

The AQUATIC PLANT MANAGEMENT SOCIETY, INC.

OPERATING MANUAL

Revised, 1989

Past Presidents Advisory Committee
Richard Couch, Chairman

Preface

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

Gratitude is extended to the Weed Science Society of America, Western Weed Science Society, and numerous members of the Aquatic Plant Management Society for their contributions to the formation and subsequent revisions of these guidelines.

CHAPTER I

DUTIES OF OFFICERS

President

The President Shall(May):

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. Just prior to assuming office, or soon thereafter, appoint members to all Committees listed in Chapter 2, to ad hoc special committees, and representatives listed in Chapter 3. A chairperson for each committee will be designated.

3. Maintain close liaison with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
4. In conjunction with the Secretary, prepare an agenda for Board of Directors meetings.
5. Maintain liaison throughout the year with the Program Chairperson, Local Arrangements Chairperson, and the Secretary/Treasurer in planning the program for the Annual Meeting.
6. Keep the Board of Directors and Society members advised on matters of importance to them and their Society, and solicit their suggestions and advice.
7. Appoint, with the approval of the Board of Directors and upon the recommendation of the Editor, Associate Editors as deemed necessary to assist with Society publications.
8. Maintain liaison with other Societies and Organizations with related interests and objectives of the Aquatic Plant Management Society.
9. Confer "the Presidential Award" upon any member, or non-member of the Society for distinguished service to the Society. Such action requires a majority approval of the Board.
10. Prepare cover letters and sign as Society President resolutions passed at business meeting for distribution as designated by the resolutions.
11. Preside over all business sessions of the Society.
12. Preside over the Annual Meeting General Session.
13. Assure that proposed By-laws changes, nominees for offices and Board of Directors positions, and Biographies of Honorary Member nominees are published in the Newsletter at least 30 days prior to the annual meeting.
14. Publish the list of committees and committee members in the first Newsletter following the annual meeting.
15. Request written reports from committee chairpersons be submitted to the Secretary/Treasurer about five (5) weeks prior to the winter and summer Board meetings.
16. Request the Secretary/Treasurer send Board booklets to Board Members prior to Board meetings whenever possible.

17. Write news articles for the Newsletters to report information of interest to Society members.
18. MC the Tuesday evening awards ceremony; i.e.:
 - a) Acknowledge the efforts of the Local Arrangements Committee.
 - b) Acknowledge all past Presidents.
 - c) Present certificates of appreciation to outgoing Board members.
 - d) Introduce newly elected Board members and Officers.
 - e) Recognize all Honorary Members.
 - f) Introduce newly elected Honorary Members.
 - g) Introduce Exhibits Committee chairperson for presentation of exhibitor's award.
 - h) Introduce Photo Contest chairperson for presentation of photo contest awards.
 - i) Introduce Student Affairs Committee chairperson for student paper contest awards.
19. Represent the Aquatic Plant Management Society at the Weed Science Society banquet (a Wednesday evening) and the Strategy meeting for Senior Officers of Weed Science Organizations (Thursday noon).
20. Forward President's files to the newly elected President within one month of leaving office.

President-Elect

The President-Elect Shall:

1. Serve as Chairperson of the Program Committee with the following responsibilities:
 - a) Develop the objectives for the annual meeting program.
 - b) Select a program theme for implementation.
 - c) Arrange for keynote speaker and other guest speakers.
 - d) In concert with the Secretary/Treasurer and the Local Arrangements Committee, arrange for all annual meeting needs; i.e. rooms, visual aids equipment, audio equipment, etc.
 - e) Make arrangements for an invocation for the opening session.
 - f) Provide the Newsletter Editor with a "call for papers" form to be published in a timely Newsletter.

- g) Provide the Secretary/Treasurer with a program in ample time for printing and mailing distribution to the membership prior to the annual meeting.
- h) Select and notify section chairpersons of sessions to be chaired along with appropriate instructions.
- h) Propose joint meetings and/or symposia whenever appropriate.
- 2. Perform the duties and exercise the powers of the President in the absence or disability of the President; or in case of a vacancy in the office of President.
- 3. Perform duties assigned by the President, or the Board of Directors.
- 4. Forward the President-Elect files to the new President-Elect within one month of leaving office.

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. Assist the President-Elect with program development and implementation.
- 3. Serve as Vice-Chairperson of the Membership Committee.
- 4. Strive to determine Society member interests and concerns.
- 5. Support Regional APMS Chapters by:
 - a) Serving as ex-officio member of Regional Chapters Committee.
 - b) Initiate collaborative efforts in advancing Society goals through Regional APMS Chapters.
- 6. Perform duties assigned by the President or the Board of Directors.

Secretary/Treasurer

The Secretary/Treasurer Shall:

Secretarial Duties:

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

2. Maintain complete Society membership records. Board of Directors approval is required for release of Society records to persons or organizations outside the APMS.
3. Maintain a calendar of events for the Society.
4. Assist the President by keeping the Board of Directors advised on significant activities of the Society.
5. Prepare and distribute meeting notifications.
6. Conduct such correspondence for the Society as is appropriate for Secretaries of this type organization.
7. Receive and fill orders for publications.
8. Provide mailing labels as needed for Society business.
9. Conduct timely Society mailings; e.g. Call for Papers, annual meeting programs, etc. to promote membership participation in all events promoted by the Society.
10. Purchase and inscribe plaques, certificates, and other items to be presented to Honorary members, outgoing Officers and Board members, and other awards presented by the Society.
11. Make provision for registration at the annual meetings.

Treasurer Duties:

1. Be required, before assumption of the office, 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 the office. The expense of acquiring such bond to be borne by the Society.
2. In conjunction with the Finance Committee, prepare an annual budget for approval by the Board of Directors at the winter Board meeting.
3. Collect and receipt all dues, assessments, and other income.
4. Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors.
5. Arrange for the Chairperson of the Finance Committee to be designated as a legal alternate for access to Society bank accounts in the event of incapacitation of the Treasurer.
6. Issue checks for payment of Society obligations as are necessary and incidental to the operation of the Society.
7. Maintain complete, accurate financial records at all times.

8. Prepare financial statements which accurately, clearly reflect the financial status of the Society for study by the Finance Committee prior to Board meetings, and for reporting to the membership at the annual meeting.
9. Provide for an annual audit of Society financial records by a Certified Public Accountant.
10. Manage savings certificates and other financial resources of the Society to the best advantage of the Society.
11. Maintain records of property owned by the Society; e.g. back issues of publications, equipment, etc.

Board of Directors

The Board of Directors Shall:

1. Have full power of the Society in all matters demanding action between meetings.
2. Manage the affairs of the Society and develop the policies and general programs.
3. Provide rules and regulations for the conduct of the affairs of this Society which are consistent with the provisions set forth in the By-laws.
4. Submit for approval by the membership of the Society a report of all actions taken by the Board under the authority of the By-laws.
5. Fill any vacancies among the officers of the Society including membership of the Board of Directors in accordance with By-laws provisions.
6. Secure and present reports from standing committees and officers as necessary.
7. Complement the work of the officers of the Society as needed and requested.

Immediate Past President

The Immediate Past President Shall:

1. Serve on the Board of Directors during the year following his/her term of office as President.
2. Serve as chairperson of the Nominating Committee.

3. Serve as chairperson of the Past-President Advisory Committee.
4. Maintain communication with the President in an advisory role.
5. Review and make revision recommendations as deemed necessary for the "Operating Manual" of APMS.
6. Examine the aims, purposes, and goals of the Society to ascertain their relevance. If deemed important, make recommendations to the Board regarding implementation, increased concentration, or changes in aims, purposes, and/or goals of the Society.
7. Assist the Secretary in maintaining up-to-date addresses for all Past Presidents.
8. Perform other duties delegated by the President or the Board of Directors.

Editor

The Journal of Aquatic Plant Management Editor Shall:

1. Serve on the Board of Directors as an elected officer.
2. Serve as chairperson of the Publications Committee accepting the responsibility for the quality and quantity of all Society publications. Editorial policy is governed by the Committee, but final authority on matters of policy resides with the Board of Directors.
3. Serve as Editor for the Journal of Aquatic Plant Management; i.e.:
 - a) Publish the Journal twice a year; January and July.
 - b) Receive manuscripts (solicited and unsolicited) from contributors.
 - c) Notify contributing authors of receipt of manuscript(s) and send to at least two independent peer reviewers who are recognized authorities in their respective fields. Or send to Associate Editor for handling through the review stage.
 - d) Consider recommendations of reviewers, resolve different opinions, notify authors of requirements for continued publication consideration, and work with authors until the manuscript is ready for publication.
 - e) Provide the printer with an original, corrected manuscript for production of galley proofs.

- f) Send galley proofs to author(s) for final checking along with reprint ordering information.
- g) Send corrected proofs to the printer along with reprint order.
- h) Review page proofs prior to printing of each Journal issue.
- i) Secure envelopes and mailing labels from the Secretary for use by the printer for mailing the Journal and reprint orders.
- j) Send invoices to authors for reimbursement for reprints and page charges as appropriate.

Associate Editor(s)

The Associate Editor(s) Shall:

1. Serve as Vice-Chairperson of the Publications Committee.
2. Assist the Editor with the publication of the Journal of Aquatic Plant Management; i.e.:
 - a) Assist in soliciting manuscripts for the Journal.
 - b) Assist with the review process as assigned by the Editor.
 - c) Furnish the Editor lists of reviewers used by the Associate Editor in the review of manuscripts.
 - d) Become familiar with the procedures for publishing the Journal in order to continue timely publication in case the Editor cannot discharge his duties.
3. Serve at the appointment of the Board of Directors and with the concurrence of the Editor.

Newsletter Editor

The Newsletter Editor Shall:

1. Serve as a member of the Publications Committee
2. Operate under the supervision of the Editor.
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. Assemble news and write articles of interest to APMS members. Solicit input from Society members and Regional APMS Chapters.

5. Publish the Newsletter at least three (3) times a year at times appropriate for the effective promotion of Society activities and events.
6. Mail Newsletters to members and other appropriate recipients.
7. Submit an annual budget request to the Finance Committee for incorporation into the Society budget for approval by the Board of Directors.
8. Serve as an appointee of the Editor approved by the Board of Directors on an annual basis.

CHAPTER II

DUTIES OF COMMITTEES

Archives Committee

The Archives Committee of APMS Shall:

1. Be comprised of not less than three (3) voting members appointed by the President.
2. Include the current Secretary of the Society as a member.
3. Secure and maintain a safe depository for the official records of the Society.
4. Establish guidelines and procedures for the deposition of Society records into the archives as appropriate.
5. Establish rules and regulations for use of the archives by APMS members and by the general public.

By-laws & Resolutions Committee

The By-laws and Resolutions Committee Shall:

1. Be comprised of not less than five (5) voting members of the Society.
2. Consider all resolutions and by-laws changes and present worthy suggestions to the Society in a form appropriate for adoption consideration.
3. Present for consideration by the Board and Society membership, all petitions with 10 or more signatures of voting members.

4. Receive petitions for nominees for honorary membership as specified in Article XV of the By-laws.
5. Prepare for adoption consideration such resolutions as may be appropriate; e.g. hotel services, outstanding service by members or non-members, local arrangements, etc.

Exhibits Committee

The Exhibits Committee of APMS Shall:

1. Contact potential exhibitors in sufficient time to allow for development of exhibits for the annual meeting of the Society.
2. Coordinate judging and arrange for award of prizes at the annual meeting.
3. Award a rotating best-exhibit plaque for presentation at the Tuesday night social function. The plaque will be displayed in a prominent place during each annual meeting.
4. Coordinate the arrangement of exhibitor space in consultation with the Secretary, local arrangements committee, and hotel management.

Finance Committee

The Finance Committee of APMS Shall:

1. Be comprised of not less than four (4) voting members of the Society appointed by the President.
2. Include the current Treasurer of the Society as a member.
3. Review the Society records at the close of each fiscal year prior to the mid-year Board meeting and the official annual audit.
4. Prepare a report detailing the financial condition of the Society for the mid-year (winter) meeting of the Board of Directors.
5. Prepare an annual budget for consideration and approval by the Board of Directors at their mid-year meeting.
6. Assist the Treasurer with establishing, implementing, and maintaining accurate Society financial records.
7. Assist the Treasurer in producing timely, accurate, easy to understand financial reports for the Board of Directors and membership.

8. Serve the Treasurer and Society in an advisory role with all matters pertaining to finances.

International Contacts Committee

The International Contacts Committee of APMS Shall:

1. Foster technical exchanges 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 and maintain a list of international contacts for Society records and for utilization by the Membership Committee.

Legislative Committee

1. Be comprised of not less than five (5) voting members of APMS appointed by the President.
2. Keep informed about existing, pending, or needed legislative or regulatory action of interest to the Society in order to make recommendations to the Board of Directors 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 chairpersons.
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. Maintain liaison with the Animal Plant Health Service (APHIS) regarding the introduction of new plant species into the United States.

8. Provide an APMS representative for service on the Weed Science Society of America (WSSA) legislative committee. This individual should be able to attend the WSSA annual meeting (at least the Thursday noon strategical meeting for officers of weed science organizations), and to make a trip to Washington with a WSSA organized group to lobby for legislation and regulations favorable to APMS interests.

Local Arrangements Committee

The Local Arrangements Committee of APMS Shall:

1. Provide the Board of Directors with timely information useful in planning for the annual meeting.
2. Plan and coordinate all activities "outside" the hotel complex; e.g. the Tuesday night "function", tours, spouses program, etc.
3. Assist the Secretary in securing transportation for activities requiring this service.
4. Inform the Program Committee chairperson of individuals with potential for program invitations.
5. Assist the Publicity Committee with securing local publicity for the annual meeting.
6. Provide the Newsletter editor with literature about the local area of potential interest to members attending the annual meeting; i.e. information about restaurants, scenic attractions, city maps, camping areas, etc.
7. Assist the Program Committee chairperson with visual aid procurement not provided by the hotel.

Membership Committee

The Membership Committee of APMS Shall:

1. Be comprised of not less than five (5) voting members of APMS to be appointed by the President. Committee membership should include representatives from the International Contacts Committee, Student Affairs Committee, and Regional Chapters Committee and/or the Regional Chapters. The Secretary/Treasurer will serve in an ex officio capacity.

2. Promote membership in APMS through the Regional APMS Chapters.
3. Investigate ways of increasing membership in APMS through other means and groups; e.g. WSSA, NALMS, international groups, etc.

Necrology Committee

The Necrology Committee of APMS Shall:

1. Strive for inactivity.
2. Assemble information on deceased members of the Society.
3. Prepare letters of condolence for the President's signature to be sent to the bereaved families.

Nominating Committee

The Nominating Committee of APMS Shall:

1. Be comprised of not less than five (5) voting members to 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. Determine that potential nominees meet the criteria of being a voting member for three (3) years prior to nomination for office.
4. Determine that the prospective nominee is willing to serve if elected.
5. Recommend to the Society at least 30 days prior to the annual meeting a slate of candidates for election to the several offices as follows:
 - a) two (2) members for 3-year terms on the Board of Directors.
 - b) a Vice President for a one-year term.
 - c) a President Elect from the Board of Directors for a 2-year term; one year as President Elect and a succeeding year as President.
 - d) an Editor for a renewable one-year term.
 - e) a Secretary/Treasurer every three (3) years beginning in 1984 to take office one year after election to serve for a period of three years.

Past Presidents Advisory

The Past Presidents Advisory Committee Shall:

1. Be comprised of all past presidents of the Society.
2. Be chaired by the outgoing past president.
3. Examine the goals and aims of the Society from time to time; and make recommendations to the Board as deemed expedient.
4. Develop policy statements related to pertinent issues concerning aquatic plant management.
5. Provide wise counsel to the Board and Society.

Placement Committee

The Placement Committee of APMS Shall:

1. Collect and display job opportunities in the field of aquatic plant management:
 - a) at the annual meeting.
 - b) in the Society's Newsletter.

Program Committee

The Program Committee of APMS Shall:

1. Consist of the members of the Board of Directors.
2. Be chaired by the President-Elect.
3. Determine the theme for the annual meeting.
4. Develop the program for the annual meeting of the Society.
5. Invite keynote speakers with expertise in the theme area wherein feasible.
6. Work closely with the Local Arrangements Committee to arrange supplemental field trips relating to aquatic plant management wherein feasible.
7. Arrange for the program to conform to the time schedule and schedule papers to fit subject area.
8. Be responsible for the arrangements for audio and visual aid equipment.

Publications Committee

The Publications Committee of APMS Shall:

1. Be comprised of at least three members; the Editor, the Associate Editor(s), and the Newsletter Editor.
2. Be chaired by the Editor.
3. Assist the Editor in establishing editorial policy, publication format and procedures to assure timely publication of a high quality scientific Journal, the Journal of Aquatic Plant Management.
4. Assume the responsibility for quality, quantity, and type of APMS publications.

Publicity Committee

The Publicity Committee of APMS Shall:

1. Be comprised of not less than three (3) voting 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 relations activities that will create and maintain a positive 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 their 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.

Regional Chapters Committee

The Regional Chapters Committee of APMS Shall:

1. Evaluate interest in new regional chapter formation in various geographic areas and report the findings to the Board.
2. Provide guidance and service to groups interested in forming new regional chapters.
3. Evaluate requests by regional chapters for affiliation with the APMS and make recommendations to the Board concerning such requests.
4. Encourage regional chapter participation in the affairs of the Society.
5. Encourage communication and the exchange of information among regional chapters and the APMS via Newsletters, etc.
6. Provide updated directories of regional chapter Boards of Directors and Officers to the President, Secretary/Treasurer, and the Editor of the JAPM; and to each regional chapter.
7. Arrange for a regional chapters breakfast at each APMS annual meeting for the purpose of encouraging regional chapter contact and fellowship.
8. Encourage cooperation in activities which mutually benefit the APMS and the regional chapters such as: membership, publicity, and legislative affairs.
9. Assist the Vice President in matters of regional chapter liason and advancement of Society goals.

Site Selection Committee

The Site Section Committee of APMS Shall:

1. Be composed of not fewer than three (3) voting members appointed by the President.
2. Be chaired by someone from the region where the next meeting site is to be selected.
3. Solicit suggestions for meeting sites.
4. Contact visitor and convention bureaus at candidate locations to obtain information useful for the site selection process.

5. Provide three (3) candidate meeting sites for consideration by the Board of Directors.

Student Affairs Committee

The Student Affairs Committee of APMS Shall:

1. Be comprised of no less than three (3) voting members of the Society to be appointed by the President.
2. Make recommendations to the Board as to means of enhancing and encouraging student participation in Society functions and activities.
3. Assist the Board in setting policy concerning criteria for determining student status as related to participation in Society activities.
4. Solicit student papers from various educational institutions for presentation at the APMS annual meeting.
5. Conduct the student paper contest at annual meetings of the Society to include the arrangements for judging, prizes, etc.

CHAPTER III

DUTIES OF REPRESENTATIVES

CAST Representative

The CAST Representative for the APMS Shall:

1. Be appointed by the President to serve renewable 3-year terms.
2. Attend CAST meetings to participate in the governance and guidance of CAST.
3. Represent APMS by informing CAST of problems or issues of concern to the membership of APMS.
4. Recommend members from the APMS for participation in CAST activities; e.g. task force reports, congressional testimony, etc.
5. Keep the APMS informed of CAST activities of interest to the membership of APMS.

WSSA Representative

The WSSA Representative for the APMS Shall:

1. Be appointed by the President to serve renewable 3-year terms.
2. Represent the interest of APMS at WSSA meetings and functions.
3. Keep the APMS informed of WSSA activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in WSSA activities deemed appropriate.
5. Promote good will between the APMS and WSSA.
6. Encourage WSSA members to join the APMS as opportunity and appropriate occasions arise.

NALMS Representative

The NALMS Representative for the APMS Shall:

1. Be appointed by the President to serve renewable terms.
2. Represent the interest of APMS at NALMS meetings and functions.
3. Keep the APMS informed of NALMS activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in NALMS activities deemed appropriate.
5. Promote good will between the APMS and NALMS.
6. Encourage NALMS members to join the APMS as opportunity and appropriate occasions arise.