **Implementation** - To aid in the achievement of these objectives, this Chapter proposes to:
- a. Provide opportunities for better liaison among individual members, their section, and the Society.
  - b. Evaluate the principles involved in proposed or enacted societal actions that could affect wildlife.
  - c. Recognize and commend outstanding achievement in the wildlife environment.
  - d. Focus the aims and objectives of the Society and the North Central Section upon professional wildlife needs, problems, and events on the local scene.
  - e. Encourage communication between members and non-members to create climates under which the resource management arts will be used effectively.
  - f. Encourage and support the growth and development of future wildlife professionals through student chapter outreach and involvement.

**ARTICLE III – CHAPTER YEAR**

- Section 1.**     **Duration** - The voting fiscal year shall begin January 1st, and the operating year immediately following the Annual Business Meeting.

## ARTICLE IV – MEMBERSHIP

- Section 1. Voting Membership** – Voting membership in the Missouri Chapter shall be available to any member of The Wildlife Society who resides within the boundaries of the Chapter as defined in Article 1, Section 2. Only voting members may hold elective offices in the Chapter, vote on matters affecting the Society, and represent the Chapter or Section on Society business.
- Section 2. Affiliate Membership** – Affiliate membership in the Missouri Chapter shall be available to any person who, although not a member of The Wildlife Society, has an interest in the objectives and activities of the Chapter, and is approved by the Membership Committee. An affiliate member shall be entitled to all rights, privileges, and responsibilities of voting members, except as otherwise provided in Article IV, Section 1.
- Section 3. Dues** – Annual dues, the amount to be determined at each annual meeting, shall payable by each member to the Treasurer no later than January 1st. Members who have not paid The Wildlife Society dues shall lose their voting membership status in the Missouri Chapter. Annual Chapter dues may also be paid to the Society’s headquarters along with Section and Society dues, and, subsequently, will be remitted to the Chapter.
- Section 4. Resignation** – Members may resign at any time by giving notice to the Chapter’s Secretary.
- Section 5. Reinstatement** – Persons who are dropped from the rolls in this Chapter for non-payment of dues may be reinstated into the membership in this Chapter upon reapplication and payment of appropriate dues.
- Section 6. Charter Member** – Voting and affiliate members in good standing on the membership rolls as of February 2, 1962, shall be considered Charter Members.
- Section 7. Honorary Member** – Honorary Members of the Missouri Chapter shall be persons who, by a majority vote of all members present at the Annual Business Meeting, have been so recognized for distinguished service or outstanding achievement. Honorary Members have the same rights and privileges as voting and affiliate members, but they need not pay Chapter dues.

## ARTICLE V – ELECTION AND OFFICERS

- Section 1. Nominating and Elections Committee** – The three-member Nominating and Elections Committee selected by the Executive Board (See Article VII, Section 1) of the Missouri Chapter shall prepare a slate of two candidates for each of the elective, expiring positions, namely: President-Elect annually; Secretary, Treasurer, and one additional Executive Board member from the membership of the Chapter biennially, with the Secretary beginning the 1999-year term, and the Treasurer and elected Board Member beginning the 2000-year term.

- Clause A - All nominees must be voting members (Article IV, Section 1).
- Clause B - Prior approval shall be obtained from said candidates.
- Clause C - Said nominations slate shall be submitted to the membership at least thirty days prior to the Annual Business Meeting.
- Clause D - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of six members if submitted to the President before December 1st, immediately preceding the Annual Business Meeting.
- Clause E - A member may be elected for no more than two consecutive terms in the same elective position.

**Section 2. Balloting** – Balloting shall occur by written ballots or ballots in electronic form (either email or Internet balloting). Ballots shall be received from the members by the Secretary, and shall be counted by the Nominating and Election Committee. For balloting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office by the membership.

- Clause A - Members in arrears shall forfeit their rights to vote during the period of their delinquency.
- Clause B - An absentee ballot may be submitted to the Secretary by a member prior to the scheduled time for counting ballots.
- Clause C - The candidate receiving the greatest number of votes on the ballot shall be declared elected. No one may hold two elective positions simultaneously.

**Section 3. Officers** – Officers of the Missouri Chapter shall consist of a President, President-Elect (who shall serve as Vice President), Secretary, and Treasurer. The duties are:

- Clause A - President: The President shall have general supervision of the Chapter officers, shall appoint, with the advice of the Executive Board, chairs of all regular and special committees, shall preside as chair at all meetings of the Executive Board, and shall be *ex officio*, a member of all committees except the Nominating and Elections Committee. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings.
- Clause B - President-Elect (Vice President): The President-Elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.
- Clause C - Secretary: The Secretary shall be responsible for the files and records of the Chapter. Duties also shall include the recording of

the minutes of all meetings, the maintenance of membership rolls, correspondence, and the issuance of meeting notices.

Clause D - Treasurer: The Treasurer shall be responsible for the funds of the Chapter, and shall submit complete financial reports to the last meeting of the person's term of office. Duties shall also include the receipt and disbursement of funds.

Clause E - Executive Board: The above named officers, with the Past-President, the duly elected Board member shall act as the governing body for the Chapter. The President of each official student chapter in Missouri shall be an *ex officio*, non-voting member of the Executive Board.

**Section 4. Term Office** – The Officers and the elected Board Member must be members of the Society, serve for approximately two years, be installed and take office immediately following the Annual Business Meeting subsequent to their elected positions, and, unless re-elected, terminate their duties at the conclusion of their term at the next Annual Business Meeting.

**Section 5. Vacancies** – If the office of the President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive board, although an appointed President-Elect shall serve only until the next scheduled Chapter election where the membership shall elect the next President. All appointees must be voting members of the Chapter and The Wildlife Society.

## ARTICLE VI – MEETINGS

**Section 1. Regular Meetings** – Regular membership meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A - Annual Meeting: The regular meeting in winter shall be known as the Annual Business Meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Clause B - Meeting Notice: The members must be notified at least one month prior to the Annual Business Meeting, and at least ten days prior to regular and special meetings.

Clause C - Quorum: The quorum for the meetings of the Chapter shall be over fifty percent of the membership or ten members in good standing, whichever is less; and for the Executive Board meetings shall be four members of the Board.

Clause D - Meeting Rules: The rules contained in the latest revision of Robert Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or special rules of the Chapter and the Society.

Clause E - Bylaws: The bylaws of this organization shall be available for

inspection during every meeting.

**Section 2. Special Meetings** – Special Meetings may be called by the Executive Board at any time, provided due notice (See Article VI, Section 1B) and the purpose of the call is given.

Clause A - Only those items listed in the call for a special meeting shall be acted upon at the special meeting.

Clause B - All clauses under Section 1 of this Article (except Clause A) apply as well to special meetings.

## ARTICLE VII – MANAGEMENT AND FINANCE

**Section 1. Executive Board** – The Missouri Chapter shall be governed by an Executive Board comprised of its officers, the immediate Past-President, one member of the Chapter duly elected to the Board. The President of each official student chapter in Missouri shall be an *ex officio*, non-voting member of the Executive Board.

Clause A - Conduct: The Executive Board shall conduct its affairs in conformance with the provisions of the Bylaws, and those of the Society. The Board is authorized to act for the Chapter between meetings of the membership. Any action of the Board may be overridden by a two-thirds vote of the voting members attending a meeting.

Clause B - Attendance: Members may attend Board meetings, but may participate therein only when asked to do so, and they may not vote at such meetings.

**Section 2. Finance** – Funds of the Missouri Chapter shall be under the supervision of the Executive Board, and shall be handled by the Treasurer. The financial records of the Missouri Chapter shall be periodically examined by the Audit Committee (see Article VIII, Section 2F).

Clause A - The Treasurer need not be bonded.

Clause B - Funds shall be derived from dues, special assessments, work projects, and contributions.

Clause C - Funds shall be placed in a federally-insured bank or savings and loan association.

**Section 3. Reports** – Within twenty days after an election or other official actions(s), the Secretary shall report such action(s) to the Executive Director of The Wildlife Society, to the Section Representative, and to the Section President. Annual financial statements and activity reports from the Treasurer shall be forwarded to these same parties. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted to the Executive Director in January of each year for federal tax reporting.

**Section 4. Files** – The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, of the North Central Section, and of the Chapter; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Chapter affairs; all committee reports; financial statements and records; and all other material designated as pertinent by the Executive Board. A “procedure for filing” shall be drafted, and kept in the Chapter file for the guidance of each succeeding Secretary. A Chapter “Operations Manual” provided by the Society will be maintained by the President of the Chapter, and a written record of transfer of this Manual to the incoming President will be maintained, and the Society will be notified of each such transfer.

**Section 5. Resolutions and Public Statements** – Two or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section E) for possible consideration by the Chapter’s Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Chapter membership. Such new items must be approved by two-thirds of the Chapter membership voting, and must be transmitted to The Wildlife Society, the North Central Section Representative, and the North Central Section President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon unanimous approval of the Executive Board. On issues where there are no previously established Chapter policies, and that demand action on a reasonably short notice, the President, or designated representative, may present a Public Statement on behalf of the Chapter provided that: (1) the concept of the statement be brought to the Executive Board’s attention and is accepted by them prior to public issuing of the statement; and (2) the statement be announced to the membership in the next newsletter after public issuing of the statement. Furthermore, the Missouri Chapter may issue statements pertaining to subjects in its locale: (a) when the content of the statement falls within the established policy of The Wildlife Society; and (b) in the absence of existing Position Statements by The Wildlife Society. The Missouri Chapter will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of the Society’s Council. All statements will follow the “Guidelines for Conservation Affairs Activities” (Appendix 4.421B of the Operations Manual), and conform to the Society’s policy regarding conservation affairs (Appendix 4.421A of the Operations Manual). The Wildlife Society, the North Central Section Representative, and the North Central Section President must receive copies of any Resolution or Public Statement within fifteen days of such action.

## **ARTICLE VIII – COMMITTEES**

**Section 1. Appointments** – The President shall consider suggestions of the Executive Board in appointing chairs of all regular standing committees [except the Nominating

and Elections Committee (See Article V, Section1)], and special committees such as Hospitality. Committee chairs shall complete their committees with the assistance of the President.

## **Section 2. Duties of Standing Committees**

- Clause A - Nominating and Elections: (See Article V, Section 1).
- Clause B - Membership: This committee shall encourage the maximum number of qualified persons residing in the area to become members of the Society and of the Chapter.
- Clause C - Missouri Natural Resources Conference (MNRC): This committee coordinates programs and arrangements of the annual MNRC meeting.
- Clause D - Resolutions and Public Statements: This committee shall receive proposed resolutions or Public Statements from members at any time and shall prepare, submit, and recommend action on such items to the Executive Board in accordance with Article VII, Section 5.
- Clause E - Audit: This committee shall consist of a chair and at least two additional members. It shall review the financial records and support documents of the Treasurer, at least annually. The committee shall also review these records and documents prior to any change in the office of the Treasurer.
- Clause F - E. Sydney Stephens Professional Wildlife Award: This committee shall select and submit to the Executive Board a list of nominees to be considered for the E. Sydney Stephens Professional Wildlife Award to be presented at the Annual Business Meeting.
- Clause G - Farmer Conservationist Award: This committee shall review qualifications and submit to the Executive Board a list of nominees to be considered for the Farmer Conservationist Award to be presented at the Annual Business Meeting.
- Clause H - Professional Development Committee: This committee shall develop and implement promotional mechanisms for professional certification and development.
- Clause I - Education/Graduate Fellowship: This committee shall review qualifications and submit to the Executive Board a list of nominees to be considered for the Graduate Fellowship Award to be presented at the Annual Business Meeting; shall develop continuing education information and workshops for the membership; and shall employ methods of informing high school and undergraduate students about wildlife career opportunities.
- Clause K - G. Andy Runge Wildlife Award: This committee shall select and submit to the Executive Board a list of nominees to be considered for the G. Andy Runge Wildlife Award to be presented at the Annual Business Meeting.
- Clause L - James D. Chambers Memorial Scholarship: This committee shall review qualifications and submit to the Executive a list of nominees to be considered for the James D. Chambers Memorial

Scholarship Award to be presented at the Annual Business Meeting.

**Section 3. Accountability** – All committees shall be accountable to the Executive Board, under general supervision of the President.

**Section 4. Tenure** – All committees shall serve until new committees are appointed in their stead, or until the duties assigned to the committee have been discharged.

## **ARTICLE IX – DISSOLUTION**

Upon dissolution of the Missouri Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of the Society with a request that said assets be held for a period, of not more than five years from the date of dissolution of the Chapter, for distribution to another Chapter that may be established in approximately the same geographical area within said five-year period. If another Chapter is not established within said area and period of time, the society Council may use or distribute all assets, accrued income, and other properties as determined best by the Council in accordance with Society Bylaws.

## **ARTICLE X – AMENDMENT TO BYLAWS**

**Section 1. Procedure** – These Bylaws may be altered or amended by a majority of the members voting at any Annual Business or Special meeting if due advance notices of the proposed changes per Article VI, Section 1B of these Bylaws is followed. A member who will be absent from the meeting may proceed as under “balloting” in Article V, Section 2B.

**Section 2. Conformance** – No amendment to these Bylaws shall be enacted which results in conflict with the Society Bylaws.

Adopted - February 2, 1962  
Revised - May 25, 1965  
Revised - February 1968  
Revised - February 1973  
Revised - May 1976  
Revised - February 1984  
Revised - November 1986  
Revised - August 1994  
Revised - February 1999  
Revised - January 7, 2002  
Revised - January 29, 2004

**APPENDIX A**

**MISSOURI CHAPTER, THE WILDLIFE SOCIETY, PAST OFFICERS**

**CHARTERED: MARCH 11, 1962**

<b>YEAR</b>	<b>PRESIDENT</b>	<b>VICE PRESIDENT PRESIDENT-ELECT</b>	<b>SECRETARY</b>	<b>TREASURER</b>	<b>BOARD MEMBER</b>
1962-63	Ken Sadler	Robert Campbell	Robert Dunkeson	Dick Myers	
1964	Dick Vaught	Tom Baskett	Don Christisen	Dean Murphy	
1965	Dean Murphy	Mike Milonski	Leroy Korschgen	Glenn Chambers	
1966	John Lewis	Fred Veach	Glenn Chambers	Hew Crawford	
1967	Fred Veach	Paul Johnson	Hew Crawford		
1968	Paul Johnson	Hew Crawford	Mike Milonski	Marshall Long	
1969	Dunbar Robb	Leigh Fredrickson	Jack Stanford	Wayne Porath	
1970	Leigh Fredrickson	Wayne Porath	Jim Hansen	Bill Hailey	
1971	Wayne Porath	William Hailey	Roland Sparrowe	Bob Kemp	
1972	Bill Hailey	Roland Sparrowe	Bob Kemp	Ollie Torgerson	
1973	Roland Sparrowe	Bob Kemp	Ollie Torgerson	Ken Babcock	
1974	Bob Kemp	Ollie Torgerson	Joe Bachant	Jim Choate	Bill Otten
1975	Ollie Torgerson	Gene Kelly	Dan Dickneite	John Lewis	Bob Dobbins
1976	Gene Kelly	Ken Babcock	Wayne Porath		
1977	Ken Babcock	Garry Houf	Jim Choate	Karl Slagle	Fred Veach
1978	Garry Houf	Jim Choate	Bill Otten	Jack Boyles	Roger Kirkman
1979	Jim Choate	Dan Dickneite	Jack Boyles	Jeff Pennock	Tom Wekenborg
1980	Dan Dickneite	Fred Sampson	Larry Houf	Dave Erickson	Wayne Vassar
1981	Dennis McDevitt	Fred Sampson	George Hartman	Steve Sheriff	Randy Arndt
1982	Erik Fritzell	George Hartman	Jody Eberly	Pat Graham	Tom Hutton
1983	George Hartman	Dan Witter	Diana Cary	Norb Giessman	Tom Hutton

<b>YEAR</b>	<b>PRESIDENT</b>	<b>VICE PRESIDENT PRESIDENT-ELECT</b>	<b>SECRETARY</b>	<b>TREASURER</b>	<b>BOARD MEMBER</b>
1984	Dan Witter	Norb Giessman	Barbara Moran	Rick Clawson	Paul Plank
1985	Norb Giessman	Jim Sweeney	Jim Kenniston	Larry Houf	George Buckner
1986	Diana Hallett	Bob Miller	Jim Grace	D. C. Freiling	Buck Caldwell
1987	Bob Miller	Russ Titus	Dave Hamilton	Lin Kozlowski	Jay Bowmaster
1988	Russ Titus	Dave Erickson	Ernie Wiggers	Lisa DeBruykere	Tom Strother
1989	Dave Erickson	D. C. Freiling	John Smith	Margie Mitchell	Steve Baima
1990	D. C. Freiling	John Smith	Steve Baima	George Manville	Keith Jackson
1991	John Smith	Steve Baima	Dennis McDevitt	Mary Lyon	Jim Braithwait
1992	Steve Baima	Rick Clawson	Charlie Nilon	Frank Thompson	Ron Bell
1993	Rick Clawson	Erik Kurzejeski	Sharon Gough	Heinen-Thorne	Kenneth McCarty
1994	Erik Kurzejeski	Dave Hamilton	Frank Gordon	Doreen Mengel	Rosalyn Johnson
1995	Dave Hamilton	Charlie Nilon	Rosalyn Johnson	Keith Jackson	Tim Nigh
1996	Charlie Nilon	Keith Jackson	Bob Schroepfel	Rochelle Renken	Tom Kulowiec
1997	Keith Jackson	Jack Bolyes	Larry Mechlin	Rochelle Renken	Dale Humburg
1998	Jack Boyles	Mark Jackson	Laurie Dohm	Mary Ratnaswamy	Tom Dailey
1999	Mark Jackson	John H. Schulz	Dennis Browning	Jef Hodges	Bob Schroepfel
2000	John H. Schulz	Don Martin	Dennis Browning	Phil Rockers	Larry Rieken
2001	Don Martin	Dave Murphy	Dennis Browning	Phil Rockers	Larry Rieken
2002	Dave Murphy	Dan Zekor	Dennis Browning	Lonnie Hansen	Janet Sternburg
2003	Dan Zekor	Larry Mechlin	Steve Sheriff	Lonnie Hansen	Janet Sternburg
2004	Larry Mechlin	Vicki Jackson	Steve Sheriff	Margie Mitchell	Rosemary Heinen
2005	Vicki Jackson	Tim Russell	Chris Newbold	Margie Mitchell	Rosemary Heinen
2006					
2007					
2008					

**APPENDIX B**

**MISSOURI CHAPTER OF THE WILDLIFE SOCIETY  
HONORARY MEMBERS**

Fred Lafser - 1987  
Thomas S. Baskett - 1988  
Bill T. Crawford - 1993

## APPENDIX C

### MISSOURI CHAPTER OF THE WILDLIFE SOCIETY E. SYDNEY STEPHENS AWARD RECIPIENTS

1969	Bill T. Crawford	2003	Diana Hallett
1970	Vernon Bennett	2004	
1971	Leroy J. Korschgen	2005	
1972	Robert S. Campbell		
1973	Frank W. Sampson		
1974	Thomas S. Baskett		
1975	William H. Elder		
1976	Harold V. Terrill		
1977	Ed Stegner		
1978	Chas. W. and Elizabeth Schwartz		
1979	Richard W. Vaught		
1980	Mike Milonski		
1981	James A. German, Jr.		
1982	Alvin W. Hoskin		
1983	Earl P. Coleman		
1984	John B. Lewis		
1985	Leigh Fredrickson		
1986	Jack W. Fennel		
1987	Roger L. Kirkman		
1988	George Dellinger		
1989	Bill Kickbusch		
1990	Glenn Chambers		
1991	Clifford "Buck" Caldwell		
1992	Wayne R. Porath		
1993	Kenneth M. Babcock		
1994	Dean A. Murphy		
1995	Paul Provow		
1996	Raymond Evans		
1997	George Brakhage		
1998	Ollie Torgerson		
1999	Mark Ryan		
2000	George Seek		
2001	Dan Witter		
2002	Steve Young		

**APPENDIX D**

**MISSOURI CHAPTER OF THE WILDLIFE SOCIETY  
G. ANDY RUNGE  
AWARD RECIPIENTS**