



HANDBOOK

New Mexico Section
Society for Range Management

TABLE OF CONTENTS

PART I: INTRODUCTION.....1
PART II: ORGANIZATION AND OFFICERS
Board of Directors.....2
Duties of President .....3
Duties of President-Elect .....4
Duties of Past President .....5
Duties of Secretary .....6
Duties of Treasurer .....7
Historian.....7
Web Master.....8
PART III COMMITTEE GUIDELINES
Outreach and Communication (O&C) Committee .....9
Awards Committee .....11
Membership Committee.....12
Young Professionals Sub-Committee .....14
Nominations & Elections Committee .....14
Annual Events Committee .....16
Youth Activities Committee .....17
Science Fair Sub-Committee .....17
High School Youth Forum Sub-Committee .....17
K-12 Sub-Committee.....17
Finance and Scholarship Committee .....19
Scholarship Sub-Committee .....20
Education & Mentoring Committee.....20
Appendix I Recognition & Award System .....22
Appendix II Scholarship .....24

**PART I: INTRODUCTION**

THE SOCIETY FOR RANGE MANAGEMENT IDENTIFIES BOTH A VISION AND THE MISSION FOR THE SOCIETY: THE **VISION** IS: A WELL-TRAINED AND HIGHLY MOTIVATED GROUP OF PROFESSIONALS AND RANGELAND USERS WORKING WITH PRODUCTIVE, SUSTAINABLE RANGELAND ECOSYSTEMS. THE **MISSION** IS: TO PROMOTE THE PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION OF MEMBERS AND THE PUBLIC AND THE STEWARDSHIP OF RANGELAND RESOURCES. THE ROLE OF THE NEW MEXICO SECTION OF THE SOCIETY FOR RANGE MANAGEMENT IS TO OFFER STRUCTURE AND THE OPPORTUNITY TO FURTHER THE ART AND SCIENCE OF RANGE MANAGEMENT IN NEW MEXICO. THE SECTION SHOULD OFFER OPPORTUNITIES TO MEMBERS AS WELL AS THE RANGE MANAGEMENT COMMUNITY AS A WHOLE.

- IN ORDER TO ACHIEVE THIS GOAL THE SOCIETY SHOULD FACILITATE AND ENCOURAGE EDUCATION AND MENTORING THROUGH: TOURS, LECTURES, AND PERSONAL MENTORING
- ALL EXPERTISE AVAILABLE SHOULD BE UTILIZED TO ACHIEVE SECTION GOALS.

There is the need for greater continuity in the transfer of responsibilities from a Section or committee chair to the person succeeding them.

The purpose of this handbook is to provide the management structure of the organization. The objective of providing this structure is to efficiently achieve the objectives of the section. All Section officers, committee chairman, and members should have a complete copy of this handbook.

Copies of the guidelines found within this handbook will be available to all members on the New Mexico Section website. All Section officers are responsible for reviewing handbook on an annual basis. Changes in purpose, structure, or function of the position or committee should be presented to the Board of Directors for their concurrence.



**PART II: ORGANIZATION AND OFFICERS**

**BOARD OF DIRECTORS**

**PURPOSE:** The Board of Directors responsibility is to manage the business of the Corporation (Society for Range Management – New Mexico Section). This business includes, but is not limited to, section organization, administration, financing, and programs that will facilitate achieving the mission, vision, and objectives of the Section as stated in the By-Laws.

**STRUCTURE:** (As described in Section by-Laws Article III, Section I).

The business of the Corporation will be managed by a Board of nine (9) directors. The Board of Directors shall include the President, President-Elect, Secretary, Treasurer, Immediate Past President, the current Student Chapter President, and four (4) Directors-at-Large. If in the event that branch chapters are formed, the president of each chapter will be part of the Board of Directors.

**FUNCTIONS AND RESPONSIBILITIES:**

The committee chairpersons are appointed and are responsible to the Section President; however, each member of the Board of Directors has assigned responsibilities to specific committees. The responsibility varies with the position. Some are chairpersons of committees, others are members of a committee and all are assigned to be liaison between the various committees and the entire Board of Directors. This liaison will also include working with the committee to:

- 1. Establish short term goals and assign priorities. Goals may originate within the committee or be recommended by the Board of Directors, other committees or individuals. Examples of goals: Improve annual meetings and increase membership.
- 2. Establish long-range goals and assign priorities. Goals may originate as in No. 1. Examples: Organizational structure, financial needs and budget, relations with other organizations, and public relation programs.

3. Develop strategies for accomplishing short-term and long-term goals.
4. Review past and present committee activities; establish priorities and methods of accomplishing future projects.
5. Board of directors require a report of the committee's activities and proposals at the boards regularly scheduled meetings.
6. The BOD maintains and revises the NM Section Handbook

**DUTIES OF PRESIDENT**

- A. Serves as the chief executive officer for the organization. As executive officer, the president provides for outreach with rangeland interests within the state of New Mexico as well as the broader region. Examples of rangeland interests are: producer organizations, governmental organizations, environmental organizations, educational organizations, and civic organizations . The President should also provide exposure to these organizations of the availability and capability of the NM section of SRM. As a result of this outreach, the President should: (a) acquire knowledge of current issues and needs of these organizations as related to range management and achievement of these objectives. The Board of Directors should develop strategies and goals to meet the needs of these organizations. The President (b) shall have general supervision of the affairs of the Corporation and (c) shall preside over all meetings of the Corporation and/or its Board of Directors, (d) call meetings at his discretion or when required by a majority of the Board of Directors , and (e) perform all acts and duties usually performed by the executive office or any other duties authorized by the Board of Directors.
- B. Will serve as a member of the Advisory Council – SRM at the summer and annual SRM meetings to represent the New Mexico Section. In the event that the President is unable to attend the SRM AC meeting, the President will designate a suitable proxy, preferably from the current leadership. (See Guidelines on AC- SRM for specific responsibilities).

- C. Will appoint a Secretary and a Treasurer to serve during the President's term. The serving secretary and treasurer can be reappointed to serve multiple terms. This allows for continuity in both positions.
- D. Will appoint an editor of the newsletter. This appointment will be confirmed by the Board of Directors. The editor can be reappointed to multiple terms.
- E. Will have all positions and standing committee chairpersons appointed by the time the newly selected officers are installed. No more than one-half (1/2) of the committee chairpersons should be replaced during any one year.
- F. Will serve as direct liaison between the chairpersons of the Outreach and Communication Committee (O&C) and the Board of Directors.
- G. Provide correspondence received from SRM headquarters to the BOD and committee chairmen (especially membership reports).
- H. The outgoing President will report annually on the finances and accomplishments of the Section for the previous year at the Section's annual winter meeting. The report will include the Operating Budget for the year just past with all incomes and expenditures, and the status of all accounts (Scholarship, Investments, Contingency, and Operating Account). Expenditures associated with each committee will be discriminated on the Annual Financial Report. The outgoing president will provide a report of his term to be published in the newsletter.

#### **DUTIES OF PRESIDENT-ELECT**

- A. Will serve as the Activities Committee chair and along with the board of directors will make local arrangements for annual and summer meetings (See Activities Committee Guidelines for specific responsibilities).
- B. The President-Elect shall in the absence of the President preside at meetings and discharge his duties.
- C. Will serve as a member of the Advisory Council –SRM at the summer and annual SRM meetings to represent the New Mexico Section. In the event that the President-Elect is unable to attend the SRM AC meeting, the President will designate a suitable proxy,

preferably from the current leadership. (See Guidelines on AC-SRM for specific responsibilities).

- D. Will serve as a direct liaison between members at large, the membership committee, and the board of directors.
- E. Make appointments of standing committee chairmen before the annual meeting. The appointments will be presented to the Board of Directors at the annual meeting.
- F. The President-Elect will prepare the Annual Operating Budget for the coming year in consultation with the President and the Finance and Scholarship Committee chairperson. The Annual Operating Budget will be sent to the Board of Directors (BOD) prior to the Annual Meeting and then voted on at the Annual Meeting. The BOD will determine a minimum budget for typical annual expenses and will prioritize activities and expenditures so as to maintain a balanced budget. Unexpected expenses will be covered by drawing on the Contingency Account; however, reimbursements to this account will take precedent over other annual budget requests to ensure that the equivalent to an annual year's budget is maintained in this account at all times.

#### **DUTIES OF PAST PRESIDENT**

- A. Mentor the president and the president elect.
- B. Will serve as a member of the Advisory Council–SRM at SRM meetings to represent the New Mexico Section. In the event that the Past President is unable to attend the SRM AC meeting, the President will designate a suitable proxy, preferably from the current leadership. (See Guidelines on AC-SRM for specific responsibilities).
- C. Will serve as the chairperson of the New Mexico Section Nomination Committee. (See Guidelines for specifics).
- D. Will serve as direct liaison between the Historian and the Board of Directors.
- E. Will serve as a mentor to the Annual Events Committee to make local arrangements for annual and summer meetings.

**DUTIES OF SECRETARY****MINUTES OF MEETINGS:**

- A. Keep a record of the minutes of all meetings and actions of the Section and Board of Directors. Should the Secretary be absent, the President shall appoint a temporary substitute.
  - 1. Keep a copy of the minutes.
  - 2. Send a copy of the minutes to officers and directors within 7 days of the meeting.
  - 3. Post the minutes on the website following approval of the minutes by the Board of Directors..
- B. Develop and maintain an up-to-date mini-directory of Section officers, committee chairmen and committee members. Provide mini-directory to all officers, committee chairmen and SRM Business Office.
- C. Assists in the registration and arrangements of all Section meetings.
- D. Shall act as the Section's Corporate Secretary.
  - 1. File a report with the New Mexico State Corporation Commission annually, thirty (30) days after the annual business meeting.
  - 2. Be responsible for any returns or reports required by the IRS and the State Corporation Commission to maintain 5.01 -3-c status with the IRS and nonprofit status with the State.

**RECORDS FILE:**

- A. The Secretary keeps a permanent record in a file.
  - 1. Keep an accurate record of all activities of the New Mexico Section.
- B. Keep file for five years.
- C. Each year remove the last year and send to the Section Historian



# SOCIETY FOR RANGE MANAGEMENT

## DUTIES OF THE TREASURER

### FUNDS:

- A. Keep an accurate account of all funds.
  - 1. Maintains a financial ledger of all income and disbursements for the Section.
  - 2. Pays bills and other obligations authorized by the President or Board of Directors of the New Mexico Section.
  - 3. Prepares financial reports at least semi-annually and distributes reports to all Section officers.
  - 4. In conjunction with the Finance and Scholarship Committee, makes recommendations on investing and managing the financial resources of the New Mexico Section.
  - 5. Assists in fundraising projects for the Section.
  - 6. In conjunction with the Secretary, prepares and submits reports to state and federal authorities as required, especially in terms of maintaining the Section's 501-c-3 status.
  - 7. Will serve as an *ex-officio* member of the Finance and Scholarship Committee.

## ANNUAL REPORT

### TREASURER:

- A. Makes a report of the financial statement at the annual business meeting.
- B. Prepares the financial records for auditing by the Finance and Scholarship Committee. This is done as soon as records are complete for the fiscal year.

## HISTORIAN

### PURPOSE:

The Primary purpose of the Section Historian is to collect and sort material, reports or actions about the New Mexico Section SRM and record these events in a manner so as to provide a historical record.

### STRUCTURE:

The position of the New Mexico Section Historian is appointed by the President with the concurrence of the Board of Directors.

**FUNCTION:**

- A. Collect material from past and present Section officers and committees.
- B. Sort articles and reports of importance or historical value.
- C. Record this material in chronological order to provide a record of events of the New Mexico Section.
- D. Provide articles of historical interest to the Section Newsletter at least twice annually.
- E. Collect yearly files as follows:
  - 1. Annual Meeting
  - 2. General Correspondence
  - 3. Board of Directors Meetings
  - 4. Field Tours
  - 5. Committee Reports
  - 6. Newsletters and Sponsors
  - 7. Outstanding Contributions
  - 8. Awards

**REPORTS:**

A written report of progress and actions will be made and submitted to the President prior to the summer and annual meeting of the New Mexico Section and will be posted on the web.

**MEETINGS:**

The Historian should attend the summer tour and annual meeting of the New Mexico Section.

**WEB MASTER**

**PART III: COMMITTEE GUIDELINES**

All committees of the New Mexico Section will update their respective sections of the Handbook that will then be approved by the Board of Directors. Committee chairs will also develop and update web pages relative to their committee in collaboration with the web master. The committee chairs (or co-chairs) shall be seasoned members of the NM Section. Ideally, each committee will have a minimum of three (3) members.

**OUTREACH AND COMMUNICATION (O&C) COMMITTEE****PURPOSE:**

The primary purpose of the committee is to advance policies and disseminate information about the goals, aspirations, activities, and accomplishments of the Section under the general direction of the President and the Board of Directors.

**STRUCTURE:**

This committee is comprised of a chairman, one (1) or two (2) sub-committee chairmen. The chairman, in consultation with the Section President, is responsible for appointing the sub-chairmen. They in turn request the assistance of other Section members.

Major activities include coordinating information such as tour and meeting announcements, awards, election results and youth announcements to and from the public news media:

1. Newspapers
2. Magazines
3. TV
4. Radio

Additional opportunities include:

- Covers field days and obtains photos
- Send information to the Newsletter editor
- Assists the Newsletter editor in obtaining sponsors for the Newsletter
- Gets news to SRM headquarters office
- Creates and maintains media and stakeholder group contact lists.

The major activities associated with the Newsletter publishing as directed by the Newsletter editor are:

- A. Preparing the Newsletter
- B. Obtains sponsors for the Newsletter
- C. Maintains working relationships with SRM's Publishing Office

**FUNCTION:**

All members are "reporters" and should funnel noteworthy information to the Newsletter editor.

**DUTIES OF THE O&C****CHAIR:**

1. The O&C Chairman is the organizer, prime mover and motivator of the committee. In addition to working closely with his sub-committee chairs and Newsletter editor, he must work closely with the President and Treasurer – with the President to coordinate the primary thrust of Section activities and with the Treasurer since all bills for publication go directly to him. The Treasurer can then advise the O&C chairman of the running cost of publicity.
2. The chairman, the Newsletter editor, and the Section President work together to determine the number of Newsletters planned for publication. The timing of each Newsletter is important to inform the membership and to assure the success of each activity.

All committee chairmen and Section officers are ex-officio members of the committee and have the responsibility for sending information and reports to the Editor for use in the Newsletter. The O&C chair should follow-up with timely reminders and suggestions for articles.

**REPORTS:**

The O&C chairman is responsible for reporting to the Section President prior to the summer and annual meetings.

**MEETINGS:**

Committee should meet at least once during the year prior to the annual winter meeting.

**PART III: COMMITTEE GUIDELINES****AWARDS COMMITTEE****PURPOSE:**

The Awards Committee is constituted to carry out activities relevant to the awards program of the New Mexico Section SRM in a manner that will provide public recognition of Section members, ranchers, youth and others who have made such contributions to range related resource management.

Sub-committees will be organized to carry out specific awards (Appendix I). These awards are Rangeland Innovator of the Year, Rangeland Manager of the year, Excellence in Rangeland Management, and President's Award.

Committee functions and activities describe (1) the selection criteria for nominating producers for each award made by the New Mexico SRM and (2) the function and procedures of the Awards Committee.

The awards program is an important component of public outreach of the Section. This committee will assist with the preparation and dissemination of timely press releases, including quality photographs, announcing these awards.

**STRUCTURE:**

The committee will consist of a minimum of seven (7) members. The Awards committee will include five past New Mexico Section presidents and the chairman will be selected by the committee. The committee will select the yearly recipients of each award; these recipients will be approved by the Board of Directors.

**FUNCTION:**

The primary functions are described in each of the different sub-committees. Each sub-committee will check the list of previous awardees to determine previous awards, if any, received by nominees.

A. Chairman's responsibility



# SOCIETY FOR RANGE MANAGEMENT



- 1. The committee chairman is responsible for coordinating all activities of the Awards Committee. The chairman is the organizer and motivator.
- 2. Develop an annual budget of the Awards Committee for the upcoming year.
- 3. Have plaques and citations prepared. Plaques will include section name, logo, name of award, and name(s) of recipient(s). The citation will be of appropriate length for the award presentation and for the preparation of press releases.
- 4. Coordinate with President and President-Elect on how awards are to be presented.
- 5. Consolidate award information and photos and forward material to O&C Chairman.
- 6. Coordinate activities with the Board of Directors.
- 7. Coordinate and submit appropriate nominations for Parent Society for Range Management Awards. (See Honors Awards Committee Handbook SRM – 1978).

**REPORTS:** The Awards Committee Chairman is responsible for consolidating all reports of sub-committees and presenting a written report to the Section President prior to the summer and annual meetings.

**MEETINGS:** The committee chairman should meet with BOD at all BOD meetings.

## PART III: COMMITTEE GUIDELINES

### MEMBERSHIP COMMITTEE

**PURPOSE:** The Membership Committee shall seek to increase and to perpetuate active membership in the New Mexico Section of SRM.

**STRUCTURE:** The committee should be composed of at least five (5) Section members.

The committee chairman will be appointed by the Section President. The committee chairman, with the concurrence of the Section President, will select four (4) committee members. The committee members should be selected, one each, from the four quadrates of the State to give the widest coverage. Members of the Committee should also represent the diverse occupational and generational characteristics of the membership.

**FUNCTION:**

1. The Membership Committee is expected to be active in recruiting new members to the Society for Range Management and the New Mexico Section.
2. The Committee is expected to make contact with and encourage delinquent members to submit dues to the parent Society.
3. The Committee is responsible for contacting non-participating members and encouraging active participation in Section activities.
4. The chairperson is expected to maintain close communication with Section officers – especially the President. Correspondence from the SRM office comes to the membership chairperson via the Section President.
5. The chairperson of the committee is also a member of the National membership group.
6. The chairperson will assist the Secretary in preparing the Mini Directory.
7. The chairperson will assist the Secretary in maintaining a directory of email addresses for the membership.
8. Send a welcome letter to all new members and to the member that recruited them, along with the New Mexico Section Handbook and By-Laws.
9. Publish new and renewing members in each Newsletter welcoming them to the SRM-New Mexico Section.
10. Coordinate with faculty members to interest students in SRM work in order to keep them active. Students need to understand that they are very important to SRM.
11. Bring prospective members to tours, meetings, etc. Need to be “one on one.”
12. Develop a program of work with achievable objectives.
13. After the delinquent member list is received from SRM, obtain newsletters from the Newsletter Editor

and mail to all delinquent members. The Newsletter should be accompanied by a cover letter highlighting the benefits of being an SRM member.

### **YOUNG PROFESSIONALS SUB-COMMITTEE**

**PURPOSE:** To stimulate and retain involvement of young range management professionals in the Society of Range Management.

**STRUCTURE:** The Sub-Committee should consist of a minimum of three (3) young professional section members.

**FUNCTION:** To encourage membership among new professionals (i.e. agency employees and young producers).

To encourage participation by young professionals in committees and activities.

To identify potential mentors to facilitate preparation for future participation and for future leadership opportunities.

To concentrate on young college graduates residing in the state of New Mexico.

## **PART III: COMMITTEE GUIDELINES**

### **NOMINATIONS & ELECTIONS COMMITTEE**

**PURPOSE:**

1. To identify encourage, and develop a pool of committed leadership candidates for the current and future Section election cycles.
2. To conduct Section elections as directed by the BOD.
3. To cooperate with the BOD in actively promoting member participation and turn-out in Section elections.

**STRUCTURE:** A minimum of five members representing the diversity of the Section's membership with at least half having served prior in Section leadership positions. The Past-President shall be the chair and the chair of the Membership Committee shall also be a member. Members will serve three-year terms with at least one position being rotated each year.

**FUNCTION:** To identify and encourage candidates for Section leadership that represents the full diversity (occupational, geographic, generational, gender, and institutional affiliation) of the rangeland community in New Mexico. During pre-nomination interviews, candidates will be provided with copies of the NM Section Handbook and be briefed on the duties, responsibilities, and expectations involved with the position for which they are being considered. Only candidates that are willing to commit to these expectations will be put forward as nominees.

To promote broad representation, there should not be more than one candidate from any one major member category (geographic, occupational, or institutional).

Nominations will be solicited from the membership and leadership (Directors and committee chairs). Nominations will be accepted from the membership as provided for in the by-laws. Unsuccessful candidates will be encouraged to run in future elections.

Elections may include special questions such as proposed by-laws changes, and the committee will cooperate in placing these questions on the ballot and tabulating the results.

#### **REPORTS:**

By September 15, the Committee will have commitments from two candidates for president and four candidates for director. In addition, an alternate candidate for each position shall be identified in case a candidate is unable to follow through. These alternatives may be candidates for the next election.

Elections will be conducted by a ballot in the fall newsletter that will be published prior to October 31. Completed ballots will be submitted electronically or by surface mail as directed by the Committee chair and approved by the BOD. A list of members without electronic communication capabilities will be provided by the Secretary.

Votes are to be tabulated and the results announced by a date determined by the BOD. The President will receive the results first and will promptly notify the candidates before announcing the results to the BOD and membership. The President will welcome the new officers and encourage the unsuccessful candidates to remain active and engaged in the Section.

#### **MEETINGS:**

The chair will conduct meetings in person, by telephone or electronically as the opportunity and need arises. Committee members will informally

contact and interview potential candidates. Members will report such contact to the chair. The Committee will operate in a professional manner with respect to the privacy and dignity of those under consideration.

### **PART III: COMMITTEE GUIDELINES**

#### **ANNUAL EVENTS COMMITTEE**

**PURPOSE:** To plan and produce annual events such as the annual meeting and Summer meetings/tours as well as other events that the Section determines to host or be associated with.

To establish and follow budgets for each event that will result in a net income for the Section.

**STRUCTURE:** The President-Elect serves as the chairperson.

Members shall include the President and representatives of the Outreach & Communication Committee and the Finance & Scholarship Committee. A member from the region hosting the meeting or tour is desirable.

The President-Elect has considerable discretion in selection of program theme and tour venue.

**FUNCTION:** Planning will be aided by the NM Section Meeting and Tour Planning Handbook which will include time lines, flow charts, communication templates, “lessons learned,” and financial analysis of past events. This handbook will be revised following each event, including an event summary.

The Committee will solicit feedback on Section events to determine if events are meeting member needs, interests and expectations, and to utilize this information in planning future events.

#### **MEETINGS:**

1. FOR SUMMER MEETING/TOUR
  - a. January Annual Meeting: discuss meeting/tour venue ideas, determine tour date window.
  - b. Mid-February: identify viable summer tour options for discussion with the BOD (telephone or electronically)
  - c. Mid-March: select summer tour venue, begin PR campaign, i.e. “save the date.”
  - d. Early May: final draft of tour agenda, solicit sponsors, apply for SRM CEU credits
  - e. At first BOD meeting following tour, report on tour success, what went wrong/right, and financial results (incomes less costs)
2. Annual Meeting/Tour

- a. Ate Spring BOD meeting: discuss meeting and tour theme and venue ideas, determine meeting date window.
- b. Summer BOD meeting: identify viable venue, theme and tour options.
- c. Mid-September: Select meeting theme/venue, begin PR campaign.
- d. Mid-October to coincide with election newsletter: final draft of program and tour, solicit sponsors, apply for SRM CEU credits; set up registration on-line.
- e. Mid-November: continue PR
- f. At first BOD meeting following meeting, report on meeting success and financial results.

### **PART III: COMMITTEE GUIDELINES**

#### **YOUTH ACTIVITIES COMMITTEE**

**PURPOSE:** The purpose of this committee is to initiate and sustain viable rangeland information and educational programs for youth, especially below college age.

**STRUCTURE:** The committee will consist of a minimum of three (3) Members.

The chairman will be appointed by the President and they will jointly select the members for the activity as described. Recent HSYF participants and Range Club members should be considered.

#### **SCIENCE FAIR SUB-COMMITTEE**

This sub-committee will consist of a minimum of seven (7) members. They will be the sub-committee chairman and six (6) members. Members should be selected from the vicinity of each of the Regional Science Fairs at Las Vegas, Portales, Las Cruces, Grants, Albuquerque, Farmington and the State Science Fair at Socorro. Additional members should be appointed to allow at least two (2) members at each location.

#### **HIGH SCHOOL YOUTH FORUM SUB-COMMITTEE**

This sub-committee will consist of a minimum of three (3) members. They will coordinate the HSYF state contest and submit the necessary information to allow two youth to compete at the Nationals HSYF.

#### **K-12 Sub-Committee**

**FUNCTION:** The primary functions are described in each of the different sub-committees.

Chairperson

1. The chairperson of the committee is responsible for coordinating all activities of the Youth Activities Committee. The chairperson is the organizer and motivator.
2. Draft letters for Section President's signature to be sent to Youth Science Fair Awards.
3. Consolidate all news releases and photos on awards and forward material to Newsletter chairman and appropriate local SRM County Representatives for publishing in local newspapers.
4. Initiate new programs for youth as the need and opportunity arises.
  - a. Stimulate range educational activities.
  - b. Promote utilization of available resources (and persons) of the Section in increasing the knowledge and understanding of range management.

**REPORTS:** The Youth Activities Committee chairperson is responsible for consolidating all reports of sub-committees and presenting a written report to the Section President prior to the summer and annual meetings.

**MEETINGS:** The committee chairperson and sub-committee chairs should meet at least once a year at the Section's annual meeting to evaluate activities and organize sub-committees.

**RELATIONSHIPS:** A. Youth Activities Committee is one of the standing functional committees of the New Mexico Section-Society for Range Management, directly responsible to NM-SRM Board, to whom it reports regularly.

- B. Youth Activities Committee should promote youth interest in range management and NM-SRM member involvement in youth range educational activities.
- C. Youth Activities Committee should maintain close liaison with the New Mexico Agricultural Extension Service and others who sponsor youth education, and with local groups who sponsor youth activities.
- D. Youth Activities Committee should maintain communication with Secretary, Treasurer, and Newsletter editor.

### **PART III: COMMITTEE GUIDELINES**

#### **FINANCE AND SCHOLARSHIP COMMITTEE**

**PURPOSE:** Under the direction of the Treasurer this committee oversees section financial activities, budgets, audits. This committee would solicit applications for the NM section scholarship.

**STRUCTURE:** The committee should be composed of a minimum of six (6) section members selected by the chairman in consultation with the President. Two members will be selected each year and serve three-year terms. Terms will be staggered so that experienced members will always be on the Committee.

The Committee chairman will be appointed by the Section President.

**FUNCTION:**

1. To assist the treasurer and maintain financial records.
2. To assist the President-Elect in preparing the annual budget prior to the Annual Meeting.
3. To audit the financial records kept by the treasurer following the close of the books each fiscal year.
4. To provide the President and Treasurer recommendations on investing and managing the financial resources of the New Mexico Section.

**SCHOLARSHIP SUB-COMMITTEE**

1. To update the Scholarship Application (Appendix II).
2. To announce the scholarships early in the Spring term at NMSU.
3. To receive and evaluate scholarship applications.
4. To provide the Board of Directors and Committee with recommendations on scholarships, i.e. number and amount of each.

**PART III: COMMITTEE GUIDELINES****EDUCATION AND MENTORING COMMITTEE**

**PURPOSE:** To assist all who are interested in rangeland resources to keep abreast of new and established findings and techniques in both the science and art of range management:  
To improve the effectiveness of range management in obtaining from range ecosystems the products and values necessary for society's welfare;  
To create a public appreciation of the social and economic benefits to be derived from range resources, and  
To promote the professional development of its membership through mentoring, tours, seminars, publications and other appropriate means.

**STRUCTURE:** The committee should be composed five (5) section members. Membership should be, but not limited to, upper level representatives from the various rangeland interests located in New Mexico. Rangeland interests in New Mexico include but are not limited to:

- Bureau of Indian Affairs Northern Pueblos
- Bureau of Indian Affairs Southern Pueblos
- Bureau of Land Management
- Navajo Nation
- New Mexico Cattle Growers' Association Inc.
- New Mexico Game and Fish Department
- New Mexico Soil and Water Conservation Districts
- New Mexico State Forestry Department
- New Mexico State Land Office

- New Mexico State University – Department of Animal and Range Sciences
- New Mexico State University – Extension Service
- USDA Agricultural Research Service – Jornada Experiment Range
- USDA Natural Resources Conservation Service
- USDA Forest Service

**FUNCTION:**

The Committee will meet semi-annually in January and July each year. The Committee will draft recommendations to the Board of Directors on the development of a training and mentoring program. The program will include networking, mentoring, training, and exposure to ongoing or future management programs and policies that will provide for the needs of individuals practicing the art and science of range management (i.e. ranchers, agency employees, etc.). It will also provide recommendations for future research by academic institutions.

**APPENDIX I****Recognition & Award System for New Mexico SRM**

(Adopted and revised in 2011)

**LUNCH AT THE AWARDS ASSEMBLY WILL BE PROVIDED BY THE NMSRM TO ALL INVITED SPEAKERS AND AWARD RECIPIENTS INCLUDING THE HIGH SCHOOL 1<sup>ST</sup> AND 2<sup>ND</sup> PLACE HIGH SCHOOL YOUTH FORUM WINNERS (two complementary lunches per award).**

**ALL AWARDS WILL BE SELECTED BY THE AWARDS COMMITTEE WITH THE EXCEPTION OF THE HIGH SCHOOL YOUTH FORUM WHICH WILL BE SELECTED BY A STATE CONTEST HELD IN NOVEMBER EACH YEAR**

**ALL NOMINATIONS FOR THE “EXCELLENCE IN RANGE MANAGEMENT”, “RANGELAND MANAGER OF THE YEAR” and “RANGELAND INNOVATOR OF THE YEAR” MUST BE POSTMARKED BY OCTOBER 31 and MAILED TO THE NMSRM AWARDS COMMITTEE CHAIRMAN**

**NAMES OF THE RECIPIENTS FOR THE “HIGH SCHOOL YOUTH FORUM” and “PRESIDENT’S AWARD (S)” MUST BE SUBMITTED TO THE NMSRM AWARDS CHAIRMAN BY DECEMBER 1.**

**“PRESIDENT’S AWARD”**

PLAQUE(S) TO BE GIVEN RECIPIENT(S) AT THE ANNUAL MEETING

1. **Given at the discretion of the President** for outstanding service to the president and the section over the past year.

**“RANGELAND INNOVATOR OF THE YEAR”**

(Maximum of 1 award annually but given only if warranted)

PLAQUE TO BE GIVEN TO RECIPIENT AT THE ANNUAL MEETING

MUST BE ACTIVELY ENGAGED IN RANCHING, LIVESTOCK FARMING OR PROFESSIONAL FIELD OF RANGELAND MANAGEMENT; MAY BE TEACHING, RESEARCH, ADVICE, COUNSELING, TECHNICAL ASSISTANCE, INFORMATION OR BUSINESSPERSON INTERESTED IN BETTERMENT OF THE FIELD OF RANGE MANAGEMENT AND EXCELs IN ONE OR MORE OF THE FOLLOWING:

1. Demonstration of ingenuity in rangeland management
2. Unique contributions to the art and science of rangeland management
3. Member of SRM



# SOCIETY FOR RANGE MANAGEMENT

### **“RANGELAND MANAGER OF THE YEAR”**

(Maximum of 1 award annually but given only if warranted)  
PLAQUE TO BE GIVEN TO THE RECIPIENT AT ANNUAL MEETING

MUST BE ACTIVELY ENGAGED IN RANCHING, LIVESTOCK FARMING OR PROFESSIONAL FIELD OF RANGELAND MANAGEMENT, MAY BE ADMINISTRATION, TEACHING, RESEARCH, ADVICE, COUNSELING, TECHNICAL ASSISTANCE, INFORMATION OR BUSINESSPERSON INTERESTED IN BETTERMENT OF THE FIELD OF RANGE MANAGEMENT AND EXCEL IN ONE OR MORE OF THE FOLLOWING:

- 1. Recognized leader accepted over large area of the state as being progressive, enterprising and looking ahead to improve range management.
- 2. Interested in the promotion and advancement of the art and science of rangeland management.
  - a. Farmer or Rancher active in local organizations (i.e. FFA, 4-H, Soil and Water Conservation districts, Weed boards etc.)
  - b. Professional should be active in societies and participate in meetings, contributor of technical information, either in popular or scientific outlets.
  - c. Businessperson should display unselfish interest in range management, actively engaged in supporting programs and organizations.
- 1. Preferably, though not required, a member of SRM.
- 2. Must have made a contribution to the advancement of the art and science of range management worthy of special recognition.

### **“EXCELLENCE IN RANGE MANAGEMENT”**

PLAQUE(S) TO BE PRESENTED TO RECIPIENT(S) AT THE ANNUAL MEETING

Any individual or group actively engaged in, implementing, advocating, practicing, or stimulating any activity that results in the improvement, awareness, advancement, mentoring, or education in Range Management. This honor is to be used to complement, recognize, and applaud any individual or group deserving recognition for efforts in the art and science of Range Management. There is no minimum or maximum number of these awards that can be given each year.

### **HIGH SCHOOL YOUTH FORUM**

PLAQUE(S) TO BE PRESENTED TO THE WINNERS AT THE ANNUAL MEETING  
MONOTARY AWARD TO DEFRAY EXPENSES TO THE INTERNATIONAL SRM MEETING TO BE PRESENTED AT THE ANNUAL MEETING

- 1. Plaque will be presented to the 1<sup>st</sup> and 2<sup>nd</sup> place winner of the annual Highs School Youth Forum contest to be held in November of each year.
- 2. Required expenses for the International High School Youth Forum will be paid by the NMSRM
- 3. A monetary award will be given at the state SRM meeting to help defray travel expenses to International SRM meeting.

### **OUT GOING PRESIDENT PLAQUE**

PLAQUE TO BE PRESENTED TO THE OUT GOING PRESIDENT AT THE ANNUAL MEETING



SOCIETY FOR RANGE MANAGEMENT

APPENDIX II

2011-2012 SCHOLARSHIP APPLICATION
New Mexico Section, Society for Range Management

Name: Last, First, Middle

Address: Street, Apt., City, State, Zip Code

Phone(s): - - ; - - -

Email Address:

Scholarship: Lower Division (Freshman, Sophomore)
Upper Division (Junior, Senior)

Academic Record:

Please submit copies of all university transcripts.
Cumulative Grade Point Average:

Range Management Related Activities:

- Y Range Club Member: Yes (Member since ) No
Y Member of SRM: Yes (Member since ) No
Y New Mexico Section meetings attended:
o Annual meetings:
o Field Tours:
Y Range Club Offices held: Y Teams:
o Range Plant ID Team (years):
o Undergrad Range Mgt Exam (URME) (years):
o Rangeland Cup Competition (years):
o Other activities at SRM Annual Meeting:
Y Other Activities (fund raising, Club field trips, etc.):

Please provide a brief (no more than 250 words) statement of how a New Mexico Section Scholarship will benefit you.

Please provide the names, phone numbers and email addresses of two references.

Submit your application, transcripts, statement and reference information to:

**Dr. Laurie Abbott**  
**Department of Animal and Range Sciences**  
**New Mexico State University**

**Application Deadline: May 6, 2011**

## **Announcing Scholarships For Range Science Students**

The New Mexico Section of the Society for Range Management is offering two \$500 scholarships for the 2011-2012 academic year. One scholarship will be awarded to a lower division student (freshman or sophomore, less than 61 earned credits) and one will be awarded to an upper division student (junior or senior, more than 61 earned credits).

### **Eligibility Requirements:**

- Full-time student at New Mexico State University majoring in Range Science
- Minimum of 3.0 GPA
- Range Club member

### **Application Process:**

The application form can be found at the New Mexico Section's website at\_\_\_\_\_. Students should submit the completed application, transcripts, personal statement and reference information to the Finance and Scholarship Committee representative at New Mexico State University, Dr. Laurie Abbott. Applications can be submitted by mail, delivery to Dr. Abbott, or electronically.

**Application Deadline:** May 6, 2011

All applications will be evaluated by the Scholarship Subcommittee of the Finance and Scholarship Committee. The Subcommittee will submit its recommendation to the full Committee. The Finance and Scholarship Committee will submit its approval to the New Mexico Section's Board of Directors which will make the final decision on recipients of the New Mexico Section Scholarships.

Recipients will be announced by July 1, 2011. The scholarship winners will receive their awards at the start of Fall Semester at NMSU. Recipients will be recognized at the Awards Luncheon at the annual meeting of the New Mexico Section in January, 2012.