

## **BYLAWS OF SOUTHWEST CHAPTER OF THE RIVER MANAGEMENT SOCIETY**

It is the purpose of the Southwest Chapter of the River Management Society to uphold and fulfill the constitution of the River Management Society through all its' activities.

### **ARTICLE I MEMBERSHIP**

#### **Section 1 - Eligibility**

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY (RMS) and who resides in the geographical areas of Arizona, Colorado, New Mexico, Oklahoma, Texas, and Utah will be considered a member of the Southwest Chapter.

#### **Section 2 - Membership Categories and Benefits**

Professional members are entitled to the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members only Internet List Serve, Chapter Events, Member Discounts, Voting Privileges and the Right to Hold Office. Individuals ineligible to be regular voting members will become non-voting Associate members.

Associate members are entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List Serve, Chapter Events and Symposium Discounts.

Organizational members are entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List Serve, Chapter Events and Symposium Discounts (for two).

Student members are entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List Serve, Symposium Discounts, and Chapter Events.

Lifetime members are entitled to: All benefits for Professional members.

#### **Section 3 - Resignations and Terminations**

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignations will be processed by the RMS Program Director who will notify the Chapter President.

#### **Section 4 - Suspensions**

Any suspension from RMS will concurrently result in suspension from the subsequent chapter.

**ARTICLE II**  
**MANAGEMENT OF THE CHAPTER**

**Section 1 - Administrative Structure**

The elected officers of the Chapter will be a President, Vice-President, Secretary and an Events Coordinator and will be members of the Southwest Chapter. All officers are voting officers. No salary will be paid to the officers.

Officers will hold office for three calendar years starting the January 1 following elections. All officers will hold office until their respective successors are elected.

The chapter President will serve as a member of the National RMS Board of Directors.

**Section 2 - Election of Officers**

The Chapter President will call for an election when officer terms are nearing completion and will call for a nomination of candidates. Nominations may be made only by chapter members. Officers will be elected by the general membership of the chapter. Only Professional and lifetime category members (Article I, Section 2) from the chapter may vote in chapter elections.

**Section 3 - Elections**

The current officers will administer elections with the help of the Program Director. Ballots will be sent to each voting member by a general mailing or may occur using electronic mailing. Elections may be held to ratify bylaws, select officers or conduct other chapter business.

**Section 4 - Vacancies of Office**

Should the position of President be vacant during a term, the Vice President will fill in as President until such time that elections are conducted. Other chapter officer vacancies will be filled by the appointment of an interested chapter member based on a simple majority vote of the chapter officers. The terms of any vacated office will be held to the original holders term limit. Emergency elections may be called if deemed necessary by the remaining officers when several vacancies exist.

**Section 5 - Expenses of Chapter Officers**

Chapter officers may be reimbursed from Southwest Chapter funds for traveling expenses incurred for the purpose of attending meetings by the simple majority approval of chapter officers.

**ARTICLE III**  
***AUTHORITIES AND DUTIES OF CHAPTER OFFICERS***

**Section 1 - President**

**Chapter responsibilities:** The **President** will preside at chapter meetings and represent the interests of chapter members. The President will provide direction to other chapter officers. The President is responsible for overall communication with chapter members; contacts new members; oversees coordination of at least three chapter events with the Events Coordinator Officer and other chapter officers and members; represents the Society at regional events; appoints or elects State Stewards or sub-chapter representatives (optional); submits quarterly chapter updates for the Society newsletter; and organizes quarterly conference calls with chapter officers and periodically invites the national President, Vice President and Executive Director.

**Society responsibilities:** The President is responsible at the National Society level to serve on the National RMS Board; attend national Society events; serve on the scholarship committee; participate in conference calls with the Board; attend the annual Board meeting (or find a replacement) and provides an annual chapter summary report to the Board at its annual meeting.

**Section 2 - Vice President**

**Chapter responsibilities:** The **Vice President** is responsible for contacting chapter members with expired memberships and encouraging them to renew. The Vice President, with assistance from fellow officers, will write chapter news and events updates for chapter members twice during a calendar year. The Vice President will promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Executive Director when the Southwest Chapter is the focus of the RMS newsletter. The Vice President will organize chapter elections or a process for selection of officers. The Vice President will assist the Events Coordinator with planning and coordinating chapter events.

**Society responsibilities:** The Vice President will serve as a member on the national succession committee or recruit a chapter member to do so. The Vice President will fill in for the President, as needed, on national duties such as Board calls and meetings.

**Section 3 - Secretary**

**Chapter responsibilities:** The **Secretary** will record and keep chapter meeting minutes and conduct timely mailing of minutes to chapter membership, when necessary. As requested by chapter officers, the secretary will also conduct mailings of chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the chapter is the focus of the RMS newsletter. The Secretary will track any chapter displays and events for the Society's national display and keep records of events the chapter is involved in. The Secretary will manage seasonal training opportunities or job shares within the chapter and notify chapter members of these opportunities. The Secretary will assist the Events Coordinator in planning and coordinating chapter events.

**Society responsibilities:** The Secretary will serve on the national RMS Membership Committee or recruit a chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society’s historical records. The Secretary will work with the RMS National Treasurer to keep track of Southwest Chapter funds.

**Section 4 - Events Coordinator**

**Chapter responsibilities:** The **Events Coordinator** will plan, coordinate, organize and participate (when possible) in all Southwest Chapter events. The Events Coordinator will coordinate at least three events per calendar year to include the River Ranger Rendezvous every other year. The Events Coordinator will accomplish this by doing the work themselves, recruiting chapter members to coordinate events in their location, and using assistance from other chapter officers. Chapter events include, but are not limited to, workshops, trainings, river trips, gatherings and a River Ranger Rendezvous every other year. The Events Coordinator will update routinely, the RMS Facebook page and website in cooperation with the Executive Director. The Events Coordinator will assist other chapter officers with membership and other chapter duties as requested.

**Society responsibilities:** The Events Coordinator will serve on the National RMS fund raising committee or recruit a chapter member to do so. The Events Coordinator will assist the Executive Director with national RMS events.

**Section 5 - Execution of Instruments**

Agreements, conveyances, transfers, obligations, certificates and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the President or his or her representative, upon approval by a simple majority of the chapter officers.

**ARTICLE IV  
CHAPTER OFFICER PROCEEDINGS**

**Section 1 - Meetings**

Chapter officers shall meet at least four times a year through a variety of methods. Conference calls and chapter events may serve as meeting methods for the officers. Meeting minutes will be kept at each chapter meeting and reside with the Secretary Officer.

**Section 2 - Decisions**

A simple majority of the chapter officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of the chapter to represent the chapter’s interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

**ARTICLE V**  
**COMMITTEES**

**Section 1 - Structure**

The President may appoint standing committees with the concurrence of the other officers, as necessary. All committees will be advisory in character and will report to and act under the direction of the President. Members of committees can be reimbursed for any travel expenses incurred while attending regular committee meetings upon prior approval by a simple majority of the chapter officers.

**Section 2 - Duties**

The chapter officers will determine the responsibilities of each committee. Each committee will make reports, as requested.

**ARTICLE VI**  
**FINANCES**

**Section 1 - Fiscal Year**

The chapter fiscal year will coincide with the calendar year.

**Section 2 - Financial Management**

Chapter funds will be used in support of chapter activities, including, but not limited to: chapter workshops, mailings, official travel, chapter scholarships, and support for chapter events. Expenditure of funds will occur upon approval by a simple majority vote of chapter officers. The President and/or Secretary will contact the National Treasurer to dispense funds and keep records of chapter transactions.

Acceptance or rejection of funds due to or donated to the chapter, from any source, will occur upon approval or rejection by a simple majority vote of chapter officers. The Secretary and National Treasurer will keep a record of such approvals or rejections. Acceptance or rejection of funds will be in compliance with the Society Planned Giving Program.

**ARTICLE VII**  
**AMENDMENT OF BYLAWS**

The bylaws must be ratified by a simple majority vote of chapter officers and its' members. Minor amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

Adopted January 1<sup>st</sup> 2015  
Amended January 1<sup>st</sup> 2016