

THE AQUATIC PLANT MANAGEMENT SOCIETY, INC.
OPERATING MANUAL

June 1996 Update
Bylaws & Resolutions Committee

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OPERATING MANUAL

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 and DIRECTORS

President

1. *Maintain and exercise general supervision over the affairs of the Society.*
2. *Preside over all business meetings of the Society, annual and special.*
3. *Preside over all Board of Directors meetings.*
4. *May sign checks in payment of obligations of the Society during the absence of the Treasurer.*
5. *Discharge such other duties as usually pertain to the Office of the President.*
6. Uphold the spirit of the Constitution and Bylaws of the Society and cause the decisions of the Board of Directors to be carried out.
7. 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.

8. 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.
9. In conjunction with the Secretary, prepare an agenda for Board of Directors meetings.
10. Maintain liaison throughout the year with the Program Chairperson, Local Arrangements Chairperson, the Secretary and the Treasurer in planning the program for the Annual Meeting.
11. Keep the Board of Directors and Society members advised on matters of importance to them and their Society, and solicit their suggestions and advise.
12. 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.
13. Maintain liaison with other Societies and Organizations with related interests and objectives of the Aquatic Plant Management Society.
14. 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.
15. Prepare cover letters and sign as Society President resolutions passed at business meetings for distribution as designated by the resolutions.
16. Preside over all business sessions of the Society.
17. Preside over the Annual Meeting General Session.
18. 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.
19. Publish the list of committees and committee members in the first Newsletter following the annual meeting.
20. Request written reports from committee chairpersons be submitted to the Secretary about five (5) weeks prior to the winter and summer Board meetings.
21. Request the Secretary send Board booklets to board Members prior to Board meeting whenever possible.
22. Write news articles for the Newsletters to report information of interest to Society members.

23. 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.
- 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.

24. 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).

25. Forward President's files to the newly elected President within one month of leaving office.

President-Elect

- 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 in the office of President.*
- 2. *Perform duties assigned by the President, or the Board of Directors.*
- 3. 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, the 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 Secretary with a "call for papers" form to be published in a timely Newsletter.
 - g) Provide the Secretary with a program in ample time for printing and mailing to

the membership prior to the annual meeting.

- h) Select session chairpersons and provide them with appropriate instructions.
- i) Propose joint meetings and/or symposia whenever appropriate.

4. Forward the President-Elect files to the new President-Elect within one month of leaving office.

Vice-President

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

Secretary

- 1. *Before assumption of office, make and execute a good and sufficient surety bond in an amount specified by the Board of Directors, Conditioned on the faithful performance of the duties of the office, the expense of acquiring said bond to be borne by the Society.*
- 2. *Maintain a separate Society bank account for the purposes of Society business.*
- 3. *Prepare and keep full and correct minutes of all meetings of the Society and Board of Directors meetings.*
- 4. *Maintain complete Society membership records. Board of Directors approval is required for release*

of Society records to persons or organizations outside the APMS.

5. *Prepare and distribute meeting notifications.*
6. *Ensure that the Society Newsletter is assembled, published, and distributed at least three (3) times a year at times appropriate for the effective promotion of Society activities and objectives.*
7. *Conduct such correspondence for the Society as is appropriate for Secretaries of this type organization.*
8. *Maintain a calendar of events for the Society.*
9. *Assist the President by keeping the Board of Directors advised on significant activities of the Society.*
10. *Receive and fill orders for publications.*
11. *Provide mailing labels as needed for Society business.*
12. *Conduct timely Society mailings; e.g. Call for Papers, annual meeting programs, etc. to promote membership participation in all events promoted by the Society.*
13. *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.*
14. *Make provision for registration at the annual meetings.*
15. *Serve as a member of the Archives Committee.*
16. *Serve as an ex officio member of the Membership Committee.*
17. *Serve as a member of the Publications Committee.*
18. *Submit an annual budget request to the Finance Committee for incorporation into the Society budget for approval by the Board of Directors.*

Treasurer

1. *Before assumption of the office, make and execute a good and sufficient surety bond in an amount specified by the Board of Directors. Conditioned on the faithful performance of the duties of the office, the expense of acquiring said bond will be borne by the Society.*

2. *Collect and receipt all dues, assessments, and other income.*
3. *Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors.*
4. *Issue checks for payment of Society obligations as are necessary and incidental to the operation of the Society.*
5. *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.*
6. *Provide for an annual audit of Society financial records by a Certified Public Accountant.*
7. *Perform such duties as are usually incident to the Office of Treasurer and as may be assigned by the Board of Directors.*
8. *In conjunction with the Finance Committee, prepare an annual budget for approval by the Board of Directors at the winter Board meeting.*
9. *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.*
10. *Maintain complete, accurate financial records at all times.*
11. *Manage savings certificates and other financial resources of the Society to the best advantage of the Society.*
12. *Maintain records of property owned by the Society; e.g. back issues of publications, equipment, etc.*

Immediate Past President

1. *Serve as an advisor to the President.*
2. *Serve as chairperson of the Nominating Committee.*
3. *Serve as chairperson of the Past-President Advisory Committee.*
4. *Review and make revision recommendations as deemed necessary for the "Operating Manual" of APMS.*

5. 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.
6. Assist the Secretary in maintaining up-to-date addresses for all Past Presidents.
7. Perform other duties delegated by the President or the Board of Directors.

Editor

1. *Serve as Editor for the Journal of Aquatic Plant Management and carry out the following:*
 - 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 recommendation of reviewers, resolve different opinions, notify authors of requirements for continued publication considerations, 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.
2. *Publish and distribute other Society publications.*
3. 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.

4. Nominate to the Board an individual(s) to serve as Associate Editor, who will serve as Vice-Chairperson of the Publications Committee and who will assist the Editor with the publication of the Journal by performing the following type of activities:
 - 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 the timely publication in case the Editor cannot discharge those duties.

Directors

1. Shall serve a three-year term on the Board of Directors.
2. *Shall assist in administering the affairs of the Society.*
3. Shall attend all Board of Directors meetings during their term.

Board of Directors

1. *Manage the affairs of the Society and develop the policies and general programs.*
2. *Have full power of the Society in all matters demanding action between meetings.*
3. *Provide rules and regulations for the conduct of the affairs of this Society which are consistent with the provisions set forth in the Bylaws.*
4. *Submit for approval by the membership of the Society a report of all actions taken by the Board under the authority of the Bylaws.*
5. *Fill any vacancies among the officers of the Society including membership of the Board of Directors in accordance with Bylaws provisions.*

6. *Prescribe the duties of the officers not prescribed in the Bylaws or this manual.*
7. *Increase the amount of the Treasurer's and Secretary's bonds as necessary.*
8. *Accept or reject applications for membership in the Society.*
9. Secure and present reports from standing committees and officers as necessary.
9. Complement the work of the officers of the Society as needed and requested.

CHAPTER II DUTIES OF COMMITTEES

Archives Committee

1. Be comprised of an archivist to be appointed by the President of the Society for a term of three (3) years, and the Secretary of the Society.
2. Accumulate new documents as they appear, catalog them, and periodically forward them to archives at The Center for Aquatic Plants at the University of Florida.
3. Establish guidelines and procedures for the deposition of Society records into the archives as appropriate.
4. Establish rules and regulations for use of the archives by APMS members and by the general public.

Bylaws and Resolutions Committee

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 XVI 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

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, the Treasurer, local arrangements committee, and hotel management.

Finance Committee

1. Be comprised of not less than four (4) voting members of the Society appointed by the President.
- 2.1 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 matter pertaining to finances.

International Contacts Committee

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. This shall be achieved by the Chairman of the International Contacts Committee serving as a member of the Membership Committee.
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 and 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 strategy 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

1. Be responsible for preparing the logistical aspects of the annual meeting.
2. Provide the Board of Directors with timely information useful in planning for the annual meeting.
3. Plan and coordinate all activities "outside" the hotel complex; e.g. the Tuesday night "function", tours, spouses program, etc.
4. Assist in securing transportation for activities requiring this service.
5. Inform the Program Committee chairperson of individuals who are potential meeting participants.
6. Provide the Secretary 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.) for inclusion in the Newsletter.
7. Suggest appropriate "local" speakers.
8. Coordinate its efforts with the Program Chairman.

Membership Committee

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 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

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

Nominating Committee

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 from the Board of Directors for a 4-year term; one year as Vice President, and succeeding years as President Elect, President, and Immediate Past President.
 - c) an Editor for a renewable one-year term.
 - d) a Treasurer every three years beginning in 1993 to serve a 3-year term.
 - e) a Secretary every three years beginning in 1994 to serve a 3-year term.

Past Presidents Advisory Committee

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. Approve the granting of honorary membership.
5. Develop policy statements related to pertinent issues concerning aquatic plant management.
6. Provide wise counsel to the Board and Society.

Placement Committee

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

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

1. Be comprised of at least three members; the Editor, the Associate Editor(s), and the Secretary.
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.

Regional Chapters Committee

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

10. Assist the Vice President in matters of regional chapter liaison and advancement of Society goals.

Scholastic Endowment Committee

1. Consist of not less than four (4) members, one of whom shall be the Chairman of the Student Affairs Committee.
2. Be responsible for coordinating fund raising activities and managing funds for the Society Scholastic Endowment Fund.

Site Selection Committee

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

1. Be comprised of no less than four (4) voting members of the Society to be appointed by the President and of which the Chairman shall also serve as a member of the Scholastic Endowment Committee and Membership Committee.
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

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 of 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

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

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.

B.A.S.S. Representative

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