

THE AQUATIC PLANT MANAGEMENT SOCIETY, INC.

OPERATING MANUAL

1986-87

Preface

This manual serves as a guide for officers, board members, committee chairmen, and special committees of the Aquatic Plant Management Society in discharge of their duties of office. These guidelines are intended to be flexible enough to meet the administrative and functional needs of this Society but should not in any way stifle the creativity of officers or committee chairmen in pursuing the goals and purpose of The Aquatic Plant Management Society, Inc.

Credit is given to The Weed Science Society of America and Western Weed Science Society and numerous members of the Aquatic Plant Management Society for the formulation of these guidelines.



## CHAPTER 1

### DUTIES OF OFFICERS AND COMMITTEES

#### OFFICERS

##### President

The President Shall:

- (1) Uphold the spirit of the Constitution and By-laws of the Society and cause the decisions of the Board of Directors to be carried out.
- (2) Prepare an agenda for Board of Directors meetings and preside at such meetings.
- (3) Appoint members to the following Standing Committees and designate the chairmen of the committees:
  - a. Membership Committee,
  - b. Publicity Committee,
  - c. Legislative Committee,
  - d. Program Committee,
  - e. Nominating Committee,
  - f. Bylaws and Resolution Committee,
  - g. Student Affairs Committee,
  - h. Past Presidents Advisory Committee, and
  - i. other special committees as deemed necessary.
- (4) Maintain close liaison with all committees of the Society and encourage and assist them in developing strong and active programs.
- (5) Appoint, with approval of the Board of Directors and upon recommendation of the Editor, an Associate Editor to assist with Society publications.
- (6) Maintain liaison with the Program Chairman, Local Arrangements Chairman, and the Secretary-Treasurer in planning the program for Society meetings.



- (7) Keep the Board of Directors and Society members advised on significant activities of the Society and solicit their suggestions.
- (8) Maintain liaison with other international, national, or regional societies and organizations with related interests and objectives.
- (9) He shall confer, with majority concurrence of the Board, the Presidential Award to a member of the Society or nonmember if the conferee has demonstrated distinguished service.
- (10) Prepare cover letter and sign as Society President resolutions passed at the business meeting and distribute as designated in resolution.
- (11) Preside at the Opening General Session and introduce keynote or special speakers.
- (12) Forward President's files to the newly elected President within one month after leaving office.

#### President-Elect

The President-Elect Shall:

- (1) Perform the duties and exercise the powers of the President in the absence or disability of the President, or in case of a vacancy.
- (2) Serve as Chairman of the Program Committee and delegate such duties as he deems appropriate to the members of the committee.
- (3) Develop objectives of the program and select a program theme to implement them and provide call for paper forms to the Newsletter Editor including instructions regarding titles and abstracts.
- (4) Develop the program for the meeting in concert with the Secretary-Treasurer and arrange for joint meetings or symposia.
- (5) Select and notify section chairmen of the sessions to be chaired, time constraints, and their introductions of speakers.
- (6) Notify, through Secretary-Treasurer, speakers of receipt of abstracts and titles and time of presentation.
- (7) Arrange for Banquet Speaker and obtain vitae for introduction by President.
- (8) Arrange for keynote speakers and other guest speakers through close liaison with Local Arrangements Committee.



(9) Develop, in concert with Secretary-Treasurer and Local Arrangements Committee, needs for meeting rooms, seating capacity, visual aids, public address system, and other special equipment needs.

(10) Arrange for Invocation at Opening Session and the Society Banquet.

(11) Perform other duties delegated by the President or the Board of Directors.

(12) Forward the President-Elect files to the new officer within one month.

#### Vice-President

The Vice-President Shall:

(1) Exercise the powers and perform the duties of the President-Elect in the absence or disability of the President-Elect.

(2) Serve as Vice-Chairman of the Membership Committee and assist the President-Elect in program development and coordination.

(3) Serve as liaison with Chapters and determine member interests and initiate collaborative efforts in advancing Society goals through Chapters.

(4) Perform other duties as assigned to him by the President or the Board of Directors.

#### Secretary-Treasurer

The Secretary-Treasurer Shall:

(1) Prepare and keep full and correct minutes of all meetings of the Society and of the Board of Directors.

(2) Maintain membership records of the members, Board of Directors, Standing and Special Committees, and honorary members.

(3) Prepare and maintain a calendar of events for the Society and assist the President in preparing and distributing an agenda for the Board of Directors meeting including minutes of the previous meeting.

(4) Keep the Board of Directors advised on significant activities of the Society and notify them in case of called meetings.



(5) Conduct such part of the correspondence of the Society as is usually conducted by the Secretary of similar organizations.

(6) Collect and receipt all dues, assessments, and other income.

(7) Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors. Arrange for each current President to be designated as alternate to withdraw funds on the checking account in the event of incapacitation of the Secretary-Treasurer.

(8) Issue checks in payment for obligations of the Society and make such other disbursements as are necessary and incidental to the operation of the Society.

(9) Make full and true report of the financial condition of the Society.

(10) Before assuming office, be required to make and execute a good and sufficient surety bond of not less than \$25,000 conditioned on the faithful performance of the duties of his office. Expense of such bond to be borne by the Society.

(11) Provide for an annual audit of all books, vouchers, and documents by a Certified Public Accountant or other legally recognized accountant or approved by the Board of Directors prior to each annual meeting.

(12) Prepare a financial statement based on audit and include as a part of annual proceedings of the Society.

(13) Manage savings certificates and other financial resources of the Society and arrange for one or two alternates to process savings certificates.

(14) Maintain financial records and records of property including back issues of publications.

(15) Receive and fill orders for publications. Provide the printer of the Journal, on instructions from the Editor, with labelled mailing envelopes for each issue of the Journal as it is printed.

(16) Arrange for storage of current and back issues of publications.

(17) Mail Newsletters, Call for Papers, convention information, and programs at appropriate times so that the membership will have ample time to participate.

(18) Purchase and inscribe plaques and other items for Honorary members, officers, Board Members, and other awards presented by the Society.



(19) Arrange for the registration desk at annual meetings and secure appropriate registration receipts.

(20) Maintain an up-to-date permanent mailing list in word processing format that allows ready access and printouts.

(21) Address and mail items, such as newsletters, preregistration, programs, and reservations, for annual meetings and interim Board meetings.

(22) In consultation with the President, prepare an annual budget for projected income and disbursements for approval of the Board of Directors.

(23) Complete state and Federal forms on behalf of the APMS, as required for income tax, social security, and postal purposes.

(24) Retain mailing lists and release to other persons or firms only after approval of the Board of Directors.

#### Board of Directors

The Board of Directors Shall:

(1) Manage the affairs of the Society and develop the policies and general programs.

(2) Provide rules and regulations for the conduct of the affairs of this Society as are not consistent with the provisions of the Bylaws.

(3) Have full power of the Society in all matters demanding action between meetings and shall submit at the next succeeding meeting of the Society a report of all actions taken by them under authority of the Bylaws.

(4) Fill any vacancies among the officers of the Society including the membership of the Board of Directors except as otherwise stated in the Bylaws.

(5) Secure and present annual reports from assigned standing committees in the absence of the chairman and at the request of the President.



### Immediate Past President

The Immediate Past President of APMS Shall:

- (1) Serve on the Board of Directors during the year immediately following his office of President.
- (2) Maintain close liaison with the President in an advisory capacity.
- (3) Review and provide recommendations for changes in the Operating Manual of APMS based on actual operating experience during the previous term of office.
- (4) Serve as Chairman of the Past Presidents Advisory Committee to consist of all Past Presidents and ensure the committee examines the aims and goals of the Society and make recommendations to the Board relating to achieving these aims and goals.
- (5) Perform other duties delegated by the President or the Board of Directors.
- (6) As Chairman of the Past Presidents Advisory Committee, update and maintain current addressess for all Past Presidents and submit to the Secretary-Treasurer.

### Editor

The APMS Editor Shall:

- (1) Serve as chairman of the Publications Committee and is ultimately responsible for the quality and quantity of all Society publications. Editorial policy is governed by the Committee although final authority on matters of policy lies under the authority of the Board of Directors.
- (2) Serve as Editor of the Journal of Aquatic Plant Management and is responsible for publishing the Journal.
- (3) As Chairman of the Publications Committee, oversees the publication of the Society Newsletter or other special publications.
- (4) As Editor of the Journal, follow these general procedures:
  - a. Publish a Journal of Aquatic Plant Management twice a year (normally January and July).



- b. Receives manuscripts (solicited or unsolicited) from contributors.
  - c. Notify contributing authors of receipt of manuscript and send to at least two independent peer reviewers who are recognized authorities or experts in their respective fields.
  - d. Consider recommendations of reviewers, resolve different opinions, notify authors of disposition of the manuscript.
  - e. Provide the printer with original corrected manuscripts; and upon examination of galley proofs, sends proofs, original manuscript, and reprint and reprint ordering information to authors.
  - f. Corrected proofs are sent to the printer with reprint order.
  - g. Editor reviews final page proofs before authorizing printer to proceed with final printing.
  - h. Secure envelopes and mailing labels from Secretary-Treasurer for use by printer to mail the Journal and reprints.
  - i. Send invoices to authors for reimbursement for reprints.
  - j. Inform the Program Chairman and Secretary-Treasurer of the format for abstracts for the annual meeting.
- (5) Serve as a member of the Board of Directors as an elected officer.

#### Associate Journal Editor

The Associate Journal Editor of APMS Shall:

- (1) Serve as Vice-Chairman of the Publications Committee and assist the Editor in publishing the Journal of Aquatic Plant Management.
- (2) Assist in soliciting manuscripts for the Journal and in the review, preparation, and publication.
- (3) Receive from the Editor (or authors with Editor's approval), manuscripts for consideration, secure peer reviews for them, then send to Editor for final comment.
- (4) Maintain a list of reviewers and addresses for publication by submitting to the Editor prior to Journal publication.



(5) Cooperate with Editor to ensure expedient review and, finally, publication.

(6) Become familiar with the procedures for publishing in order to continue timely publication in case the Editor cannot discharge his duties.

(7) Serve at the appointment of the Board of Directors and with concurrence of the Editor.

#### CAST Representative

The CAST Representative shall:

(1) Be appointed by the Board of Directors and shall serve three-year terms.

(2) Represent APMS and inform CAST of national problems or issues of concern by APMS members.

(3) Recommend members from APMS for participation in CAST activities, such as task force reports and congressional testimony.

(4) Report CAST activities at the annual meeting of APMS or at other times as appropriate.

(5) Attend all CAST Board of Directors meetings which are generally held two times annually (January and July), and participate in the governance and guidance of CAST.

(6) Comments at any time to CAST officers and directors, as appropriate, regarding CAST policies and activities.

#### Newsletter Editor

The Newsletter Editor of the APMS Shall:

(1) Operate under the general supervision of the Editor and serve as a member of the Publications Committee.

(2) Assemble news of interest to APMS members from any reliable source and write articles based on this information.



(3) Coordinate activities and Newsletter content closely with the Secretary-Treasurer regarding announcements, call for papers, and other Society business to ensure they are published at the appropriate time.

(4) Shall solicit input from Editors of Chapter Newsletters or other officers or members at his discretion.

(5) Publish quarterly newsletters and mail to APMS members and appropriate recipients.

(6) Submit an annual budget for approval by the Board of Directors including annual printing and mailing costs.

(7) Serve as an appointee by the Board of Directors on an annual basis.



## CHAPTER II

### COMMITTEES

#### Membership Committee

The Membership Committee of APMS Shall:

- (1) Be comprised of not less than five active members appointed by the President, and committee members shall include the Secretary-Treasurer, the Chairman of the Student Affairs Committee, International Contacts Committee, and Local Chapter Committee as well as a representative of each local chapter.
- (2) Investigate ways of promoting membership in the Society.
- (3) Promote international membership through the International Contacts Committee.
- (4) Provide membership applications to various groups involved in aquatic plant management including each local chapter of APMS.
- (5) Develops and maintains prospective membership lists for appropriate solicitation of members.

#### Publicity Committee

The Publicity Committee of APMS Shall:

- (1) Be comprised of not less than three members appointed by the President.
- (2) Work through established news channels, such as trade magazines, society and organization newsletters, radio, television, and other information services to inform organization about annual meetings or special activities of the Society.
- (3) Arrange news coverage during Society meetings.
- (4) Generate and distribute newsworthy items of the Society.
- (5) Perform such public relation activities that will effect an maintain a desirable image of aquatic plant management.
- (6) Provide press information concerning international experts and keynote speakers in conjunction with the annual meeting.



(7) Collaborate with the Local Arrangements Committee to arrange contacts with local media.

(8) Notify other related scientific societies of the annual meeting for inclusion in society newsletters.

(9) Designate a member competent in photography to photograph Society activities at the annual meeting.

(10) At every feasible opportunity, inform the scientific community and the general public of the activities and benefits of the Society and of weed science in general.

#### Legislative Committee

The Legislative Committee of APMS Shall:

(1) Be comprised of not less than five voting members appointed by the President.

(2) Become informed about existing, pending, or needed legislative or regulatory action of interest to the Society and make recommendations to the Board concerning the course of action to be considered.

(3) Maintain a file on previously published legislative documents of interest to the Society and pass the file on to subsequent chairman.

(4) Consider the need for uniform state laws on aquatic weeds, herbicide labeling, and other subjects related to aquatic plant management.

(5) Consider legislation involving the control of aquatic weeds on publicly owned land.

(6) Recommend resolutions to the APMS Bylaws-Resolutions Committee as deemed appropriate.

(7) Guide the activities of the Subcommittee for Noxious Weeds which shall examine the need for control of new introductions and maintain liaison with the Animal Plant Health Service (APHIS).



### Program Committee

The Program Committee of APMS Shall:

- (1) Consist of the members of the Board of Directors and be chaired by the President-Elect.
- (2) Develop the program for the annual meeting of the Society.
- (3) Select chairman for the various sessions of the annual meeting and ensure the sessions begin and end as scheduled.
- (4) Determine the theme for the annual meeting and invite keynote speakers with expertise in the theme area wherein feasible.
- (5) In collaboration with the Secretary-Treasurer, make arrangements for a banquet speaker for the annual meeting.
- (6) Work closely with the Local Arrangements Committee to arrange supplemental field trips relating to aquatic plant management wherein feasible.
- (7) Arrange for program for the annual meeting to conform to the time schedule and schedule papers to fit subject area.

### Nominating Committee

The Nominating Committee of APMS Shall:

- (1) Be comprised of not less than five members and be chaired by the Immediate Past President.
- (2) Be comprised of members that have not served on this committee for more than two successive years or have had a break in membership on the committee of at least two years.
- (3) Ascertain whether the nominees meet the criteria of being a voting member for three years prior to nomination for office and if the prospective nominee is willing to serve if elected.
- (4) Select nominees for President from the Board of Directors.
- (5) Recommend to the Society, candidates for election to the various offices.



(6) Present nominees for office as a part of the business meeting held prior to noon of the second full day of the annual meeting.

#### Bylaws and Resolution Committee

The Bylaws and Resolutions Committee of APMS Shall:

- (1) Be comprised of not less than five voting members of the Society.
- (2) Consider all resolutions and bylaws changes and present worthy suggestions to the Society in a form appropriate for adoption.
- (3) Present for consideration to the Board and the Society membership, all petitions with ten or more signatures of voting members.
- (4) Provide or receive petitions for nominees for honorary membership and ascertain their eligibility.
- (5) Assemble information on deceased members of the Society and prepare letters of condolence for the President's signature to be sent to the bereaved families.
- (6) Prepare for adoption, resolutions pertaining to hotel service, outstanding service by member or nonmember, local arrangements, and other topics.

#### Student Affairs Committee

The Student Affairs Committee of APMS Shall:

- (1) Be comprised of no less than three members of the Society.
- (2) Investigate and promote membership of students into the Society.
- (3) Make recommendations to the Board as to means of enhancing and encouraging student participation in Society functions.
- (4) Provide recommendations to the Board on official university qualifications for participation as a student in Society affairs.
- (5) Conduct a student paper contest including arrangements for judging and awarding prizes.
- (6) Solicit student papers from various educational institutions for the annual meeting.



### Past Presidents Advisory Committee

The Past Presidents Advisory Committee of APMS Shall:

- (1) Be comprised of all past presidents of the Society and be chaired by the immediate outgoing President.
- (2) Examine the goals and aims of the Society and make recommendations to the Board relating to achieving these aims and goals.
- (3) Develop policy statements, as requested, relating to pertinent issues and about aquatic plant management.

### Local Chapters Committee

The Local Chapters Committee of APMS Shall:

- (1) Evaluate interest in new chapter formation in various geographic areas and report findings to the Board.
- (2) Recommend course of action of acceptance of local chapters by the Board and the Society membership.
- (3) Provide guidance and service as primary liaison with interest groups relating to chapter formation.
- (4) Assist in arranging exchange of information and newsletters between chapters.
- (5) Encourage local chapter participation in the affairs of the Society as well as membership in the Society.

### International Contacts Committee

The International Contacts Committee of APMS Shall:

- (1) Foster technical exchange with aquatic plant specialists throughout the world.
- (2) Cooperate in publicizing and promotion of national and international conferences dealing with aquatic plant management.
- (3) Cooperate with the Membership Committee in efforts to increase international membership.



(4) Compile a list of international contacts for Society records and for use by the Membership Committee.

#### Exhibits Committee

The Exhibits Committee of APMS Shall:

- (1) Arrange for exhibitors at the annual meeting of the Society by making contact in sufficient time to allow development of exhibits.
- (2) Conduct judging and arrange for award of prizes at the annual meeting.
- (3) Award a rotating best-exhibit plaque and present at the banquet at each annual meeting and display the award at a prominent place at the meeting.
- (4) Coordinate overall arrangements for location of exhibits in consultation with the Secretary-Treasurer and the hotel management.

#### Site Selection Committee

The Site Selection Committee of APMS Shall:

- (1) Solicit suggestions for meeting sites from members and officers.
- (2) Make contact with Visitors and Convention Bureaus at the candidate locations and obtain appropriate descriptive brochures relating to accommodations and local points of interest.
- (3) Provide three candidate meeting sites for consideration of the Board and members of the Society.
- (4) Wherein feasible, the chairman shall visit hotels to evaluate accommodations.
- (5) Evaluate convenience of location in relation to air transportation and car travel.
- (6) Transfer all records secured during the evaluations to the Local Arrangements Committee and the Secretary-Treasurer following Board and member selection.



- (7) Provide information about:
- a. Alternate accommodations nearby.
  - b. Restaurant capacities and nearby dining facilities.
  - c. Convention rates for rooms and suites.
  - d. Meeting room facilities.
  - e. Policy on complimentary rooms.
  - f. Restrictive policies, such as fees for meeting rooms and services.
  - g. Hotel registration cards.

#### Local Arrangements Committee

The Local Arrangements Committee of APMS Shall:

- (1) Plan and coordinate all activities "outside" of the hotel complex.
- (2) Make arrangements for spouses program including tours or "outside" luncheons.
- (3) Assist the Publicity Committee Chairman in arranging local publicity for the annual meeting.
- (4) Arrange and conduct scientific field tours to laboratories, field demonstrations, equipment demonstrations, and other locations as appropriate.
- (5) Collaborates with the Secretary-Treasurer in securing transportation for spouses programs and scientific field trips.
- (6) Assists the Program Chairman in identifying local entertainment, speakers, or other programs for the annual banquet.
- (7) Provides list of local researchers, commercial applicators, and other aquatic plant specialists for special invitation to participate in the annual meeting.
- (8) Secure local area literature about restaurants, scenic attractions, city maps, camping areas, and other local activities.
- (9) Assist the Program Chairman in securing visual aides, such as overhead projectors, slide projectors, movie projectors, and video systems when appropriate and not provided by the hotel.



### Publications Committee

The Publications Committee of APMS shall:

- (1) Be comprised of a least three members, including the Editor, Associate Editor, and the Newsletter Editor. The Editor serves as Chairman.
- (2) Advise the Editor on publication format, procedures, and matters of editorial policy.
- (3) Suggests and develops plans for additional publications as appropriate and in general is responsible for quantity and quality of APMS publications.
- (4) The Publications Committee is not a manuscript review committee. Manuscripts are peer-reviewed by recognized experts in the general subject area of the submitted document regardless of their membership status in APMS.