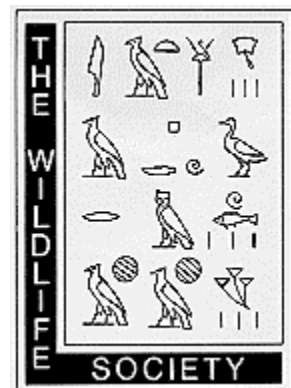


OPERATIONS MANUAL

MISSOURI CHAPTER THE WILDLIFE SOCIETY



Last Updated: August 2, 2005, November 2009

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. Each category is subdivided by descriptive titles and coded by a decimal system.

INSTRUCTIONS FOR EDITING AND AMENDING

Transfer. The President will ensure all Executive Board members and the Operations Manual Editor have the most current version as he/she is leaving the office of President at the end of an operating year. As the President-Elect assumes the role of President, an electronic copy of the manual will be sent to all new Board Members and all Committee Chairs. All Executive Board members shall be provided with an electronic version of the “master” copy of the manual in .pdf or similar format with the editing date stamped on the cover page. The Operations Manual Editor will also hold copies for future editing.

Amendments. The Operations Manual Editor shall work with the Executive Board to incorporate amendments into the Operations Manual and ensure that up to date versions are available to the Chapter Officers and Committee Chairs. Each amendment will be identified with the date of revision at the end of the portion being revised (e.g. 8/2008).

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 Chapter 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 appoint a member to serve as the Chapter representative on the Steering Committee for the Missouri Natural Resources Conference (MNRC), and the President may represent the Chapter, or appoint alternate representatives, to other Sections or Society Boards, committees, or meetings as needed.

Basic Duties by Month

January/February (first official duties):

- Assume Presidency at Annual Meeting.
- Assume responsibility for Society and Chapter Operations Manuals from the retiring President.
- Appoint standing and ad hoc committee chairs if necessary, and assign them objectives for the year.
- Instruct Treasurer to mail tax report and exempt forms to TWS Headquarters.
- Present draft budget to Executive Board for review.
- Finalize plans for Spring Student Workshop.
- Set a March Executive Board meeting date and advise Executive Board members and Committee Chairs.

March:

- Preside at Executive Board meeting and set a June Executive Board meeting date and advise Committee Chairs.
- Consult with Chapter representatives on the Arrangements and Program committees for the MNRC on upcoming deadlines.
- Ensure mail is checked regularly at the TWS P.O. Box in Columbia, MO by a MOTWS member.
- Remind Secretary that all official actions are reported to TWS Headquarters, NCS Representative, and NCS President.
- Discuss Spring Student Workshop.
- Discuss possible topics for a MOTWS summer workshop.

April:

- Begin assembling items for spring newsletter (committee reports, the Annual Business Meeting minutes, etc.) and forward to President-Elect.
- Hold spring Student Workshop

June:

- Preside at Executive Board meeting with committee chairs present (annual summer meeting) and set an October Executive Board meeting date and advise Committee Chairs.
- President-Elect should have newsletter mailed by June 15th.
- 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 as needed.
- Ask Nominating and Elections Committee to prepare a slate of officers and biographies for each by November 15th.

September:

- Ensure all Awards Committee Chairs are aware of award deadlines and have multiple members assisting them with review of award submissions.
- Ask for all award nominees to be submitted to Executive Board by November 30th.

October:

- Preside at Executive Board meeting and set an Executive Board meeting date during the MNRC prior to the Annual Business Meeting. Advise Committee Chairs of the meeting date.
- 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 biographies and ballots for December newsletter.
- Continue to monitor MNRC arrangements and program progress.

December:

- Review and approve all candidate and award nominations with Executive Board.
- Ensure that award plaques and perpetual plaques are ordered by the end of December.
- President-Elect should have fall/winter newsletter mailed by December 15th.

January (last official duties):

- Check last minute arrangements of MNRC.
- 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.
- Preside at January Executive Board meeting.
- Preside at the Annual Business Meeting until beginning of "New Business".
- Install new Chapter officers.

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 Chapter 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 a draft of that budget for review 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.
- Assume responsibility for planning the annual spring workshop to be held during their presidency (consulting with Education and Professional Development Committees).

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.

April:

- Request and compile Student Chapter News for newsletter prior to finals.
- Participate with conducting the Spring Student Workshop.

May:

- Produce and mail spring newsletter by June 15th.

December:

- Request and compile Student Chapter News for newsletter prior to finals.
- Produce and mail fall/winter newsletter by December 15th.
- 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 a governing member of the Missouri Chapter and their term has expired. 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 or projects to ensure they are functioning properly. Ensure all Board members, the Operations Manual Editor and all Committee Chairs have the most current copy of the Manual and By-Laws.

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 Chapter Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. Other duties include the following:

- Keep minutes of all Executive Board meetings and the Annual Business Meeting.
- Prepare and distribute electronic copies of all meeting minutes to the following:
 1. All Chapter Executive Board members
 2. Technology Committee for posting on Chapter website
- Provide the President-Elect with the Annual Business Meeting minutes so that a summary of the meeting may be included in the newsletter(s).
- Coordinate with the Treasurer in maintenance of Chapter membership list.
- Ensure the update of Postal Card "PS Form 3801," witnessing authorized signatures for accepting postal deliveries.
- Maintain file copies of all Chapter correspondence.

Basic Duties by Month

January-December:

- Record minutes for Annual Business Meeting and all Executive Board meetings.
- 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 Headquarters, NCS Representative, and NCS President.

January (last official duties of year when term expires):

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

Duties at 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.

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 Chapter 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-March (first official duties):

- Receive credit union statements, files, and Chapter Operations Manual from retiring Treasurer.
- Notify credit union of change in officers. Obtain new President's signature for credit union account shortly after the Annual Business Meeting. Provide minutes of meetings to verify officers.
- Maintain Chapter membership list and provide it to committees for their use.
- During years when Chapter has lead for MNRC, coordinate with appointed Steering Committee Chair to ensure Chapter dues and money collected at the conference are appropriately documented.
- Coordinate money from any raffle or fund-raising activities.

February-December:

- Manage Chapter's general checking account and Special Projects' accounts.
- Check balances in the MU - 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.
- Prepare tax report and exempt form, and mail to TWS Headquarters.

May:

- Provide Treasurers report for spring newsletter.

July:

- Obtain needed forms to apply to Missouri Department of Revenue(DOR) for renewal of tax exempt status. Renewal forms available on DOR website

August:

- Compile list of current membership on August 1st and send along with required fees to the Conservation Federation of Missouri to maintain Chapter's Affiliate Member Status.

December:

- Provide Treasurers report for fall/winter newsletter.

January (last official duties):

- Coordinate cash box, Awards Ceremony tickets, membership dues collection, and change for the MOTWS booth at MNRC .
- Present Treasurer's report at the Annual Business Meeting and provide hard copies for the membership.
- Open the registration table prior to the opening papers at the MNRC as appropriate.
- Distribute materials and financial records 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 a governing member of the Missouri Chapter. The Board Member is a voting member of the Executive Board, and attends all Executive Board meetings as well as the Annual Business Meeting. The Board Member should keep current on all legislation that affects TWS policy. Duties include assisting Executive Board members as needed.

2.0 POSITION DESCRIPTION AND DUTIES OF CHAPTER COMMITTEES

2.1 Nominating and Elections Committee

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

2.1.1 Nominations:

Basic Duties by Month

September:

- Begin search for willing and interested candidates.

October:

- Prepare a slate of two candidates for each elected, expiring positions: President-Elect, Secretary, Treasurer, and Board Member.
- Verify membership status through the Secretary or Membership Committee Chair to ensure that all nominees are current voting members.
- Obtain approval from the nominees to be placed on the ballot.
- Provide a biography on each nominee for inclusion in the fall/winter newsletter.

The following outline should be followed for the biographies:

1. Personal data – birth place, birth date, marriage status, children
2. Education
3. Employment history
4. The Wildlife Society activities
5. Other professional affiliations
6. Personal reasons/goals for running for office

November:

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

December:

- Submit the nominated slate to the membership (via the fall/winter newsletter; at least thirty days prior to the Annual Business Meeting).

2.1.2 Balloting:

- All Chapter members receive a ballot via the fall/winter newsletter.
- Ballots will also be available at the MOTWS booth during the MNRC.
- Ballots may be returned to the Missouri Chapter's permanent mailing address (P.O. Box 743, Columbia, MO, 65201), submitted on-line through a unique ID number, given directly to a Board Member or placed in the drop box at MOTWS booth at MNRC.
- Ballots will be counted by the Nominations and Elections Committee prior to the annual business meeting. 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 shall be declared elected. No one may hold more than one elective position simultaneously.
- In the event of a tie vote, an uneven number of members of the Chapter Executive Board shall cast a secret deciding ballot.

2.2 Resolutions and Public Statements Committee

The Resolutions and Public Statements Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall select two Chapter members to serve on the committee. 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 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.). Formats for Resolutions should include the following as a minimum:
 1. The title preceded by the Resolution number
 2. Several statements of facts preceded by the introductory phrase “whereas,”.
 3. One or more conclusion statements preceded by the introductory phrase “therefore, let it be resolved,”
 4. Followed by a statement such as “approved by the Missouri Chapter of The Wildlife Society, January 8, 1983, Jefferson City, Missouri”.

- 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. Formats for Position Statements should include the following as a minimum:
 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, 4th Edition in the latest issue of the Journal of Wildlife Management.

2.3 Professional Development Committee

The Professional Development Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee. 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) Assist with the Professional Development Travel Grant. Each year, the Executive Board will authorize a travel grant budget amount to be recommended 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.

The Professional Development Travel Grant program was developed to provide financial assistance to an individual or a group to attend a conference or meeting. This program provides an opportunity for continued professional development to our Chapter members by assisting those members who otherwise might not have the chance to attend resource related state or national meetings, workshops or symposia.

Procedure for the grant:

- January 15th is the deadline to apply for the Professional Development Travel Grant for the current calendar year.
- Information on the travel grant will be advertised in each issue of the Chapter newsletter and on the Chapter website.
- The Professional Travel Grant Program Application form will be provided on the Chapter website and is available in Appendix 1.
- The Professional Development Committee will review all applications and make a recommendation to the Executive Board on financial support.
- Grant recipients will be required to submit receipts from travel and expenses prior to being reimbursed.

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

2.4 MNRC Steering Committee

The MNRC Steering Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select other Chapter members to serve on the committee in the various roles described in section 3.5: Missouri Natural Resources Conference (MNRC). Any voting member of the Chapter may chair or serve on this committee.

2.5 Audit Committee

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

2.6 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.

2.7 Membership Committee

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

2.8 Education Committee

The Education Committee is a standing committee of the Missouri Chapter of The Wildlife Society. The committee chair is selected by the Chapter President with advisement from the Executive Board. The chair shall then select two other Chapter members to serve on the committee. 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 MU - Graduate Fellowship Award.
3. The committee revises the pamphlet, "Education Opportunities in Fish and Wildlife," which is distributed by the Missouri Department of Conservation.
4. Identify subjects or topics to present at the annual spring workshop and present to the Executive Board.

2.9 Awards Chairs

There are seven awards presented by the Missouri Chapter: (1) E. Sydney Stephens Professional Wildlife Award, (2) G. Andy Runge Wildlife Award, (3) Farmer Conservationist Award, (4) Honorary Memberships, (5) MU - Graduate Fellowship, (6) James D. Chambers Memorial Scholarship, and (7) Conservation Heritage 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 assumes responsibilities for the Honorary Membership Award and the Chair of the Education Committee assumes responsibilities for the MU - Graduate Fellowship Award.

2.9.1 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 template for the plaque resides at Red Weir Athletic Supplies (573-445-4931) in Columbia, MO and requires at least 30-days notice. In addition, the perpetual award plaque, which resides at the Resource Science Center in Columbia, should also be taken to Red Weir Athletic Supplies to be updated with the new recipient's name and year.
- A copy of the template also resides in the President's files.
- The committee chair or a designated Chapter member) presents the award at the MNRC Awards Ceremony (making every effort to ensure that the recipient and spouse will be present).

2.9.2 G. Andy Runge Wildlife Award

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

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

Purpose of Award:

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

Procedure for Award:

- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominees shall be individuals, groups, or organizations whose actions, decisions, or programs positively and significantly impact wildlife conservation in Missouri. Consideration is given to far-reaching impacts or contributions that go above and beyond the needs of the moment. The award will recognize original thinking, innovation, and creativity in solving a problem with wildlife conservation implications.
- The committee selects the top two or three nominees and submits their names, in 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 template for the plaque is referred to as the “Prairie Chicken Plaque”, and resides at Larsigns Engraving (573-636-9536) in Jefferson City, MO and requires at least 30-days notice. In addition, the perpetual award plaque, which resides at the Runge Conservation Nature Center in Jefferson City, should also be taken to Larsigns Engraving to be updated with the new recipient’s name and year.

- A copy of the template also resides in the President's files.
- The chair (or a designated Chapter member) presents the award at the MNRC Awards Ceremony, making every effort to ensure that the recipient and spouse will be present.

2.9.3 Farmer Conservationist Award

The Farmer Conservationist 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.

Procedure for the award:

- The committee chair selects not less than two current Chapter members to assist in administering the award. Committee members shall represent a cross-section of Chapter membership.
- The committee is responsible for nominee selection from personal knowledge, informal and professional contacts, and vitae.
- Nominee(s) shall be a farmer(s) who gives the majority of his/her time to the management of a farming operation and who has made an outstanding contribution to wildlife management conservation in Missouri.
- The committee selects the top two or three nominees and submits their names, in 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 template for the plaque resides at Red Weir Athletic Supplies (573-445-4931) in Columbia, MO and requires at least 30-days notice.
- The chair (or a designated Chapter member) presents the award at the Annual Business Meeting, making every effort to ensure that the recipient and spouse will be present.

2.9.4 Honorary Membership

Purpose of Award:

Honorary Memberships recognize continuous outstanding service to any area(s)

of concern to the Chapter. Any member of the Chapter who has made continuing, valuable contributions to the wildlife profession over a long period of time is eligible for nomination.

Procedure for Award:

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

1. Full name, present position, current address, 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. 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.

2.9.5 MU - Graduate Fellowship

Purpose of Award:

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 MU - GRADUATE FELLOWSHIP** fund. The program was established by an agreement between the Chapter and the Curators of the University of Missouri in a document dated September 5, 1984, and 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.

Procedure for Award:

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 MU - 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 of Missouri-Columbia's first fall faculty meeting.

October:

- October 15th is the deadline for accepting applications.

November:

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

December:

- Order the award plaque using the current template which resides at Red Weir Athletic Supplies (573-445-4931) in Columbia, MO and requires at least 30-days notice.
- Update the perpetual plaque located in the Anheuser Busch Natural Resources Building on the University of Missouri-Columbia campus.

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 to be recognized
 5. Letter(s) to unsuccessful applicant(s) thanking them for their time and interest

- The committee chair will 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.

2.9.6 James D. Chambers Memorial Scholarship

Purpose of Award:

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

Procedure for Award:

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

2.9.7 Conservation Heritage Scholarship

The Conservation Heritage Scholarship, initiated in 2006 in conjunction with the Missouri Conservation Federation, is awarded annually to a wildlife student who must plan to be (or already be) enrolled as an undergraduate at a Missouri college or university.

Recipients are selected based on:

1. An explanation of why the applicant is applying and how they would use the scholarship.
2. Financial need.
3. A resume including experiential background and professional society memberships.

2.10 Operations Manual Editor

Established in 2006, this position shall be responsible for maintaining and updating the Chapter Operations Manual. The Editor shall work with the Executive Board to incorporate amendments to the Operations Manual and By-Laws of the Chapter and ensure that up to date versions of both documents are available to Chapter Officers and Committee Chairs.

2.11 Technology Committee

Established in 2008, this committee is responsible for all on-line activity of TWS including:

1. Maintain the Chapter website with Chapter newsletters, announcements and other information pertaining to Chapter operations.
2. Providing unique voter numbers for elections
3. Making recommendations to Executive Board in ways to use technology for MoTWS benefit

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 then United States. This exemption and classification provide that contributions to the Missouri Chapter of The Wildlife Society, Inc. are deductible for federal income tax purposes.

Accordingly, the Chapter may accept donations of real and/or personal property, subject to limitations imposed by state and federal law. Use of all contributions shall be controlled by the Executive Board, although donor wishes will be considered. Donors should have the option to donate to the Chapter in the Special Projects Account, or in the Missouri Chapter of TWS MU - 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. The Treasurer shall hold one of the keys. The other key may be held by a designee of the Board.

3.5 Missouri Natural Resources Conference (MNRC)

A. Definition

The Missouri Natural Resources Conference (MNRC) is an annual meeting organized by representatives from 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. 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 MNRC 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. In 1993 the Soil and Water Conservation Society was included as a professional society sponsor.

Appendix A:

**Missouri State Chapter of The Wildlife Society
Travel Support Application**

Name	
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How long have you been a member of MO TWS? _____

List your past involvement with the chapter.

How do you intend to share knowledge gained at conference with the rest of the chapter?

Have you attended past Spring Workshops and do you intend to attend this year?

Please attach a 1 page resume or curriculum vitae to application

Appendix B:

**MISSOURI CHAPTER, THE WILDLIFE SOCIETY, PAST OFFICERS
CHARTERED: MARCH 11,1962**

YEAR	PRESIDENT	PRESIDENT-ELECT	SECRETARY	TREASURER	BOARD MEMBER
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
1984	Dan Witter	Norb Giessman	Barbara Moran	Rick Clawson	Paul Plank

YEAR	PRESIDENT	PRESIDENT-ELECT	SECRETARY	TREASURER	BOARD MEMBER
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	Tim Russell	Mike Schroer	Chris Newbold	Tom Kulowiec	Kimberly Wells
2007	Mike Schroer	John Vogel	Mike Hubbard	Tom Kulowiec	Robert Alexander
2008	John Vogel	Rochelle Renken	Mike Hubbard	Alan Leary	Robert Alexander
2009	Rochelle Renken	Kevin Hedgpeth	Jeff Esely	Alan Leary	Deb Burns
2010	Kevin Hedgpeth	Robert Byrd	Jeff Esely	Julie Fleming	Deb Burns

YEAR	PRESIDENT	PRESIDENT-ELECT	SECRETARY	TREASURER	BOARD MEMBER
2011	Robert Byrd	Chris Newbold	Jason Sumners	Julie Fleming	Shauna Marquardt

Appendix C:

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

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

APPENDIX D:

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

1969 Bill T. Crawford
1970 Vernon Bennett
1971 Leroy J. Korschgen
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 Dale Humburg
2002 Dan Witter

2003 Steve Young
2004 Diana Hallett
2005 Frank Thompson
2006 David Erickson
2007 Steven L. Sheriff
2008 Norb Giessman
2009 Larry Vangilder
2010 Larry Houf and Gary Houf
2011 David Murphy