



Oklahoma Chapter
Soil and Water Conservation Society

Chapter Leader Manual

Revised October, 2011

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Chapter Vision, Mission, and Objectives

Vision: A multidisciplinary Society that advocates the protection, enhancement, and wise use of soil, water and related natural resources in Oklahoma and beyond.

Mission: To promote through education and example, an ethic that recognizes the interdependence of people and the environment.

Objectives: The objectives of this Chapter shall be the development and advancement of the science and art of good land use and management and the promotion of the conservation of soil, water, air and related renewable natural resources, including, without limitation, trees, grass, fish, wildlife, and all forms of beneficial plant and animal life, and for these purposes to educate the people to the end that mankind may have the use and enjoyment of these resources forever.

Introduction

As a member of the Oklahoma Chapter's leadership team, you have indicated a desire to help guide the activities of the Chapter. Whether you volunteered, were elected, or were appointed to your leadership position is inconsequential. The fact that you have agreed to serve is admirable and is greatly appreciated by the membership. To function effectively in your current role, you need to have a clear understanding not only of your responsibilities, but also of the challenges and rewards associated with the job. As with any leadership opportunity, the potential for personal growth and development is unlimited. You have only to look at the achievements of past leadership to realize the opportunities provided by your current role. Your fellow Chapter members are counting on you as part of the leadership team, to plan, coordinate, and implement programs and activities that foster the following objectives of the Chapter's strategic plan:

- (1) Be an advocate for legislation and public policy that promotes the conservation of natural resources through our own actions and by supporting the actions of others.
- (2) Support the professional development of members and others through new and existing training programs, regular Chapter meetings, and certification opportunities.
- (3) Improve our administrative structure to enhance Chapter governance and operations.
- (4) Secure adequate funding to ensure the success of the Chapter's objectives.
- (5) Increase membership growth and involvement through services that meet or exceed member needs.

The members also count on you to represent them and to act on behalf of the Chapter in carrying out the above objectives. The Oklahoma Chapter is part of the Soil and Water Conservation Society (SWCS), a nonprofit scientific and educational organization founded in 1943 that serves as an advocate for conservation professionals and for science-based conservation practice, programs, and policy. The mission of the SWCS is to foster the science and art of natural resource conservation. SWCS work targets conservation of soil, water, and related natural resources on working land, the land used to produce food, fiber, and other services that improve the quality of life people experience in rural and urban communities. SWCS works to discover, develop, implement, and constantly improve ways to use land that sustains its productive capacity and enhances the environment at the same time. You are urged to be aware of and, to the extent possible, participate in the activities of the broader Society.

Chapter Officers

President, President-Elect, Vice-President, Secretary and Treasurer

Officers of the Oklahoma Chapter shall be a President, President-Elect, Past-President, and Secretary/Treasurer. Each officer shall be a member in good standing of the Oklahoma Chapter and the Soil and Water Conservation Society. Terms of office shall be for one year. Each officer shall serve until his or her successor has been elected and qualified.

Duties of the President

- Administration of Chapter business
- Be familiar with SWCS organizational structure, both state and international bylaws and the chapter constitution and bylaws
- Ensure each officer and committee member is familiar with his/her duties and this manual
- Presiding at Executive Council and Chapter business meetings
- Appointing all committees and task forces unless otherwise directed by the bylaws or the Executive Council
- Performing all other duties incident to this office
- Manage, direct, and supervise all Chapter property, affairs and business
- Carry out all the usual functions of a chief executive officer of a non-profit corporation.
- Prepare tentative agenda for Executive Council and Chapter Meetings.
- Notify appropriate members of all Chapter meetings.
- Exercise such powers and perform such duties as prescribed in Chapter bylaws and by the Executive Council.
- Preside at all meetings of the Executive Council and of the membership, conducting them according to Robert's Rules of Order.
- Call special meetings of the Executive Council and of the membership as necessary.
- Carry out all orders and resolutions of the Executive Council.
- Sign all papers and instruments of, or requiring action by, the Chapter unless the Executive Council, by resolution, authorizes another person to do so.
- Sign all contracts and other documents requiring action by the Chapter.
- Submit reports on Chapter activities at the annual meeting of the membership.
- Supervise the activities of any employee or agent of the Executive Council.
- Appoint task forces to help accomplish Chapter business.
- Collect information on activities that will be reported in the Chapter's Annual Core Activity Report throughout the year as activities occur.
- Appoint Committee members with concurrence of Executive Council.
- Oversee annual audit of the Chapter's accounts by the Finance Committee.
- Chapter representative on SWCS Southwest Regional Team
- Member of Oklahoma Association of Conservation Districts Education Foundation Board

- Chapter representative to USDA NRCS Oklahoma Technical Committee

Duties of the President-Elect

- Performs all duties of the President in the absence or disability of the President.
- Chairs the Membership Committee.
- Exercise such powers and perform such duties as the Executive Council may prescribe or as the President may delegate.
- Serve as the official Chapter Delegate to Annual International SWCS Conference.
- Prepare a slate of committee chairs and committee members for the following year for approval by the Executive Council at the Annual Meeting each fall/winter.
- Finalize plan of work and strategic plan for following year to be approved at the July Executive Council Meeting.
- Chapter representative on SWCS Southwest Regional Team.
- Chairs the Programs Committee

Duties of the Secretary

- Perform all the duties incident to the office of secretary of a not-for-profit corporation.
- Perform such duties as prescribed in Chapter bylaws and by the Executive Council and other duties as assigned by the President and the Executive Council.
- Record the minutes of all Executive Council and membership meetings.
- Give and serve all required notices of the Chapter.
- Attest to Chapter contracts and other documents signed by the President or other person authorized by the Executive Council.
- Maintain an accurate roster of Chapter officers and members and report all new officers and Chapter dues changes to Society headquarters.
- Serve as liaison to the Membership Committee.
- Serve as communication liaison between the Chapter and the International Society.
- Inform Ankeny of chapter delegate to the International Meeting

Duties of the Treasurer

- Perform all the duties incident to the office of treasurer of a not-for-profit corporation.
- Perform such duties as prescribed in Chapter bylaws and by the Executive Council and other duties as assigned by the President and the Executive Council.
- Maintain a complete and accurate record of the Chapter's finances.
- Be responsible for all funds, notes, securities, and other property of the Chapter.
- Furnish a statement of the Chapter's financial condition at the annual meeting of the membership and whenever requested by the Executive Council.
- Be an authorized signatory for all Chapter funds and securities.
- Have custody of all Chapter funds and securities; establish accounts with financial institutions; makes deposits and authorized expenditures of Chapter funds
- Serve as registered agent of the Chapter.

- Assist in the annual audit of the Chapter's accounts.

Duties of the Immediate Past-President

- Serves as advisor to Chapter President.
- Assist with membership development and mentoring to Chapter members.
- Chair special committees or perform other assignments as the President and Executive Council may prescribe.
- Chairs the Annual Report Committee.
- Prepare and submit the Annual Chapter Core Activity Report to national headquarters and/or the SWCS Leadership Development Committees by the February due date.
- Coordinate development and submission of Chapter award applications (Outstanding Chapter Award, Chapter Achievement Award, Sustained Performance Award, Professional Development Award) to national headquarters and/or the SWCS Leadership and Professional Development Committees as applicable by the February due date.

Chapter Executive Council

Executive Council Membership

The Executive Council shall be the governing body of the Chapter. It shall be composed of the following members: President, President-Elect, Past-President, Secretary/Treasurer, and council members and/or their proxies.

Duties of the Executive Council

- Manage the affairs of the Chapter.
- Ensure the Chapter accounts are audited annually after December 31 by the Audit Committee and provide an audit report at the Annual Fall/Winter or Summer Meeting, depending on audit completion date.
- Recommend task forces or individuals to help accomplish Chapter business.
- Authorize all expenditures of funds. Authorization shall only be by majority vote in regular or special meetings.
- Authorize compensation to Chapter officers or Executive Council members for reasonable out-of-pocket expenses incurred in performance of their duties, if deemed appropriate.
- Members shall participate in all Executive Council meetings and Committee meetings as liaison, if possible, on a timely and active basis.
- Members shall accept committee assignments and complete them in the time agreed upon.
- Members shall base personal recommendations on what is best for the Chapter.

Chapter Committees

Standing Committees

Standing committees of the Oklahoma Chapter shall include:

- Program Committee – Planning programs to help encourage interest in conservation and attendance at Chapter meetings. Help plan the annual chapter meeting. Monitor the chapter strategic plan, reviewing and revising as appropriate. Prepare long-range and annual work plans based on the strategic plan's goals and objectives.
- Membership Committee – Responsible for recruiting and retention.
- Awards Committee – Responsible for setting up different categories for awards to be presented to honorees at the annual banquet. Solicit nominations for Chapter and Society awards. Recommend and prepare nominations for Chapter and International Society awards. Submit nominations for Chapter and International Society awards to the Executive Council for approval. Prepare award certificates, plaques, etc. for Chapter award recipients. Plan and conduct the annual awards ceremony at the annual meeting in coordination with the Program Committee. Prepare and submit nominations for International Society awards to SWCS headquarters by the designated deadline each year.
- Scholarship Committee – Responsible for distribution of applications to all eligible students and making the selection for the scholarship(s).
- Finance/Budget Committee – Responsible of the chapter president and his appointed committee. The committee will be responsible for keeping the chapter spending within the income level of the chapter.
- Audit Committee – Make annual chapter fiscal year audit of the Treasurer's records and Chapter funds.
- Nominating/Election Committee – In charge of submitting a nominee or nominees for each elective office.
- Fund Raising Committee – Initiate programs to raise funds.

Other Suggested Committees

- Public Relations – Provide current news of chapter activities to local news media, as well as the Ankeny office.
- Annual Report – Responsible for reporting all news and activities of the chapter functions throughout the fiscal year. Reports must be sent to Ankeny before January 15th.
- Webmaster/Newsletter – A website and a quarterly newsletter is an effective means for disseminating chapter information, to publicize upcoming Chapter events and meetings.

Except as otherwise provided in the Chapter bylaws, standing or temporary committees and problem-oriented task forces may be established by the Executive Council for any purpose within the scope of the objectives of the parent Society. Special temporary committees may be established by the President for which like purposes are not otherwise provided. The President shall appoint the members of all committees and task forces, except as otherwise directed by the

bylaws or the Executive Council. All committees and task forces shall report on their activities as directed by the creating authority. A majority of the members of any committee shall constitute a quorum and a majority of those voting shall be required for all determinations.

Structure of Standing Committees

- 3 or more members appointed for 3-year staggered terms serve on each committee.
- Committee chairs and members are appointed by the President
- President-Elect serves as chair of the Membership Committee.
- President-Elect serves as chair of the Program Committee
- Treasurer serves as a member of the Finance Committee

Duties of Committee Chairpersons

Review the specific committee's responsibilities listed on the following pages or in the Chapter bylaws and strategic plan.

- In preparation for each meeting, (1) develop an agenda, (2) make meeting place arrangements, (3) notify members, and (4) appoint a recording secretary.
- At each meeting, call to order, outline committee responsibilities, review agenda, then guide discussion such as to adequately analyze the problems and develop appropriate solutions. *(Try to create and maintain a meeting environment that is informal, cooperative, and non-threatening.)*
- Prepare and submit committee recommendations to the Executive Council and/or President.
- Upon Executive Council approval, provide for implementation of committee recommendations.
- If deemed necessary and in concurrence with the Executive Council, appoint subcommittees, task forces, or individuals to help accomplish the committee's charge.
- Prepare and submit goals/actions recommended by the committee to the Executive Council to include in the Chapter's annual plan of work.
- Prepare and submit an annual budget for planned committee activities to the Executive Council for the January Executive Council meeting.

Duties of All Committee Members

- Participate in all committee meetings.
- Accept committee assignments and complete them in the time agreed upon.
- Base your personal recommendations on what is best for the Chapter.

Standing Committee Responsibilities

Program Committee

- Plan and implement annual chapter meetings.

- Monitor the chapter strategic plan, reviewing and revising as appropriate.
- Prepare long-range and annual work plans based on the strategic plan's goals and objectives.
- Develop/review officer and committee chairperson job descriptions and keep current.
- Ensure Chapter bylaws are current and available to all members.

Membership Committee

- Promote membership in the Chapter.
- Develop strategies to increase membership and member involvement, and then implement those approved strategies.
- Develop strategies to retain, strengthen, motivate, and involve members, then implement approved strategies.
- Develop strategies to increase Chapter visibility among relevant state and national agencies, organizations, societies, and groups, and then implement approved strategies.
- Research or survey the professional needs of members, and report findings to the Executive Council.
- Establish and maintain a new-member mentoring program and assign mentors to new members upon request.
- Recommend members who merit advancement and are well qualified to serve as Chapter or Society officers or committee members, then initiate nominations of those that are recommended.

Awards Committee

- Solicit nominations for Chapter and Society awards (August).
- Recommend and prepare nominations for Chapter and International Society awards.
- Submit nominations for Chapter and International Society awards to the Executive Council for approval (September).
- Prepare award certificates, plaques, etc. for Chapter award recipients.
- Plan and conduct the annual awards ceremony at the annual meeting in coordination with the Program Committee and Scholarship Committee.
- Prepare and submit nominations for International Society awards to SWCS headquarters by the designated December deadline each year.
- Ensure proper recognition of Chapter and International Society award winners.
- Chapter and Society Awards include the following:
 - For Society Members:
 - Fellow (National Society award),
 - Outstanding Service (National Society and *Oklahoma* Chapter awards), and
 - Commendation (National Society and *Oklahoma* Chapter awards).
 - For members and non members:
 - Hugh Hammond Bennett (National Society award),
 - Honor (National Society and *Oklahoma* Chapter awards)
 - Merit (National Society and *Oklahoma* Chapter awards),
 - Conservationist of the Year Award (*Oklahoma* Chapter award),
 - Other Chapter awards).

Scholarship Committee

- Two scholarships are awarded annually. They are normally for \$500 each.
- Write up or revise scholarship information and applications annually.
- Disseminate information on the award(s) to members (including webmaster and news editor), student members and universities.
- Information and scholarship applications normally go out in January.
- Review nominations and select recipients for scholarships.
- Notify students who win the scholarships.
- Prepare award certificates, plaques, etc. for scholarship recipients.
- Ensure proper recognition of scholarship recipients.
- Plan and conduct the annual awards ceremony at the annual meeting in coordination with the Awards Committee and Program Committee.
- The scholarship recipients are normally announced in June.
- Assist the Finance/Budget Committee with seeking funding for scholarships.

Finance/Budget Committee

- Prepare and recommend an annual budget for the Chapter to the Executive Committee.
- The Treasurer shall be a member.
- Seek funding to finance projects, activities, scholarships and programs.

Audit Committee

- Review Chapter financial records for the year ending December 31.
- Provide audit report to the Executive Council upon completion of the audit.

Nominating/Election Committee

- The Nominating Committee shall be composed of three members of the Chapter who are not members of the Executive Council.
- The Nominating Committee, elected as prescribed in the bylaws, shall select a slate of officers for the next year. One or more nominees for each office will be placed on the ballot with the exceptions that:
- Space for write-in names shall be provided for each position on the ballot.
- The Nominating Committee shall ensure that all members placed on ballot are willing to serve if elected.
- The Nominating Committee shall ensure the nomination and election process is carried out in accordance with the Chapter bylaws.
- The Nominating Committee shall receive nominations for officer and Executive Council positions by Chapter members no later than 60 days before the annual meeting.
- Balloting shall be by either email, web-balloting, or by paper ballot for those members without email.
- Members shall have a minimum of two weeks to cast ballots. All ballots postmarked or emailed by the end of the election period shall be counted.

- The election shall be complete at least 20 days prior to the annual meeting.
- The Nominating Committee shall tally votes of annual elections and certify the results to the Executive Council.
- The Nominating Committee Chairperson shall ensure that all nominees are advised of the election results immediately after the election.
- The Nominating Committee Chairperson will present the results of the elections at the annual meeting and plan the new officer swearing in ceremony.

Fund Raising Committee

- Develops and organizes activities to raise funds for the Chapter.
- Works with the Finance/Budget Committee to raise funds.

Ad-Hoc Committees and Positions

Public Relations Committee

- Webmaster and Newsletter Editor shall be members.
- Contacts media (paper, radio, television) to invite to meetings and activities.
- Submits articles and/or announcements about meetings and activities to local media.
- Submits articles on Chapter activities and meetings to the Conservogram.

Annual Report Committee

- Responsible for reporting all news and activities of the Chapter functions throughout the fiscal year.
- Reports must be submitted to Ankeny by the February due date.
- The Immediate Past-President is the Chair of the committee.
- Aids the Awards Committee with submissions of Award Nominations to Ankeny.

Newsletter Editor

- Appointed annually by Executive Council
- Participate in Executive Council Meetings
- Obtain information and publish quarterly newsletter.
- Publish newsletter for display on Chapter web site and email (mail to members who don't have emails) to each member.
- Participate in Executive Council Meetings.
- No term limit.

Webmaster

- Appointed annually by Executive Council
- Maintain the chapter website and member listserv with assistance from the Secretary and Newsletter Editor.
- Participate in Executive Council Meetings.

- No term limit.

Student Chapter Advisor

- Appointed annually by Executive Council. Must also meet host university advisor requirements, which usually require that the advisor is a faculty or staff member.
- Participate in Executive Council Meetings.
- Serve as liaison between Student Chapter and Oklahoma Chapter.
- Serve as the faculty advisor of the Oklahoma State University Student Chapter (or other designated student chapters)
- Monitor student chapter activities, and provide training, support, and/or guidance to student members.
- Student Chapter Advisor must be a faculty or staff member of the university hosting the student chapter.

Activities/Events Timetable

January

- Audit committee reviews the Chapter's financial records and presents audit report to the Executive Council.
- Scholarship committee makes application forms available
- Budget reviewed and adopted by Executive Council.
- Committee meetings as scheduled.
- Executive Council finalizes Chapter annual work plan and distributes to the membership.
- Executive Council meeting
- President appoints committee chairpersons.
- President discusses committee responsibilities and special charges with appointed chairpersons and committee members.
- Secretary submits new officer list to SWCS headquarters and Regional Board Member (if not done after the election).
- Past-President, with help from the Awards Committee, the Annual Report Committee and Executive Council members, prepares and submits Annual Chapter Core Activity Report and Chapter Award applications (Outstanding Chapter, Chapter Achievement, Sustaining Chapter, and Professional Development) to SWCS headquarters.

February

- Nominations/Election committee begins recruitment
- Sponsor OACD State Meeting and exhibit booth
- Statewide No-till Conference
- Chairpersons contact potential committee members to determine willingness to serve and confirm initial meeting date.
- President appoints committee chairpersons.
- Committee meetings as scheduled.
- Past-President, Annual Report Committee and Awards Committee submits Annual Chapter Core Activity Report and Chapter Award applications to SWCS headquarters and/or the Leadership and Professional Development Committees.
- Publish quarterly newsletter.

March

- Nominations/Election Committee prepares ballots for mailing
- Committee meetings as scheduled
- Executive Council meeting
- Society resolutions are reviewed by Executive Council and/or membership and comments provided to the Chapter delegate to take forward to the international meeting.

April

- Assist with Oklahoma Envirothon Contest
- Soil and Water Award presentation at State FFA Convention
- Committee meetings as scheduled

May

- National Land Judging Contest sponsorship
- T-Shirt Sales at National Land Judging Contest
- Nominations/Election Committee reviews and tabulates ballots.
- Chapter Annual Summer Meeting program agenda and registration/lodging information mailed to membership.
- Scholarship committee makes final selection of recipients.
- Committee meetings as scheduled
- Executive Council meeting
- Publish quarterly newsletter.
- President prepares report for presentation at Annual Business Meeting.
- Treasurer prepares financial report for presentation at Annual Meeting.

June

- Chapter Annual Meeting
- Committee meetings as scheduled
- Executive Council meeting
- Awards Committee formally begins solicitation of Awards for Chapter members and others

July

- Committee meetings as scheduled
- Annual SWCS International Meeting. President-Elect attends as official Chapter Delegate.

August

- Committee meetings as scheduled
- Executive Council meeting
- Notify chapter members of nominating procedures and ask for nominee recommendations for chapter officers via newsletter, e-mail, and mail.
- Awards committee solicits nominations for Chapter and International Society Awards
- Publish quarterly newsletter.

September

- Committee meetings as scheduled.

October

- Governor's Water Conference
- Committee meetings as scheduled

- Executive Council meeting

November

- Committee meetings as scheduled
- Publish quarterly newsletter.

December

- Executive Council meeting
- All committees review Chapter strategic plan and their assigned responsibilities, develop their annual action plan, set meeting dates, and submit a budget for the coming year.
- President names an audit committee, authorizing it to review the Chapter's financial records and provide an audit report at an Annual Meeting.
- Awards Committee submits International Society award nominations to SWCS headquarters

Oklahoma Chapter Bylaws



OFFICIAL BYLAWS (REVISED SEPTEMBER, 2011)

ARTICLE I – NAME

SECTION 1. The name of this society shall be the “Oklahoma Chapter of the Soil and Water Conservation Society” hereinafter referred to as the Chapter. This Chapter is an affiliate of the Soil and Water Conservation Society.

ARTICLE II – OBJECTIVES

SECTION 1. The objectives of the Chapter shall be to:

- Develop and advance the science and art of good land use and management,
- Promote conservation of natural resources, without limitation,
- Support professional development and opportunities for our members
- Educate the people for the purposes aforementioned to the end that mankind may have the use and enjoyment of these resources for future generations.

ARTICLE III – MEMBERSHIP

SECTION 1. The Chapter will consist of all active dues-paying members of the Soil and Water Conservation Society who reside or work in the State of Oklahoma.

SECTION 2. The membership shall consist of members, student members, sustaining members and life members. All members shall have the right to vote upon any proposition or in any election, except in a meeting of the council, in which only council members may vote.

SECTION 4. Members shall be persons who are or have been engaged in practicing or teaching soil, water and related natural resource conservation; conducting research, technical assistance or education work therein; administering activities related thereto, or otherwise pursuing a personal interest in natural resource conservation.

SECTION 5. Student members shall include those students who are enrolled in an accredited college or university and who are pursuing any of the several arts or

sciences related to natural resource conservation or high school students interested in natural resource conservation and who are dues paying member of the Soil and Water Conservation Society.

SECTION 6. Sustaining members shall be organizations, agencies, institutions, corporations, firms or individual members who are Organization or Corporate members of the Soil and Water Conservation Society.

SECTION 7. Life members shall be those individuals who are life members of the international society.

ARTICLE IV – CHAPTER STRUCTURE & GOVERNING COUNCIL

SECTION 1. The Chapter shall have a governing body known as the council, consisting of the president, president-elect, the immediate past-president, secretary-treasurer, nine at-large council members, and one student elected by the student members. In actions by the council, each member named in this section shall have an equal vote or voice.

SECTION 2. (A) The nine at-large council members shall be elected for three (3) year terms. The president-elect and student council member shall be elected for a one (1) year term. The individual elected president-elect serves 3 years on the council consecutively as president-elect, president, and past-president. The terms for elected council members shall begin immediately following the Chapter's annual meeting or June 15 if no meeting is held. The election of at-large positions shall be staggered over a three-year period with three positions elected each year. At-large council positions 1-3 the first year (June 1997), at-large council positions 4-6 the second year (June 1998), at-large council positions 7-9 the third year (June 1999), and repeating the sequence thereafter. At-large council members and the president-elect shall be elected by ballot before the annual meeting. All current members of the Chapter shall be allowed to vote for elected council positions. Ballots will be provided to each member electronically or by postal mail. Members may vote by returning the ballots by the voting deadline. In case of a vacancy of a position, the council shall appoint a replacement at the next council meeting to fill the unexpired term. **(B)** Any questions regarding the election or terms of any officer or council member not covered by these bylaws shall be determined by the council.

SECTION 3. The council shall (1) control and manage the affairs and funds of the Chapter; (2) fill, until specified, any vacancy occurring in the membership of the council; (3) recommend to the membership the adoption of amendments to or revisions of the bylaws; (4) perform other duties as may be prescribed by the bylaws. A majority of the council shall be required for a quorum for the transaction of business. A majority of the council members voting on any matter within the scope of the authority of the council shall be required for its determination.

SECTION 4. Council will meet quarterly and additional meetings may be called by the

president or by a majority of the council members. At least 15 days-notice of the date and place of each meeting and the general nature of the business to be acted upon shall be given to all members of the council by using contact information provided by the members. In case of an emergency, which shall be stated in the notice, a meeting may be called upon not less than 3 days (72 hours) notice.

SECTION 5. There shall be an executive committee consisting of the president, president-elect, one at-large council member elected by council members, immediate past-president and secretary-treasurer, which shall handle routine and emergency business. In actions by the executive committee, each member named in this section shall have an equal vote or voice.

SECTION 6. Electronic Meetings: The Council and/or any committees are authorized to meet by telephone conference or through other communications media so long as each participant may correspond with each other and participate during the meeting.

ARTICLE V – OFFICERS

SECTION 1. The officers of the Chapter shall be the president, president-elect, immediate past-president and secretary-treasurer, each of whom shall be a member of the international society. No individual may be an officer and an at-large council member at the same time. At-large council members are eligible to run for the Chapter officer positions. At-large council members who are elected to an officer position will relinquish their at-large position upon taking office. The council shall then appoint a Chapter member to serve the unexpired term of the at-large position.

SECTION 2. The secretary-treasurer shall be appointed by the council, and shall serve at the pleasure of the council.

SECTION 3. The president shall preside at meetings of the Chapter, the council and executive committee; shall appoint all committees, unless otherwise directed by the bylaws or the council; shall perform all other duties incident to the office; and present a status report to the members at the annual meeting.

SECTION 4. In the absence or disability of the president, the president-elect shall serve. In the absence of all elected officers, the council shall elect a president pro tempore who is a member of the council.

SECTION 5. The secretary-treasurer shall be responsible for all funds of the Chapter and shall perform all other duties incident to the office. Secretary-treasurer shall be bonded in such an amount as the council may determine, at the expense of the council. The treasurer's report shall be made at the annual meeting. The council will perform a review of financial records annually.

ARTICLE VI – NOMINATION AND ELECTION PROCEDURE

SECTION 1. (A) A nominations committee and an elections committee, consisting of members, sustaining members or life members, shall be appointed by the president not later than 180 days before the annual meeting.

(B) The nominations committee shall nominate and submit to the council not later than 90 days before the annual meeting, a list of qualified candidates who have consented to have their names appear on the ballot for the president-elect and at-large council positions. At least two candidates must appear on the ballot for the president-elect position and at least four candidates must appear on the ballot for the three at-large council positions. For at-large council positions, the top three candidates receiving votes each year shall be elected to at-large council positions. In case of tie votes for any elected position, the council shall determine who shall be elected to that position.

(C) The nominations committee shall accept any candidate properly nominated and shall nominate one or more candidates in any case where an established minimum number has not been otherwise nominated. The nominations committee will seek candidates for all officers who are active participants in the society and Chapter affairs. In seeking at-large council position candidates, the committee will attempt to achieve a regional or geographical distribution of these candidates throughout the state and institutional diversity.

(D) Nominations by petition may be made and presented to the nominations committee if signed by five (5) or more voting members of the Chapter. All petitions for nominations, in order to be considered, must reach the nominations committee at least 120 days before the annual meeting.

(E) The annual election shall be by postal mail, e-mail, or online ballot as hereinafter provided. Ballots will be provided to each member using the contact information provided to the Soil and Water Conservation Society member data base.

(F) At least 30 days prior to the election date, the election committee shall provide a ballot thereof to each member of the Chapter in good standing together with instructions for voting and a list of all candidates certified by the nominations committee. The notice shall state the election date, which in case of the annual election shall be not later than 40 days prior to the annual meeting.

(G) Votes shall be cast to the chairman of the elections committee in any method approved by the council. Any votes not received by the chairman by the election date shall not be valid and shall not be counted. Within 10 days of the election date, the election committee shall meet and count the valid votes. Votes improperly cast according to voting instructions shall be voided and not counted.

(H) The elections committee shall certify the results of the election to the president and shall deliver the voting records and an attested copy of such certification to the council,

who shall hold the same available for inspection by any member for 6 months thereafter, whereupon they may destroy the voting records.

(I) Announcement of the results of the election shall be made by the president at the annual meeting and through any publications of the Chapter.

ARTICLE VII – CHAPTER MEETINGS

SECTION 1. (A) The annual meeting of the Chapter shall be held in a place and time to be determined by the council.

(B) As soon as possible after each annual meeting, the president shall appoint an annual meeting program committee of such membership as deemed proper to prepare a program for the next annual meeting. The committee shall submit a proposed program to the council in time for review at a meeting of the council. Thereafter, the committee shall prepare a final program, conforming with any instructions given by the council.

ARTICLE VIII – COMMITTEES

SECTION 1. Except as otherwise provided in these bylaws, standing or temporary committees may be established by the council for any purpose within the scope of the objectives of the Chapter. Special temporary committees may be established by the president for the like purposes not otherwise provided.

ARTICLE IX – DUES AND FINANCES

SECTION 1. The annual dues of each grade of membership shall be determined by Soil and Water Conservation Society Board of Directors.

SECTION 2. Annual dues shall be payable in advance of the anniversary date of the Soil and Water Conservation Society's annual membership.

SECTION 3. (A) Except as otherwise provided by these bylaws, funds of the Chapter shall be used according to an approved annual budget by the council.

(B) No compensation shall be paid to any elected council member or secretary-treasurer.

(C) Council members, committee members and other representatives of the Chapter may, if expressly authorized by the council, be reimbursed for actual expenses incurred in attending meetings or transacting Chapter business.

SECTION 4. The Chapter may receive gifts, bequests, donations, grants or funds for any purpose within the scope of its objectives.

ARTICLE X – STUDENT CHAPTERS

SECTION 1. The Chapter recognizes all student chapters at accredited colleges and universities in Oklahoma, which have met the charter requirements of the Soil and Water Conservation Society. The Chapter will support, encourage and assist student chapters in carrying out the objectives of the Chapter, however, will not be responsible for the debts or obligations of student chapters.

ARTICLE XI – AWARDS, SCHOLARSHIPS, GRANTS, ETC.

SECTION 1. The Chapter may from time to time at the direction of the council, offer scholarships, awards or grants in recognition of outstanding work or ability in the field of natural resources.

ARTICLE XII – AMENDMENTS

SECTION 1. The bylaws shall be amended when a proposal submitted by the council is approved by a two-thirds vote of the members voting on the proposal at a regular election or at a special election called by the council. A copy of the proposed amendment(s), with a ballot stating clearly its general objective and referring to the copy for the particulars, shall be provided to each member of the Chapter, in good standing, at least 30 days before the date set for the election. An amendment will be effective immediately upon its adoption.

ARTICLE XIII – DISSOLUTION

SECTION 1. If the Oklahoma Chapter of the Soil and Water Conservation Society should ever cease to exist, any assets above and beyond the amount required to meet the obligations of the Chapter will be transferred by the last council to the Soil and Water Conservation Society. In no event will any officer, council member or member benefit from such assets except for authorized expenses incurred by such officer, council member or member conducting Chapter business.