

River Management Society

Business Documents

As of October 22, 2021

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Constitution of the River Management Society

As Amended November, 1999

As Amended and Approved October 12, 2003

As Approved February 9, 2004

As Amended and approved October 9, 2015

As Amended and approved January 6, 2021

Article I - Name

The legal name of the organization is the “River Management Society”, hereinafter referred to as “Society”.

Article II - Purpose

The Society serves as the primary source of river management information and expertise. The purposes of the Society are to:

- Develop and promote professional river management techniques;
- Educate decisionmakers and the public;
- Positively influence public policy on river management issues;
- Serve as a forum for information sharing; and
- Promote and encourage professional development opportunities for members.

The Society will achieve its purposes through a sharing of information, issuing of scholarly and informational publications, holding meetings and workshops, assisting research, and other appropriate means. No activity of the Society will be construed or authorized which will aid in, or assist in, for-profit benefit of any commercial activity or business.

The Board may also appoint Ex-Officio Advisors for the purpose of providing needed expertise to the Board. Ex-Officio Advisors are non-voting members appointed by and serving at the pleasure of the Board. No salary shall be paid to Advisors.

Article III - Board of Directors

The Society will be an autonomous organization divided into Chapters representing various geographic regions of the United States, Canada, and other countries. The President, Vice President, Secretary, Treasurer, Chapter Presidents, and up to four board members-at-large will constitute the Board of Directors (hereinafter referred to as the “Board”). The Board shall appoint up to four board-members-at-large who are voting members of the Board. The Board may appoint non-voting Ex-Officio Members for the purpose of providing needed expertise to the Board. At no time may the voting members of the Board be larger than eighteen members. At such time that the number of Chapter Presidents on the Board reaches ten the Board will create a regional structure for the purpose of electing regional representatives to the Board. The Board will direct its day to day responsibilities and activities through an Executive Committee composed of the President, Vice President, Secretary, Treasurer and one Chapter President elected annually by the Chapter Presidents. The Board will have the responsibility for

representing the interests of the entire Society and to make decisions regarding matters of policy.

Article IV - Management

The affairs of the Society will be managed by officers duly elected in accordance with the bylaws of the Society.

Article V – Meetings

Any meeting, including special meetings, may take place by telephone or internet. Director resolutions may be signed in person or signatures may be transmitted by mail, fax machine, or by email. Notice of regular meetings shall be deemed to be given when the Board adopts a regular meeting schedule. Notice of other meetings (designated as “special meetings”) may be given by regular mail, fax, email, or telephone. Directors shall be given notice of any special meetings not held at a regularly scheduled meeting time. If a director cannot attend the special meeting, the director can demand that the special meeting be held at another time that the director can attend. The number of affirmative votes at a special meeting must equal the required number of affirmative votes if all directors had been present at the meeting. Minutes setting forth the action taken and the votes of the directors shall be kept with the corporation’s minutes. The Executive Committee will meet as necessary to conduct such daily business as may properly come before the Executive Committee. The meeting will be held at such time and place as the Executive Committee may prescribe. The officers of each Chapter should meet at least one time per year to conduct such business as may properly come before them.

Article VI - Tax-Exempt Status

The affairs of the Society will at all times be managed in such a way as to preserve and safeguard tax-exempt status.

Article VII - Bylaws

Bylaws consistent with this constitution will be adopted by the Society and may be amended by the Board.

Article VIII - Amendments

Any changes to the constitution may be proposed by any Professional Member in good standing and must be ratified by at least three-fourths of the Board Members eligible to vote.

Bylaws of the River Management Society

As Approved November, 1996
As Amended October 12, 2003
As Amended February 9, 2004
As Amended December 12, 2005
As Amended April 10, 2006
As Amended February 6, 2008
As amended October 9, 2010
As Amended January 12, 2012
As Amended October 15, 2015
As Amended July 10, 2019
As Amended October 8, 2021

Article I - Membership

Section 1 - Eligibility

Any individual presently or previously employed in river management, planning, education, or research activities shall be eligible for regular voting membership in the Society and shall be called a Professional Member. All voting members shall enjoy full membership rights and privileges, including, but not necessarily limited to, voting, subscriptions to Society periodicals, service on committees, and nomination and election to any office as provided in these bylaws. Individuals ineligible to be regular voting members may apply to become nonvoting Associate Members. Associate Members shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society. Offices and/or organizations may also apply for membership and shall be referred to as Organizational Members. Organizational Members shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society. A special category for Students shall be maintained at a minimal membership rate. Students shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society.

Section 2 - Applications

Applications for membership shall be transmitted to the designated administrator on via forms provided by the Society.

Section 3 - Resignations and Terminations

Resignation from the Society occurs when a member chooses not to renew his/her membership. A member who has resigned in good standing may reapply for membership utilizing the normal application procedure. Such members shall retain their original date of membership insomuch as the records exist.

Section 4 - Suspensions

Members of the Society may be suspended or terminated by the Executive Committee for conduct that is deemed adverse to the interests of the Society. Prior to taking action, the Executive Committee must notify the member and offer an opportunity for the member to explain his or her actions. A member who is in arrears for one hundred-twenty days shall be automatically suspended.

In the event a member of the Board is perceived as failing to fulfill his or her responsibilities to the Society as listed in National Officer Roles, the Board member may be subject to removal from office by the Board through the following process:

A member of the Board must move for a vote of “no confidence” in the Board member for specific failures to fulfill the duties of the office. Following a second on the motion, the Board must vote on the motion.

If by a simple majority vote, the Board finds it has “no confidence” in the Board member the RMS President shall then notify the Board member and offer an opportunity to remedy his or her failure to meet the responsibilities of the office. Specific actions and timelines for compliance with board responsibilities shall be documented in writing to the affected member. If the board member fails to materially comply with the required actions within the specified timeline, a Board member may call for removal of the member by a two-thirds majority vote of the Board. Since Ex-Officio Advisors serve at the pleasure of the Board they may be terminated at any time by majority vote of the Executive Committee.

Article II - Management of the Society

Section 1 - Officers

The elected officers of the Board shall be a President, Vice President, Secretary, Treasurer and Chapter Presidents. The Board shall also include the Immediate Past President who shall serve as an Ex-Officio advisor for one year following his/her term. The Board may also appoint Ex-Officio Board Members for the purpose of providing needed expertise to the Board. Ex-Officio Board Members are non-voting members appointed by a decision of the Board. No salary shall be paid to officers or advisors. Officers shall hold office for a period of three years. Outgoing officers shall hold office until the end of the calendar year in which the election was held. Incoming officers shall begin holding office starting the January 1 following elections. At no time may the voting members of the Board be larger than eighteen members. At such time that the number of Chapter Presidents on the Board reaches ten, the Board shall create a regional structure for the purpose of electing Chapter representatives to the Board.

Section 2 - Election of Officers

The President, Vice President, Secretary and Treasurer of the Society shall be elected by the general membership from a list of candidates forwarded by the Succession Committee. Additional candidates may be nominated by any member of the Society,

provided that such nominations reach the Chairperson of the Membership and Succession Committee at least thirty days prior to the election. All Professional and Lifetime Members of the Society shall be eligible for election to any office. The Succession Committee shall strive to ensure that there is equal representation among local, state and federal agencies and other membership groups. Terms of officers in each Chapter shall be determined by the general membership of that Chapter.

Section 3 - Executive Committee Members

The Board shall direct its day-to-day responsibilities and activities through an Executive Committee composed of the President, Vice President, Secretary, Treasurer and one Chapter President elected annually by the Chapter Presidents. If the Chapter President liaison is not available, another Chapter President may fill in as a member of the executive committee. The President shall serve as Chairperson of the Executive Committee. The Chapter President shall serve as the liaison between Chapter Presidents and the Executive Committee.

Section 4 - Elections

All officers shall be elected by the voting membership every three years.

Section 5 - Vacancies

Any vacancy occurring in the Executive Committee, except for the Chapter President position shall be filled by Presidential appointment from a list of candidates submitted by the Board. Should the position of President be vacant, said office shall be filled by a majority vote of the Executive Committee from a list of candidates submitted by the Board. Should the Chapter President position be vacant, the Chapter Presidents shall elect a replacement from the Chapter Presidents currently holding office. The term of an appointee shall coincide with the remaining term of the previous officeholder.

Section 6 - Expenses of the Board of Directors

The members of the Board may be reimbursed from the funds of the Society for their traveling expenses for the purpose of attending meetings.

Article III - Powers and Duties of Society Officers

Section 1 - President

The President shall preside at all the meetings of the Society and shall represent all the interests of the Society. The President shall provide direction to paid staff. The President may serve as a committee liaison.

Section 2 - Vice President

The Vice President serves in the absence of the President, is chair of the Scholarship Committee, , and may serve as a committee liaison.

Section 3 - Secretary

The Secretary shall be responsible for correspondence, preparation of the minutes of Society meetings, and maintaining all records of the Society. The Secretary may review and approve membership applications submitted under Article I, Sections I and II, subject to the review of the Executive Committee upon request. The Secretary may serve as a committee liaison.

Section 4 - Treasurer

The Treasurer, under the direction of the Board, shall collect and disburse all funds of the Society except those for which other provision shall have been made in the bylaws or through a vote of the Executive Committee. All funds, securities and other investments of the Society shall be deposited in the name of the Society in the custody of a bank or trust company designated by the officers. The Treasurer shall manage records of all receipts and disbursements and other financial transactions and of the funds, securities and other investments of the Society. At least annually, the Treasurer shall submit for Board review and approval a listing of payments, disbursements and transfers of funds. The Treasurer shall submit an official annual report to the Board. An annual report shall be published in the last newsletter of the year. The annual report shall be made available to members upon request and at the member's own expense. The Treasurer may serve as a committee liaison.

Section 5 - Immediate Past President

The Immediate Past President shall provide continuity for the Society by serving for one year as an Ex-Officio Advisor.

Section 6 - Execution of Instruments

Agreements, conveyances, transfers, obligations, certificates and other instruments and documents may be executed and delivered, or accepted on behalf of, the Society by the President or his/her representative, provided, however, that all expenditures involving moneys or obligations of \$500 or more must first be submitted to the Executive Committee for approval.

Article IV - Board of Directors Meetings

Section 1 - Meetings

Any director meeting, including special meetings, may take place by telephone or internet. Director resolutions may be signed in person or signatures may be transmitted by mail, fax machine, or by email. Notice of regular meetings shall be deemed to be

given when the Board adopts a regular meeting schedule. Notice of other meetings (designated as “special meetings”) may be given by regular mail, fax, email, or telephone. Directors shall be given notice of any special meetings not held at a regularly scheduled meeting time. If a director cannot attend the special meeting, the director can demand that the special meeting be held at another time that the director can attend. The number of affirmative votes at a special meeting must equal the required number of affirmative votes if all directors had been present at the meeting. Minutes setting forth the action taken and the votes of the directors shall be kept with the corporation’s minutes.

Section 2 - Decisions

A simple majority of the voting members of the Board shall comprise a quorum. A Chapter President unable to attend a meeting may appoint another officer of that Chapter to represent the Chapter’s interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed. Decisions of the Board shall be determined by a simple majority vote of those members comprising the quorum.

Article V – Committees and Task Groups

Section 1 - Establishment - The Society may establish committees and temporary task groups to address recurring issues and time sensitive topics. The Society may appoint and direct such committees or task groups as it deems necessary to carry out the functions of the Society. The success of RMS is dependent on an engaged and active membership. Committees and task group assignments to address ongoing Society activities and special issues may be given to any RMS member with preference being to the membership at large as opposed to national Board officers, in order to develop future leaders, seek broad representation of viewpoints, and to spread the workload.

Section 2 – Standing Committees - Standing committees are established for recurring and long term activities of the Society. Such committees shall have a stated purpose, a written charter of responsibilities, and an assigned membership which includes at least one national Board member. Frequency of meetings and reporting of accomplishments will be specified in the charters. Standing committees are formed and members appointed by the Board President or Executive Director with concurrence of the Executive Committee.

Section 3 –Task Groups – Task Groups are established for short term or specific projects of the Society. Task groups shall have a stated purpose, a written charter of responsibilities, and an assigned membership. As needed, a national Board member may be assigned to a task group. The timeframe for the task group activities and reporting may be specified in their charter but typically will be outlined in a work plan. Task groups may be established by the Board President or Executive Director and do not require Board or Executive Committee approval.

Section 4 – Membership - Standing Committees and Task Groups members shall be drawn from within the ranks of the Society, whenever possible. Others, including non-member outside experts and/or partners may participate on Society committees and task groups as deemed appropriate by the President or Executive Director. All committees shall be advisory in character and shall report to and act under the direction of the President or Executive Director, depending on who established the committee or task group. Each RMS committee shall be assigned a Board liaison, if a Board member is not an assigned member of the committee or task group. Each committee shall communicate with the Board via the liaison assigned to that committee. The Society may reimburse the members of such committees and task groups for travel expenses (airfare, mileage, lodging, meals at the rates established in current policy) incurred when attending regular meetings of their committees as authorized by the President or Executive Director.

Section 5 - Charters - Standing committees and task groups of the Society will be governed by written charters. Each charter will specify the:

- Purpose
- Scope of Actions or Activities to be Accomplished
- Membership
- Timeframe of Activities or Frequency of Meetings
- Reporting Requirements
- Travel reimbursements

The duties of each standing committee shall be determined by the Board. The duties of each task group shall be determined by the President. Each standing committee and task group, unless specified otherwise in its committee charter, shall appoint or elect a chairperson. The Chairperson shall report committee activities, in writing, to the Board annually via its liaison.

Section 6 – Board Liaisons - Each standing committee and task group shall include a member of the Board who shall serve as a non-voting member and be the designated liaison to the Board. Each Chapter President shall serve as a liaison to one of these committees for at least one of every three years during their tenure on the Board. Ex Officio Advisors may be assigned as committee liaisons as well. Liaisons shall report regularly to the Board on committee activities, present the committee's annual report at the annual Board meeting, and serve as the conduit for information and direction from the Executive Committee and the Board to the committee chair and its members.

Section 7 - Types of Standing Committees and Task Groups There is no limit to the number or type of Committees or Task Groups the Society may charter.

Article VI - Finances

Section 1 - Fiscal Year

The fiscal year of the Society shall coincide with the calendar year.

Section 2 - Annual Dues

Dues shall be remitted to the Secretary or his/her designee at a one year interval. To retain membership in the Society, all members must pay dues as determined by the Board. Dues shall be set by the Board and apportioned between the National Office and the Chapters in a proportion determined by the Board.

Section 3 - Arrears

Members whose dues have not been paid after their anniversary date shall be deemed in arrears, and they shall not be entitled to the rights and privileges of Society membership, including the receipt of Society publications, until such dues have been paid. Members whose dues are unpaid as of their renewal date will terminate as of the renewal date, following three electronic notifications: one month, one week and one day prior. A member who has been suspended for nonpayment of dues may reapply for membership by applying for membership anew via written form or online at www.river-management.org. Such members, when reinstated, shall resume their former status as of the current date.

Section 4 - Bequests

The President may accept gifts and bequests on behalf of the Society, provided that such donations do not carry any implication of any special consideration toward any outside interest group regarding river management policy. These gifts and bequests are subject to final approval by the Executive Committee.

Article VII - Publications

Consistent with the stated purposes of the Society, arrangements for the publication and distribution of media, including, but not limited to, a river digest, newsletter, and/or journal shall be provided to all members. The Society may also arrange for publication of scholarly and other papers such as symposium proceedings, memoirs, special volumes, or other media for the transmittal of information about river management. Each Chapter shall appoint an individual to assist with the work of producing publications through such tasks as critical reviewing.

Article VIII - Chapters

Section 1 - Chapters

Members may, with the approval of the Executive Committee, organize as Chapters of the Society. Each Chapter shall be known as “The _____ Chapter” of the Society. All members residing within the geographical limits of a Chapter shall automatically be members of that Chapter.

Section 2 - Chapter Bylaws

Each Chapter shall adopt its own bylaws consistent with the constitution and bylaws of the Society.

Section 3 - Chapter Meetings

Each Chapter may organize meetings as a part of, and in association with, Society meetings and at other times as determined by its officers.

Section 4 - Finances

Each Chapter may make its own arrangements for the raising of the necessary funds for the proper conduct of its operations, so long as such fund raising actions do not imply any special consideration to an outside interest group. The President of each Chapter, or his/her representative, shall give an annual written report to the Board. The report shall briefly describe the activities of the Chapter during the previous year and include a summary of the financial status of the Chapter.

Article IX - Amendment of Bylaws

The bylaws must be ratified by the Board. Amendments may be made to the bylaws by a majority of the Board. Such amendments must be consistent with the constitution of the Society.

Charter for the RMS Awards Committee

*As Adopted May 2, 2013
and revised October 14, 2013*

I. Purpose

The purpose of the Awards Committee is to solicit nominations and recognize individuals who have made outstanding contributions in various aspects of river management. The committee is also charged with promoting awareness of the RMS Awards.

II. Committee

This Committee shall be chaired by the National Secretary and include the RMS Executive Director. The committee must have a minimum of five members in addition to the chair and Executive Director. Ideally, there will be one member from each RMS chapter, provided no chapter may provide more than one member to this committee. Diverse representation is encouraged from Federal, State, Local-level, non-profit, academia, and/or consulting firms. Input will be sought from the Interagency Wild and Scenic River Coordinating Council for the Frank Church Wild and Scenic Rivers Award.

III. Process

- The call for nominations will be announced in the quarterly Winter issue of the *RMS Journal* and will also be sent (electronically or by US Mail) to the current Society membership in December or January.
- Award selection will be made at least one month in advance of the scheduled workshop or Symposium that year (typically April).
- Should an Awards and Elections Committee member be nominated for an award, he/she will recuse themselves from the committee discussions about the particular award, but will participate in other award discussions. He/she may receive an award for the specific category nominated.
- The identities of award recipients will be kept confidential until the determined date and location where the awards will be officially announced.
- If the Awards Committee feels that there are no qualified nominees for an award, the award may not be given.
- Awards Committee members may nominate individuals for awards.
- The Awards Committee will use the criteria established for each award to rank candidates and make final selections.

IV. Award Category Criteria

Descriptions listed below each award title are intended to help nominators choose appropriate award categories and provide well-written nominations that address the bulleted award criteria utilized by Committee to evaluate nominees.

Outstanding Contribution to River Management Award (open to all)

This award recognizes someone with longer tenure in their career with a history of accomplishments (as opposed to more recent accomplishments highlighted by the River Manager of the Year Award). Please consider your nominee's length of tenure or the longer-term impact of their contribution in this category, and focus on their list of accomplishments related to the bullet points below.

- 1) Advanced the field of river management through contributions in areas such as science, education, interpretation, research, and/or law enforcement;*
- 2) Developed innovative (or creatively adapted) river management strategies and techniques (i.e. established unique river partnerships, envisioned and implemented river restoration programs, created visitor use management strategies, etc.);*
- 3) Advanced river management as a science and as a profession by improving communication between individuals and groups involved in river management (i.e. developed conferences, established collaborative partnerships, utilized social media to increase awareness, etc.)*
- 4) Provided opportunities for increased awareness by citizens and river visitors of their role in caring for rivers and watersheds; and/or*
- 5) Was an outstanding advocate for and promoted professional river management and outdoor ethics.*

1. River Manager of the Year (RMS Members Only)

This award category recognizes someone that is field-oriented with a focus on recent accomplishments. If a nomination is submitted for a professional with a longer tenure, only more recent accomplishments will be considered (up to past 3 years). Please consider this when nominating someone in this category. An individual with a longer tenure and history of accomplishments would be more appropriate for the Contribution to River Management Award. The committee will also consider exceptional contributions "on the river" (field-oriented, technician level) and river management (managerial, supervisory level) involving policy, planning, and program development.

- Provided leadership in promoting and protecting natural, cultural and recreational resources;*
- Worked effectively and cooperatively with user groups, private landowners, and/or general public;*
- Established or re-established key partnerships to protect and manage the river corridor;*
- Created an effective, professional and enjoyable working environment; and/or*
- Worked to protect one or more rivers within the context of their watershed and beyond designated lines on a map.*
- Created and established new and innovative approaches to river management, advancing the field and creating new enthusiasm for river protection and recreation.*
- Shows strong dedication and commitment towards advancing and improving river management into the future.*

2. **Contribution to the River Management Society Award (RMS Members only)**

This award category recognizes an individual who has contributed to the success of the River Management Society over a long period of time or, who in a few years has created significant growth or positive change for the organization.

- *Exceptional contribution to national policy, planning, and program development that impact how we use and protect river systems that brings recognition to RMS as a leader among river and / or professional organizations*
- *Demonstrated leadership within RMS that has created sustainable positive change;*
- *Donated considerable time, money, or effort that has resulted in advancement of RMS as a unique and robust institution;*
- *Brought new and positive private and public awareness of the RMS;*
- *Increased membership substantially;*
- *Developed or located new sources of funding or resources for the RMS; and/or*
- *Provided exemplary service to the RMS through an elected office.*

3. **Frank Church Wild and Scenic (WSRs) (open to all)**

This award category recognizes an individual involved in the management, enhancement and/or protection of congressionally-designated Wild and Scenic Rivers who has:

- *Advanced awareness of WSRs through contributions in areas such as public contact, technology, training, interpretation, education, research, law enforcement;*
- *Worked effectively and cooperatively to build partnerships with user groups, private landowners, and/or general public to promote, protect, enhance, or manage WSRs;*
- *Demonstrated, developed, or creatively adapted innovative WSR management techniques;*
- *Organized conferences, training, etc., which involved and advanced WSRs;*
- *Established and/or encouraged partnerships to protect and manage WSRs;*
- *Exhibited leadership in promoting and protecting WSRs within the context of the established corridors and beyond designated lines on a map; and/or*
- *Worked to improve managing agency process, budget, and internal support for wild and scenic river programs.*

V. **Additional Selection Considerations**

In determining the merits of each nomination, the Committee will consider the following:

- River Manager of the Year award is awarded to nominees with a substantial record of accomplishments over a recent period of time,
- Contribution to River Management and Contribution to RMS are awarded to nominees with exceptional contributions to River management as a profession and to the River Management Society as an organization, respectively. Exceptions can be made for someone who really excelled in any one year or in the most recent 2-3 year period within the award category.

- Award candidates should be re-nominated in future years. Nominations that are not selected for an award may be kept active for up to three years at the discretion of the Awards Committee, if still relevant and deserving.
- In all categories, nominations should reflect achievements beyond the norm and be worthy of an award; if nominations are scarce or do not meet the criteria in any given year, it is better not to give an award, as opposed to diluting or minimizing the award's stature and process.
- In evaluating each nomination, Committee members may choose to utilize a scoring table to assist them in organizing their nominee ratings. Most important, each Committee Member must come prepared to discuss their top 1-3 candidates for each category and discuss reasons WHY they were rated above others. If Committee Members choose to utilize a scoring table, it may be numerical or adjectival, the following is only one example:
 - **<60 Unsatisfactory:** Failed to meet any award category standards, weaker in comparison to other nominees.
 - **60-69 Marginal:** minimally meets one or more of the award category bullets, not quite worthy of consideration in light of other nominees, might be best to table this one for future consideration after more achievements in career.
 - **70-79 Satisfactory:** acceptable, meets most award category bullets.
 - **80-89 Good:** Has several strengths, meets all award category bullets.
 - **90-100 Excellent:** Exceptional achievements of all/most award category bullets in addition to other achievements of significance.
- The Committee may also consider the following, by award category:
 - a) For the Contribution to River Management Award:
 - a. Contributions accumulating over a long period of time, or during a lengthy career.
 - b. The degree to which the individual has gone 'above and beyond' with the context of their position and responsibilities.
 - c. The nature of the contribution and its enhancement to river management.
 - b) For the River Manager of the Year Award:
 - a. Tenure of the individual is not paramount; it is the specific accomplishments that have occurred within the recent period, (1-3 years) that have the highest importance for this award.
 - b. Tangible impact of their efforts, preferably on a specific river or system of rivers.
 - c. Recognition that the individual has gone "above and beyond" in order to protect their river resources.
 - c) For the Contribution to the River Management Society Award:
 - a. The nominee's membership must be current at the time of nomination.
 - b. The nominee has helped RMS move toward positive transformation in a noticeable way.
 - c. RMS is better because of their involvement and contribution.

- d) For the Frank Church Wild and Scenic Award:
 - a. Is the WSR system 'better' for their work?
 - b. Is a wild and scenic river 'better' for their work?

VI. Decision and Notification Process

The Committee Chair will schedule the conference call for the Awards Committee to deliberate.

The Committee Chair will summarize and organize the nomination package and provide it to the committee for review before the call.

Committee Members may choose to rate nominees if it helps their process. Ultimately, committee members must be ready to provide their top candidates for each category and explain why.

Committee Members will seek consensus in approving nominations; however, if consensus cannot be reached, a simple majority of votes will prevail.

Committee Members will ensure decisions to remain secret until announced at the next appropriate RMS gathering or venue (Workshop, Training, Symposium, etc.).

The Committee Chair will notify the President and insure the plaques are manufactured in time for the Spring Workshop or Symposium.

The Committee Chair will provide a short summary of each awardee to be used in the awards ceremony.

The Committee Chair will provide addresses for letters to be mailed out to the nominators of nominees not chosen to the President. The President will sign the letters on official RMS letterhead and mail them once the chosen nominees have been announced.

A Committee Member will draft an article for publication in the spring newsletter to be used with pictures taken at the awards ceremony.

Charter for Succession Committee
As Adopted April 12, 2012
As Amended and Approved January 14, 2015

Purpose

The purpose of the succession committee is to identify, recruit and develop the future leadership of the RMS. The scope of the committee's work is expansive in nature; entailing looking both within and outside the organization for individuals able to lead or advise RMS. Development of future leaders and advisors may include mentoring and other assistance at professional and organizational development. Scope of work includes, but is not limited to, identifying candidates for National election.

Structure

The committee shall be chaired by the National Vice President. Membership shall consist of the chapter vice presidents: an individual designated by the chapter can serve instead of the chapter vice president. The committee shall meet by phone or other electronic means at least two times per year.

National Elections Process

- National elections are held on a three year cycle (2014, 2017, 2020.....)
- Calls for nominations and officer position descriptions will be announced by June 1 on the RMS listserve and/or the Digest, and published in the June issue of the River Management Journal.
- Nominations will be due no later than July 30 of the election year. Nominations must be submitted online at: <http://www.river-management.org/elections>
- Nominations must include a short candidate statement and photograph. Current voting members (Professional and Lifetime Members) will receive notification of the elections process and candidates no later than August 31. If timely, biographies will also appear in the *River Management Society Journal*.
- If no person has been nominated for an office, the Succession Committee will be responsible for nominating at least one person to run for the office.
- On line voting will close by September 30.
- Counting will be done by the Executive Director and validated by a Succession Committee Member not running for a national office.
- Officers will be announced in the December issue of the *River Management Society Journal* and assume the roles and duties of office on January 1.
- Officers elect will be invited to attend any intervening Board meetings.
- If a Succession Committee member is running for office, he/she will recuse him/herself from the committee.
- In the event of a tie, there will be a run-off election by the end of November

Recruitment of other Future Leaders including Advisors and At-Large Board Members

The RMS Board has the responsibility of appointing Advisors and At-large members for the purpose of providing specific expertise or interest that would enhance the Board's effectiveness. The Succession Committee will serve as the conduit for recommendations from RMS staff and other board members to the Executive Committee, which will decide whether or not to appoint an Advisor or At-large member.

Charter for Chapters
As Amended and Approved March 11, 2003
As Approved February 9, 2004

Every year, each Society Chapter will:

1. Organize two activities (such as a float trip, workshop, or training session).
2. Reach out to new members for the purpose of recruiting and welcoming (including telephone calls, personal contacts, and Chapter President welcome letter to new members).
3. Provide written Chapter updates to the Society newsletter.
4. Provide Society representation at regional meetings of other groups.
5. Send two mailings to Chapter membership (e.g., event invitation, newsletter, update on activities, election ballot, etc.).
6. Participate in scheduled conference calls with the Board.
7. Encourage regional participation through appointment of State Stewards or subregional Vice Presidents.
8. Promote Chapter/regional issues at the biennial Society symposium.
9. Pursue financial selfsufficiency.
10. Develop Chapter bylaws and review and amend as needed.
11. Serve on Society standing committees
12. Enjoy and celebrate rivers!

Charter for Membership Committee

As Approved November 14, 1999

As Approved February 9, 2004

As Approved January 14, 2015

Background

RMS is a membership organization. It exists for the benefit of its members and all governance comes from the membership. RMS' health, strength and vibrancy is dependent on an active membership that is diverse both demographically and professionally.

Purpose

The Committee will ensure the Society is meeting the needs of its members. The Committee will advise the Board on membership issues. A priority is the recruitment of new members and retention of existing membership. All committee work will be consistent with the direction of the Society's Strategic Plan, Annual Operating Work Plan, Bylaws, Charters and Policies.

Actions

The committee will annually review:

- Current membership requirements, definitions and fees;
- Current membership services and benefits; and
- Provide a report on the state of the membership and statistics at the annual board meeting.

The committee will also advise the Board on:

- **Outreach.** Outreach efforts are communication campaigns, activities, events, and publications that serve to make non-member audiences aware of the existence and presence of RMS and leave a favorable impression, and reinforce the benefits of membership to members so that they will likely renew.
- **Recruitment** is the actual invitation, inducement or provocation that causes a new member to join RMS.
- **Retention.** Retention is the effort involved in keeping the existing members renewing, becoming more active in the organization. It is also efforts that increase the activity level of our life members.
- **Membership Services.** Membership services are those benefits of the organization primarily available to members and serve a role in both the recruitment and retention of members. These services include but are not limited to: Receiving the Journal and opportunity to publish articles in the Journal and weekly news updates; participation in the list serve, opportunity to receive

scholarships, participation in RMS and chapter events and activities; availability of the pro deal program and RMS merchandise.

Membership

The Committee will be headed by the RMS President or the President's appointed designee. Membership shall consist of each Chapter Secretary or a designated member from each chapter.

Meetings

The Committee will meet at least quarterly, either in person or through electronic communication.

Reporting Requirements

A written Annual Report including proposed work plan and budget will be presented to the Board. At minimum, the report should address:

- Current membership, membership statistics and trends by Chapter and RMS as a whole.
- Report of the effectiveness of outreach, recruitment and retention activities.
- Recommend goals for member recruitment and retention. This includes both National and Chapter level goals.
- Review and recommend changes to membership qualifications, fees, and membership categories.
- Review and recommend changes to membership services and benefits.
- Identify opportunities, strategies and recommend actions for outreach, recruitment and retention.
- Recommend actions to increase the participation and support of Life Members.

Coordination

In addition to communicating directly with the Executive Committee and National Board, the Membership Committee also coordinates with:

Chapters to establish membership goals at the Chapter level and to identify opportunities for outreach and recruitment.

The Merchandise Policy includes a goal to: *Create an identity and foster the benefits of belonging to RMS.* The Membership and Merchandise coordinator should work together in achieving this goal.

Travel and Funding Assistance Policy

Approved June 12, 2002

Amended February 9, 2004

Amended January 2, 2008

Amended and Approved November 5, 2008

Amended and Approved February 6, 2014

I. Background

The River Management Society (RMS) has traditionally provided financial assistance (on a justified need and approval basis) for:

- A. National **Board member** attendance at the annual meeting.
- B. National **Board member** (including Chapter Presidents or their designee) attendance (travel, registration and/or waiver of fees) at RMS biennial symposiums. Limited support for Board members not supported by their employers, e.g., retirees. Support may be via “complementary” guest rooms provided by the lodging facility as a part of the biennial symposium contract.
- C. National **RMS President** (or his/her designee) **participation/speaker** at professional meetings or conferences in order to represent RMS. Funds are from the RMS operating budget.

II. Definitions and Terms:

Travel

- A. **Airfare:** Early planning is encouraged for the lowest price possible; encourage use of personal credit cards and frequent flyer coupons. Receipts of actual costs are required for reimbursement.
- B. **Lodging:** (including taxes as applicable) Encourage sharing rooms, camping, park facilities, etc. to ensure the lowest reasonable cost. Receipts of actual costs are required for reimbursement.
- C. **Mileage:** A minimum of 15 cents per mile or up to and not to exceed the authorized Internal Revenue Service (IRS) allowance when a person chooses to use their own vehicle instead of an available government vehicle.
- D. **Per Diem:** Meals/food may be partially or fully reimbursed on a case-by-case basis depending on destination, isolation, and related factors. Applicant justification is required.
- E. **Rental vehicles:** Rental vehicles are generally not encouraged but may be partially or fully reimbursed on a case-by-case basis depending on destination,

isolation, and related factors. Carpooling or ride sharing is encouraged where possible. Applicant justification is required.

Assistance:

- A. Symposium registration/fees (refer to Symposium Budget, as applicable)
- B. Excluded (not covered by RMS):
 - Field trips (including any associated transportation, meals, or associated costs).
 - RMS Symposium costs for guests (except those included in and inseparable from registration).
 - Taxi or parking fees (except those included in and inseparable from lodging requirements).

III. Eligibility and Use

Travel and funding assistance (as defined above and subject to availability, justification, and approval) for RMS Board members:

- A. National Board member attendance at the annual meeting.
- B. National RMS President (or his/her designee) participation/speaker at professional meetings or conferences in order to represent RMS (see annual RMS operating budget).
- C. Board member (including Chapter Presidents or their designee) travel to RMS biennial symposiums subject to availability of funds in the Symposium Budget.
- D. Board member (including Chapter Presidents or their designee) registration assistance and/or waiver of fees at RMS biennial symposiums subject to availability of funds in the Symposium Budget.
- E. Board members living outside of the United States will receive travel assistance no greater than the highest travel rate requested by a board member living in the United States.

IV. Application (e-mail/fax) and Approval Process (Submit information as applicable to provide justification)

- A. National board members must submit a travel assistance request and estimated costs to attend the annual fall board meeting no later than 45 days prior to the meeting for **approval by the RMS Executive Committee**.

- B. RMS President (or designee) must submit a travel assistance request and estimated costs no later than 45 days (with exceptions) prior to the scheduled event for **approval by the RMS Executive Committee**.
- C. Board members needing travel or registration and/or fee waiver assistance to biennial symposia must submit a travel assistance request and estimated costs no later than 45 days prior to the symposium for **approval by the RMS Executive Committee**.
- D. The RMS Executive Committee will consider requests for travel assistance and notify the applicant(s) of the amount(s) approved no later than 7 days after the request deadline.

V. Funding and Reimbursement

- A. All receipts must be submitted to the **Treasurer** within 30 days of completion. Recipients will be reimbursed only for either actual expenses incurred (supported by receipts) and/or mileage and per diem allowances up to and including the amount authorized by the RMS Executive committee.
- B. Invoices/receipts generated on personal computers are generally not acceptable. If this is the only receipt available, the vendor's name, address, and phone number must appear on the statement and the vendor must sign and date the statement.
- C. Airfare purchased in advance of making a travel request, or within 7 days of notification of approval, will be reimbursed for the actual cost of the ticket. Airfare purchased after that time will be reimbursed only up to the amount approved by the Executive Committee or the actual cost of the ticket, whichever is lower. However, with prior notification to the RMS Executive Committee, some flexibility in this 7-day timeframe will be allowed to accommodate any additional approvals required by some government agencies (i.e., ethics approval process, etc.).
- D. Board members should endeavor to find the lowest cost airfares when making estimates and seeking reimbursement. Choosing a fare that has an unreasonable schedule (e.g., has multiple layovers, requires an additional night's travel, or a redeye component) if there are other shorter options, is not required. However, Board members are urged to avoid high-priced dates, times and flights. The Executive Committee may request Board members to provide additional information to support their request.
- E. If a Board member attaches RMS travel to other travel (personal or business), their reimbursement request may not exceed the lowest cost airfare available on the date of purchase, as documented by web search results or comparable travel service.

- F. River Management Society Staff and authorized representative's travel as is provided for by funds approved in the annual operating budget, and may also expend funds for travel and lodging to exercise an approved program contract or sponsorship. Staff should follow the same guidelines relating to least reasonable cost alternatives as provided for board travel.

Sponsorship Policy
As Amended and Approved February 9, 2004

I. Background

The River Management Society (RMS) encourages sponsorships from a variety of agencies, companies, organizations, individuals, etc. for the use in support of its mission, strategic plan, and goals and objectives. . . Sponsors will have demonstrated, through their goals and past activities, support of the overall RMS mission. No sponsorships will be accepted that may in any way jeopardize the non-profit status of RMS. Request to provide support and sponsorship of RMS can be made to any member in good standing, who in turn will provide that request to an RMS Board Member or Chapter President for review. Examples of sponsors could include local, state, and federal agencies, quasi federal agencies such as the Tennessee Valley Authority, private corporations such as Idaho Power Corporation, Duke Energy, and Northwest River Supply and other organizations and societies such as Idaho Rivers United.

II. Types of Sponsorships

A. Symposium and Conferences Sponsorship

These sponsorships support symposiums, conferences, and workshops and are generally the most significant sponsorships in terms of financial and other tangible assistances. Examples of support include field trips and/or breaks, special sessions, presenters and/or keynote speakers, personnel assistance and support for organizing and holding the event.

B. Special Projects Support

Special projects support generally includes support of the local or regional events held by RMS or which RMS is a participant of. Such events could include Pass the Paddle (national event support on a local basis) and local or regional float trips or workshops. Sponsorships could be financial, equipment or personnel assistance, and/or service assistance. Examples include boating equipment, entertainment, food and drink items, travel assistance, and financial assistance.

C. Scholarship Programs

Scholarship support provides assistance to RMS to further the purposes of the RMS Scholarship Policy. Scholarship support could also include outright sponsorship of an RMS member(s) to attend an educational or professional function at the cost of the sponsor. Sponsorship is usually financial or through a value added method such as frequent flyer miles, hotel voucher or other.

D. Website Sponsorship and Advertising

The RMS website at www.river-management.org allows sponsors to link their website to the RMS site through the “Our Sponsors” link on the opening page. The “Our Sponsors” links to a second page which provides the logos of each sponsor, which, when double clicked, will bring the RMS website visitor to the sponsor’s website. The presentation of the sponsor’s website must be determined to

compatible and appropriate with the RMS mission. The fee for linking to the RMS website is \$25.00 per year per site linkage. Depending on the purpose of the linkage and the amount of revenue potentially generated the \$25.00 annual fee could be waived.

E. RMS Auction and Donations In-Kind

Items may be donated to the RMS for use in its auctions held in conjunction with RMS events. Items may be anything that is appropriate for sale at a public auction.

F. Other

RMS is open to any sponsorship suggestions.

III. Process

A. Securing the Sponsor

An RMS member solicits a sponsor or is approached by a potential sponsor.

B. Approval of the Sponsor

The RMS member submits the sponsor information to an RMS Board member or for sponsorships of less than \$500.00 and of a local nature submits the information to the Chapter President. Sponsorships are then reviewed formally by the RMS Board and approved or denied by the RMS Board for values of \$500.00 or greater. For sponsorships of \$500.00 or less and of a local nature, the Chapter officers review and approve/deny the sponsorship. The appropriate sponsor contact (Chapter Presidents, RMS contact, Symposium Chair, Committee Chair, etc.) will coordinate acceptance of the sponsorship. Should the sponsorship not be accepted, the sponsor contact will mail a letter of rejection with an explanation to the potential sponsor. For RMS auction items and donations in-kind (Sponsorship Type E) the auction chair will use their good judgment in accepting or denying an item.

C. Sponsorship Recognition and Benefits

Within three weeks of RMS receiving the sponsorship and the event occurring, the sponsor contact will send a thank you letter to the sponsor. With permission and agreement of the sponsor and RMS, RMS or the sponsor will publicize the sponsorship in a manner deemed appropriate by both RMS and the sponsor. If a sponsor wishes to remain anonymous that wish will be respected. It is understood that sponsors may wish to promote their business or cause through partnering sponsorships and this wish will be respected and developed within simple guidelines established by the RMS Board for each sponsor.

Approved sponsors will benefit from being able to inform clients and potential clients that they have been accepted as “approved sponsors of RMS”, thereby making their organization or business stand out as a champion of sound river management practice across North America. Sponsorship categories will be classified as the following levels for those wishing to use such classifications:

| | |
|-----------------|----------------------|
| River Champion | \$50,000 and greater |
| River Protector | \$25,000-\$50,000 |
| River Defender | \$10,000-\$25,000 |
| River Sustainer | \$5,000-\$10,000 |
| River Partner | \$1,000-\$5,000 |

***River Management Society
Professional Development Fund Policy
And Charter for the Scholarship Committee***

As Approved September 9, 2003

As Approved February 9, 2004

As Amended July 12, 2004

As Amended and Approved October 14, 2005

As Amended and Approved May 6, 2010

As Amended and Approved March 7, 2013

As Amended and Approved January 8, 2020

As Amended and Approved October 8, 2021

I. Background

When financial resources are available, the River Management Society (RMS) provides professional development funds, scholarships (students), and partnership/pass through funding for activities such as attendance at professional conferences, meetings, workshops, and trainings. Funding is provided as an incentive and mechanism for RMS members to benefit from and share the latest river management techniques, science, and/or expertise.

Funding comes from a variety of sources. The use of funds may be unencumbered, or the purpose may be specified or limited in some way (e.g., ear-marked for student members only, or attached to a particular event). As this implies, funding may be more readily available for a specific activity or group (e.g., for a particular workshop, or for students vs. fully-employed professionals).

Funding is administered by the Scholarship Committee comprised of the Chapter Presidents, Executive Director, and National Vice President (who serves as committee chair). The committee honors commitments represented by ***earmarks or encumbrances***, so any constraints that come with funding become ***de facto sub-categories***. “Students,” “interns,” or “people engaged in training for xxxx” are examples, but others are possible. Within those constraints, the committee decides whether a proposed activity deserves funding, what amount is appropriate to provide, and how to divide funding when the demand exceeds supply.

II. Eligibility

1. Funds are available to ***Professional, Lifetime, and Student members in good standing*** (for at least 12 months). Associate members in good standing may be eligible immediately upon converting/upgrading their membership to the professional status/level.
2. RMS Board members cannot apply for or use professional development funds to attend RMS biennial symposia, board meetings, chapter workshops, or field trips (funding may be available from other sources).

3. Student members who are also enrolled in the River Studies and Leadership Certificate (RSLC) program are a special case. The organization benefits from a next generation of river management professionals, and students benefit from professional development activities as important parts of their education. The cooperative agreements with RSLC institutions include RMS support of RSLC students for a) student and professional RMS memberships, b) RMS symposium registration fees through regular or specially funded scholarship reserve, and c) travel and lodging assistance if funds are available. These are ***“benefits” of the certificate program.***
4. For a variety of reasons, however, this is handled within the budget for RSLC cooperative programs by the director, treasurer, and head of the training center. These reasons include the substantial size of the expense as student numbers grow, and the probable availability of funding specifically for student attendance at meetings. The symposium is RMS’s primary fundraiser to support the organization, and care must be taken to avoid reducing revenue by giving away free or reduced-rate registrations (e.g., 20 registration fees at \$500 total \$10,000, which was the net profit from the 2018 symposium).
5. Students supported by certificate program benefits are not eligible to receive additional professional development funding for the same event(s).
6. Eligible RMS members may receive no more than one funding award in any twelve-month period.
7. RMS is sometimes asked to facilitate support for very specific programs (e.g., meeting expenses for awardees from a particular foundation or organization). Such funds are sourced and managed by those organizations, and committee judgement is not required to distribute them. These are labeled as ***“partnership/pass through funds,”*** and can be handled by the Executive Director and RMS Treasurer.

III. Use of Funds

Professional development and scholarship funds can be used for travel, tuition/registration, and/or lodging costs for activities such as conferences, meetings, workshops, training, and/or RMS biennial symposia. All funding is subject to the following provisions:

- a) Meals will NOT be funded, except those included in, and inseparable from, base registration/lodging costs;
- b) Field trips and auxiliary workshops will NOT be funded, except those included in, and inseparable from, base registration costs.
- c) Wages will not be considered part of the matching cost of attending an event.

- d) Professional development funds are available up to \$1,500 per person, but generally do not exceed 75% of the total cost of attending the event.

IV. Application Process

1. Professional development and scholarship fund applications will be reviewed in January, April, July, and October by the RMS election Committee.
2. Applications must be received by midnight of the last day of each quarter to be considered at the next review. Applications can be submitted in any quarter before the event. At a minimum the event must be at least one month later than the end of the quarter.

For example:

| <u>Application Deadline</u> | <u>Review by Committee</u> | <u>Event Occurs</u> |
|-----------------------------|----------------------------|---------------------|
| <u>After</u> | | |
| December 31 | January | Feb. 1 |
| March 31 | April | May 1 |
| June 30 | July | |
| August 1 | | |
| September 30 | October | |
| November 1 | | |

3. Applications must be submitted using the online professional development and scholarship funding request form provided via the RMS website.
4. Applications must be filled out in full. Applicants MUST include the total estimated cost of attending the event (by category), AND the amount (if any) being contributed by the applicant or his/her employer/organization for each category. Applicants should consult with their Chapter President if they do not have a contributing employer/organization or are unsure about how to fill out the application properly.
5. Late or incomplete applications will NOT be accepted for the current quarter. They will be held for review in the next quarter or pending completion if the application is incomplete.

V. Selection Criteria

1. In determining the merits of each proposal and award amount, the Selection Committee will consider the following:
 - a) cost-effectiveness of the application, and the applicant's ability to use or leverage other funds;
 - b) whether the activity will enhance the applicant's program, river resource, and/or professional career;
 - c) whether the information and knowledge gained by the recipient is of value to the broader RMS membership;
 - d) whether the applicant has previously received any RMS professional development or student scholarship(s), and if so, the amount of the award(s) and whether the applicant fulfilled their obligations;
 - e) number of years that the applicant has been a member of RMS, and the applicant's volunteer service history for RMS during that time;
 - f) number of applicants for a particular event;
 - g) variety of symposia, workshops, or other events for which funding is requested during the quarter;
 - h) equitable distribution of funds throughout RMS, including geographic and organizational distribution;
 - i) availability of funds, in consultation with the RMS Treasurer, and
 - j) any restrictions or earmarks on available funds.
- 2) The committee is not bound to weigh criteria equally, but instead has full discretion and will use its good judgement; e.g., they may choose to spread funding across all requests, or fund fewer requests more completely.

VI. Decision and Notification Process

1. The Committee will seek consensus in approving applications; however, if consensus cannot be reached, a simple majority of those participating will prevail.
2. The Committee Chair will notify the applicant and his/her Chapter President of the funding award/rejection within one week of the decision being made, and whenever possible, at least two weeks prior to the event being applied for. The award decision (and the funding amount approved – subject to actual expenses incurred and receipt of accompanying invoices) will serve as documentation for RMS records.

3. The Committee Chair will send to the executive director and treasurer records of the funds that it awards, including names of recipients, amounts awarded, names of events, and dates awarded.
4. The Executive Director will inform the Committee Chair about distributions that are made independent of the Committee (e.g., for RSLC student benefits or partnership/pass-through funding).

VII. Funding and Reimbursement

1. Recipients will be reimbursed only for actual expenses.
2. Valid receipts for items authorized by the Committee are required.
3. Invoices/receipts generated on personal computers are generally not acceptable. If this is the only receipt available, the vendor's name, address, and phone number must appear on the statement and the vendor must sign and date the statement.
4. All receipts must be summarized in a single list and submitted to the Executive Director within 30 days of completion of travel.
5. If a personal vehicle is used for travel, the recipient may submit for mileage reimbursement – at a rate not to exceed the current federal government allowance – in lieu of an actual receipt.
6. The RMS Treasurer will issue reimbursement checks for actual costs incurred (supported by receipts) up to the amount authorized by the Committee.

VIII. Reciprocal contribution requirements from recipients

1. Recipients must report to the membership by writing a narrative overview of the event (appropriate to be used as an RMS Journal article) covering relevant topics, major issues, new technologies, written materials received, and any other information the recipient believes will benefit other members. Alternatively, recipients may contribute to the Society via specific tasks as requested by the Selection Committee.
2. Recipients are considered ambassadors of RMS (in accordance with employer or college/university ethics requirements) while attending

conferences and training for which they have received funds. It is expected that they display and distribute RMS materials at the event, and/or volunteer time by staffing the RMS table.

3. The Committee may permit/require an applicant(s) to submit an alternate newsletter article, or to perform alternate volunteer service in lieu of the above requirements, if the Committee deems that doing so would avoid redundancy in event reporting, or would otherwise be of greater benefit to RMS.
4. ***Reimbursements will not be distributed until reciprocal contributions have been made*** (e.g., the written report is received, or alternate service has been performed).

Scholarship Grant Application Form

Conference Scholarship Grant Application

First Name: _____ Last Name: _____

Position/Series: _____

Organization: _____

Address: _____

City: _____ Zip Code: _____

State/Province: _____ Country: _____

Phone: _____ Fax: _____

E-Mail: _____

Event Title: _____

Event Location: _____

Event Dates: _____

Event Sponsor: _____

Chapter Name: _____

- 1) Is the applicant responsible for designing, implementing, managing, or supervising a river-related work program?

☐ Yes

☐ No, the application is ineligible for a scholarship

Briefly Describe:

2) Percent of time applicant spends on river-management activities:

☐ Greater than 50%

☐ Less than 50%

3) How will this training/event benefit my agency or myself in the performance of my job?

4) Please describe how this training/event is pertinent to topics that are of interest to the broader membership of RMS.

5) RMS has an obligation to make the best and most cost effective use of its scholarship funds. Please describe your proposed travel plans, lodging costs, tuition / registration fees, etc.

6) Summarize your proposed costs by item in the table below. Please breakdown funds by source.

| Item | RMS | Yourself/Agency | Total |
|-----------------------|-----|-----------------|--------------|
| Airfare | | | |
| Rental Car | | | |
| Ground Transportation | | | |
| Hotel/Lodging | | | |
| Tuition/Registration | | | |
| Meals | | | |
| Total | | | |

7) Please describe any way in which you have, or are able to, reduce overall costs. Please indicate any agency contributions as well.

8) Total Application \$ _____

☐ I have read the RMS Scholarship Policy, and I understand and agree to all of its terms, including the written report requirement. I further understand that in order to be reimbursed, the written report must be filed.

Merchandise Policy
As Amended and Approved February, 14, 2005

Purpose

The River Management Society offers merchandise for sale to help accomplish the following goals:

1. Create an identity and foster the benefits of belonging to RMS. These items are intended for sale primarily to RMS members and associates through RMS events and may be available via the website. Examples include clothing bearing the RMS logo.
2. Further the RMS mission in providing information and education about rivers and the use of river resources. These items are made available to the general public; examples include *River Logs*, *bumper stickers*, and “Leave No Trace” hang tags.
3. Increase recognition of RMS and its mission by providing distinctive products. These products may teach river science, ethics and safety, or increase the recognition of RMS expertise and experience by providing “value-added” entertainment and/or skills development. Examples include the *RMS Cookbook*.

Items that do not fall into one of these functional areas are prohibited from being sold by RMS. There will be no merchandising of items solely for the purpose of raising funds, because sales are not a primary business of RMS.

Financial Objective

In meeting the primary goals identified above, a secondary financial objective of the merchandise program is to provide sustainable cash flow and a positive return on investment. Marketing decisions will reflect this principle.

Policies

RMS Logo Clothing and Accessories. RMS logo clothing will generally only be available at RMS events and on the website. The website will clearly note that clothing sales are limited to stock on hand. For website orders, the cost of handling and shipping may be charged to the purchaser.

Individual Return Policy. RMS offers a 100% satisfaction guarantee on its merchandise. Items may be returned for full refund, or credit. In cases where the merchandise is defective, or the incorrect item was shipped, RMS will pay for return shipping and send the proper replacement if it is available, or issue a refund or credit. All other returns of merchandise will be accepted for credit or refund with the return shipping paid by the customer.

Chapter Purchases. Chapters may purchase RMS merchandise items for use or sale at Chapter events. Sales to Chapters will be at RMS cost, plus 5%, plus packaging and shipping costs. Chapters may return unused merchandise for a refund of the RMS cost. All shipping is paid by the Chapter.

Use of Retailers. To increase distribution of RMS educational merchandise items, the RMS may enter into agreements with retail shops and catalogue distributors to sell or distribute RMS merchandise. Such arrangements will be non-exclusive unless exclusive use is specifically approved by the Board and is in the best interest of the Society.

Chapter Developed Merchandise. Chapters are not authorized to develop their own, unique merchandise items. The National organization retains the sole authority to develop and distribute RMS merchandise items.

Use of the RMS Name and/or Logo. Use of the RMS name and/or logo on any merchandise item must be approved in advance by the executive committee. This includes items developed by Chapters.

Requests for Funding Policy
As Amended and Approved July 11, 2005

I. Background

The River Management Society (RMS) receives requests both from RMS members and/or from individuals or organizations not affiliated with the RMS for monetary donations to support various causes, projects or events which are independent of the RMS's Scholarship, Sponsorship, Grant Distribution, or Planned Giving policies and/or programs.

Article VI, Section 4 of the RMS Bylaws provides for acceptance of gifts/bequests on behalf of the RMS, provided that such donations do not carry any implication of any special consideration toward any outside interest group regarding river management policy and are subject to approval by the Executive Committee. However, the Bylaws are silent on the reverse, i.e., requests for the RMS to provide funding in support of causes deemed worthy of such contributions. Until the Bylaws are amended, this policy addresses this issue.

Request for Funds Process

Requests for funds may be made by RMS members or non-RMS members. All non-RMS member requests must be co-sponsored and signed by an RMS professional member in good standing.

1. A written request for funds should be sent via e-mail, fax or postal service to either the RMS Executive Director or appropriate Chapter President (if sent only to the chapter, then the applicant must submit a copy to the RMS to prevent duplicate funding requests).
2. The Executive Committee will process requests for funding from National RMS. The appropriate Chapter President and chapter officers will process requests for funding from chapters. The RMS Executive Committee and RMS Chapter Officers follow the same process for making funding determinations
3. All requests forwarded to the Executive Committee or the Chapter President shall be received at least 60 days before any anticipated expenditure of funds.

Selection Criteria

In determining the merits of each proposal and funding amount to be awarded, if any, the Executive Committee or chapters officers will evaluate the following:

- a) The extent to which the donation of funds from the RMS will enhance the RMS's mission, objectives, strategic and annual work plans;
- b) Availability of funds, in consultation with the Treasurer;
- c) The nature, amount, and purpose of the monetary request, and the applicant's efforts to apply (or previous applications) for non-RMS funding sources;
- d) The extent to which the donation of funds from the RMS will be of value to the Chapter or broader RMS membership;

- e) Whether the applicant has previously applied or received a Chapter or national RMS monetary donation, scholarship, contract, sponsorship, or grant and if so, the amount and whether or not the applicant fulfilled their obligations; and
- f) Number of similar requests.

Decision and Notification Process

1. The RMS Officers (either the Executive Committee or Chapter Officers) will seek consensus in approving requests; however, if consensus cannot be reached, a majority vote of appointed members will prevail.
2. The Executive Director or appropriate Chapter President will notify the applicant of the award/rejection in writing along with the terms and conditions surrounding the decision. The decision will serve as documentation for the RMS's records.
3. The respective Chapter and/or the RMS Executive Committee will maintain records of the awards/rejections, including the name, date, and type of request, funds awarded, and date/rationale of why the request was rejected or awarded.

Funding and Reimbursement

Either the Chapter Treasurer or RMS's national Treasurer will disburse funds via check to awardees in the exact amounts approved. Payment will be made only after receipt of invoice and/or demonstration of proof that funds were appropriately used in funding (all or in part) the applicable project and/or program.

Reporting and Representation

In further fulfillment of, or as a condition of the recipient's obligations, the Chapter or the national RMS Executive Committee may also request recipients furnish news clips and/or media articles related to the award and/or submit an article for the RMS's quarterly newsletter.

Ethics, Conflicts of Interest and Standards of Conduct Policy

*As Approved September 3, 2008
As Amended and Approved June 3, 2010
As Amended and Approved October 12, 2013*

Purpose

To provide standards of ethical conduct to guide members and enable them to identify and eliminate any conflicts of interest or the appearance of conflicts involving the River Management Society (the Society). Conflicts of interest or conduct issues can be avoided by adhering to these standards specifically for federal employees, but may serve to guide other members working for state or private entities. Federal members must reference the Office of Government Ethics rulemaking per 5 Code of Federal Regulations Part 2640 [78 Federal Register (FR) 14437-14442, March 6, 2013; related to Title 18 of the U.S. Code, Section 208] and exercise sound judgment.

The Society relies on the professional leadership and example of its members to prevent conflicting situations. All Society members are subject to their respective employers' ethics laws and regulations.

Responsibilities and Relationships

The Society is the only international nonprofit organization supporting professionals who study, protect and manage North America's rivers. Much of the work of the Society is accomplished by volunteers who may be employed by other nonprofit organizations, academia, businesses, government agencies and the private sector.

The Society's members, Board members, Chapter officers and staff must honestly and prudently administer all affairs of the Society, exercising their best care, skill and judgment to further the Society's benefit.

No Society member (including officers, directors, trustees, or advisors) shall derive any personal profit or gain, directly or indirectly, by reason of their participation with the Society. Each Board member must disclose any affected personal interest, or if affiliated with an organization doing business with the Society, shall identify such affiliation and shall not participate in any decision that could create a conflict between the Society's interests and those of the member or other organization affiliated with the member.

Possible conflicts of interest do not preclude doing business with the Society, but affected Board members, Chapter officers, or staff members shall not participate in any decision involving transactions affecting their personal or family interest, or their employer.

A key principle of tax-exempt status is a ban on private inurement of organizational benefits to any individual person. Private inurement can occur when a nonprofit organization conducts business with an individual who has any personal, substantial or imputed financial interest, or with a member of that individual's family.

Benefits to employers, including federal and state agencies, and the Society

The primary benefits of an employee's service as a member of the Society include, but are not limited to:

- State-of-the-art technical information about river research and resource management contributing to their professional stature, career and performance.
- Knowledge about organizational arrangements, partnerships, projects, and relationships of organizations to enhance the working relationships between the employer and other such organizations.
- Knowledge, full exchange and improved programmatic information, understanding of varying viewpoints and current issues in river research and resource management in an intellectually stimulating and productive work environs which complement employer's missions and operations.
- Professional networks and channels to gain and disseminate information and ideas relevant and necessary to the accomplishment of employer missions.
- Facilitate employer's missions, functions and processes, through meetings, conferences, symposia, workshops, training, and professional papers and publications.

Specifically Federally-employed members

Many of our nation's rivers are administered and managed by federal employees. Society affiliation is important to these professionals and essential to their career to stay abreast of current issues, state-of-the-art technical information, research, and the dissemination of information relevant to federal river research and resource management programs.

To avoid ethical or fiduciary violations in the Society, the following limitations apply to federal employees:

- Employees (subject to the evaluation and discretion of their agency) may or may not be allowed to participate and/or serve as an officer, director or trustee of the Society in particular matters where the employee has a disqualifying imputed financial interest. The term "particular matter" encompasses only matters that involve deliberation, decision, or action focused upon the interest of specific persons (applications, contracts, grants, determinations), or a discrete and identifiable class of persons. Such a matter is covered by law even if it does not involve formal parties and may include governmental action, i.e., legislation or policy-making which is narrowly focused on the interest of such a discrete and identifiable persons. The term does not extend, however, to the consideration or adoption of broad policy options that are directed to the interests of a large and diverse group of persons (18 U.S.C. 203, 208 (a); 5 C.F.R. 2635.402(b) (3). Employees, in their "official capacity," are governed by laws and regulations while serving in any position as an officer, director, liaison (ex-officio or advisor), or trustee.
- Employees are deemed in their official capacity when: on duty, assigned by a superior, during work hours, on travel paid for with government funds, or in an official uniform; invited by the Society to participate based on his/her official position or by their official title; where the Society by-laws specify a reserved position for an agency employee; or if

the employee has not previously participated with the Society in a personal capacity. Employees who have questions about this part or any supplemental agency regulations in their particular situations should seek advice from their agency ethics official. (18 U.S.C. 208).

- If the Society receives funding from a federal agency under a written cooperative agreement, it must identify the responsibilities of each party in carrying out that agreement. Any federal employee involved negotiating or implementing the agreement as a part of their official duties shall not participate in Society decisions regarding the agreement. Agency employees may only work on matters subject to the terms of the agreement and must also adhere to their own respective agency ethics laws and regulations.
- Employees may generally participate if their involvement is in a volunteer or personal capacity and not a part of their official duties.
- Employees cannot work as paid staff for the Society, e.g., Staff, Staff Assistant, Program or Executive Director under the dual compensation law. Employees cannot supervise any Society paid staff or employees on a day-to-day operations basis. They may supervise volunteers under a volunteer agreement in a personal (non-official) capacity. Employees are prohibited from instigating or generating lobbying activity of any kind on any issue pending before, and of interest to, Congress (18 U.S.C. 1913).
- Employees cannot engage in fundraising nor work on a fund-raising activity on behalf of a non-Federal organization in the federal workplace as a part of their official capacity unless specifically authorized by law, order or regulation (E.O. 12674 and 12731; 5 C.F.R. 950 and 2635). Employees cannot represent the Society during the development of an agency/Society partnership or cooperative agreement.
- Employee Society members cannot act as a Society representative to a federal agency in oral or written communication with the intent to influence federal actions as they relate to the Society's interests or endorse any product or services of the Society (5 C.F.R. 2635). Employees shall not directly or indirectly, solicit or accept any gift or item of monetary value from the Society or from any Society member seeking official action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employees duties; Employees may accept meals and unsolicited gifts having an market value of \$20 or less per occasion provided the aggregate market value of individual gifts from the Society does not exceed \$50 in a calendar year. Employees should never accept cash. (18 U.S.C. 201, 203; 5 C.F.R. 2635).

The Society

- Shall not use federal appropriations to contract or hire a grant writer per Office of Management and Budget cost principles for cooperative agreements nor use federal appropriated funds to advertise; and
- Shall not elect or hire any federal employee as a Society officer (chapter or national) if the employee is involved in an action with the Society as part of his/her official duties or has an interest in a "particular matter" as defined above.

Joint Society and Federal Agency Relationships

Any relationship between the Society and the Federal government shall be in writing and intended to enhance service to the American public through more efficient application of Federal programs.

The Society and federal agencies will maintain a list of deliverables and projects under written partnership agreement for the respective fiscal or calendar year in case of an audit.

The Society and federal employees may use federal appropriated funds to contract or hire a technical specialist for certain projects.

Any internal federal agency meetings held in conjunction with Society symposiums or workshops must occur outside of normal working hours, i.e., evenings or during a working lunch and incur no travel costs to the government. Such meetings can be held the day before or the day after such symposiums or workshops if the federal employee is on annual or administrative leave and the employee covers his own travel and subsistence costs.

National Officer Roles

As Approved November 12, 2002

As Amended February 9, 2004

As Amended April 10, 2006

As Amended February 6, 2008

As Amended January 4, 2016

The **President** represents the Society in external matters; coordinates and presides over Board and Executive Committee meetings; oversees or delegates supervision of paid staff; and negotiates and signs contracts and agreements on behalf of the Society and may serve as a committee liaison.

The **Vice President** shall carry out the duties of the President in the absence of the President; is chair of the Scholarship Committee; a member of the Finance and Budget Committee; and may serve as a committee liaison.

The **Secretary** shall keep the Society's historical records, correspondence, and other documents related to the business of the Society. The Secretary shall record and present to the Board minutes of Society and Board meetings. The Secretary, with assistance from staff, shall develop an annual report of the affairs of the Society for the Board and members. The Secretary shall ensure advance distribution of notices of all Society and Board meetings. The Secretary is chair of the Awards Committee. The Secretary may serve as a committee liaison.

The **Treasurer** shall be responsible for overseeing all financial transactions of the Society, including deposits into the Society's account, payroll transactions, and payments on behalf of the Society. The Treasurer shall make payments and disbursements as directed by the approved budget or upon direction by the Board and shall keep accurate and up-to-date records of all receipts and disbursements of the Society. The Treasurer shall coordinate with the Society's accountant for all audits and Internal Revenue Service transactions. The Treasurer is chair of the Finance and Budget Committee and may serve as a committee liaison.

The **Ex Officio Advisors** shall assist the Society in an ex-officio (non-voting) consultation capacity and may serve as committee liaisons. Advisors are appointed for their expertise in organizational, legal, financial, facilitation, conflict-resolution, mentoring and/or needed skills to maintain the Society's vision and integrity. Advisors provide objectivity, counsel, continuity, and self-evaluation in order to ensure consistency with the Society's constitution/by-laws, policies and procedures. Advisors may be used to assist the board with interpersonal and organizational conflicts to promote society effectiveness. Some government agencies may choose to identify agency liaisons to serve as Advisors with Board consent.

Chapter Officer Roles

As Approved September 9, 2003

As Amended February 9, 2004

As Amended February 6, 2008

As Amended January 4, 2016

President

The President shall preside at all the meetings of the Chapter and shall represent the interests of the Chapter members. The President shall provide direction to other Chapter officers.

Chapter Responsibilities: The President is responsible for overall communication with Chapter members, contacting new members; coordinating two Chapter events (with assistance from other officers and/or Chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Society Responsibilities: The President is responsible at the national level for attending national Society events; serving on the scholarship committee; serving as a committee liaison; participating in conference calls with the Board; attending Board meetings (or finding a replacement); and providing a written report of Chapter activities to the Board at its annual meeting.

Vice President

Chapter Responsibilities: The Vice President shall be responsible for contacting Chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, shall write Chapter news and activities updates for Chapter members twice during a calendar year. The Vice President shall promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; and actively pursue articles of interest and coordinate with the Executive Director when the Chapter is the focus of the newsletter. The Vice President shall assist the President in planning and coordinating Chapter activities as requested.

Society Responsibilities: The Vice President shall serve as a member of one national committee or shall recruit a Chapter member to do so.

Secretary

Chapter Responsibilities: The Secretary shall record and compile minutes from officer and Chapter meetings and conduct timely mailing of minutes to the Chapter membership. As requested by Chapter officers, the Secretary shall also conduct mailings of Chapter news, activity updates, etc. The Secretary shall assist the Vice President in actively

pursuing articles of interest and coordinating with the Executive Director when the Chapter is the focus of the newsletter. The Secretary shall track any Chapter displays and events for the Society's national display and keep records of events the Chapter is involved in. The Secretary shall assist the President in planning and coordinating Chapter activities as requested.

Society Responsibilities: The Secretary shall forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records.

Other Chapter Officer(s)

At the discretion of the President, other chapter officers, such as a river-trip coordinator or events coordinator, may be designated and elected by the membership or appointed by the Chapter President. The duties of other officers will be addressed in the chapter bylaws.

Executive Director Position Description

The Executive Director serves as the chief executive officer for the River Management Society, representing the organization and being responsible for its external relations. He/she serves at the pleasure of the Board of Directors and reports to the Executive Committee through the President.

RESPONSIBILITIES: The primary role of the Executive Director is to support and assist the Board in implementation of the Society's Strategic Plan. This will be accomplished through the following specific duties:

- *Partnerships* - Maintains strong cooperative relationships with other professional organizations, national nonprofit groups, institutions of higher learning, and federal and state agencies. Pursues appropriate joint projects, events and other efforts.
- *Promotion and Communications* - As directed, represents the Society at national and regional meetings, workshops and conferences and serves on committees and advisory groups. Arranges for Board member participation and representation at regional, state and local functions as appropriate.
- *Fund Raising* - Works with the Employees and Executive Committee in pursuit of cooperative agreements, grants and other financial support from federal, state and local governments, colleges and universities, foundations, private corporations and other sources. Prepares and markets grant applications, administers grants received, and provides professional consultant services as necessary and appropriate.
- *Administration* - Implements general policies of the Executive Committee in the following areas:
 - 1) Budget programming and control in concert with the Treasurer, drafts the annual budget, approves and tracks daily expenditures, ensures fiscal responsibility, and assists the accountant and Treasurer in the preparation of the yearend financial report and tax filing.
 - 2) Personnel management provides general supervision to staff and consultants providing professional services to, or on behalf of, the Society.
 - 3) Drafts position descriptions for all Society staff.
 - 4) Negotiates and administers contracts with professional consultants to the Society.
- *Board of Directors* - Provides support and assistance to the Board and committee chairs as required. Works closely with the President to ensure follow through on commitments made by Board members and committee chairs and that those deadlines are met. Performs other duties as assigned by the Executive Committee.

SETTING: The Executive Director will operate out of his/her home. The Society will cover the following business expenses specifically related to the position:

- Travel.
- Utilities and postage.
- Supplies and equipment.
- Computer equipment purchase or rental and maintenance.
- Rental of office and storage space.
- Other expenses as approved by the Board of Directors.

BENEFITS: The Executive Director may be an employee or contractor of the Society and will receive the following benefits:

- Salary.
- Health insurance.
- Paid holidays (6 - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas).
- Vacation (2 weeks annually, can be accumulated up to 30 days annual carryover).
- Sick leave (5 paid days annually, accruing and available until employment ceases).

Legal Advisor Position Description

As Approved January 10, 2005

As Amended October 8, 2021

The legal advisor for the River Management Society (Society) serves at the pleasure and discretion of the Board of Directors and reports to the President, or in the absence of the President, to the Executive Committee, through the Vice-President. The legal advisor assists the Society in an ex-officio (non-voting) consultation capacity to provide legal expertise.

Responsibilities: The primary role of the legal advisor is to support and assist the national Board of Directors, Committees, and Chapters in matters involving, but not limited to: tax matters, contracts, planned giving, compliance with IRS guidelines for tax-exempt organizations, i.e., the Society, engaged in public advocacy, and assist individual Society members to avoid conflict of interest issues with their employer.

- Ethics and Conflicts of Interest - Assists in developing a template from the Memorandum of Understanding used by all RMS members in conjunction with their employers to avoid any real (or perceived) conflict of interest.
- Contracts, Grants, Partnerships, Assistance Agreements - Assists in reviewing all contracts and/or contract modifications as directed by the RMS Board.
- Planned Giving - Assists the Executive Director (to be determined - TBD), Executive Committee and Planned Giving Coordinator (TBD) relative to policies, laws, guidance concerning fundraising, gifts, and donations to or from the Society relative to rules and regulations and federal/state tax laws.
- Board of Directors - Serves at the request of and coordinates with the Board and committee chairs as appropriate.
- Will review policies that may affect the mission of the Society.

Qualifications:

- Licensed Attorney
- General knowledge of non-profit accounting, tax filing and reporting, and compliance requirements.
- General knowledge of IRS 501(c)(3) compliance requirements, federal conflict of interest codes and regulations governing employees, and knowledge of federal codes and regulations and policies regarding advocacy by tax exempt organizations.
- General knowledge and experience with estate planning and fund giving tax strategies.

- Communication skills (Oral and Written).

Benefits: Ability to assist the Society in promoting sound river management policies and participation in field trips and other society functions.

RMS Financial Advisor – Position Description

(As Approved February 14, 2005)

As Amended, October 8, 2021

The Financial Advisor for the River Management Society (Society) serves at the pleasure and discretion of the Board of Directors and reports to the President or, in the absence of the President, the Executive Committee through the Vice President. The Financial Advisor assists the Society in an ex-officio (non-voting) consultation capacity in the arena of financial and fundraising expertise.

RESPONSIBILITIES: The primary role of the Financial Advisor is to support and assist the national Board of Directors, Treasurer, Committees and Chapters in matters involving, but not limited to: bookkeeping, accounting and disbursement procedures, auditing, filing of periodic reports (taxes, audits, financial), investments, fundraising, planned giving, sales merchandise, sponsorships, partnerships, cooperative agreements, marketing and advertising, long-term financial/budget strategies, and related matters. Specific duties include:

- Finance and Budget – Works with, Treasurer, and Executive Committee in drafting and presenting an annual budget, filing of reports (taxes, audits, financial), coordinating policies and procedures related to income and disbursements, ensuring fiscal responsibility, and related matters. Provides professional consultant expertise as necessary or appropriate.
- Fundraising – Works with the Executive Committee, Planned Giving Coordinator (TBD), and partners of the Society in drafting strategic and annual work plans. Assists in the pursuit of cooperative agreements, contracts, grants, scholarships, sponsorships, marketing, advertising, and gifts to the Society. Provides professional consultant expertise as necessary or appropriate.
- Board of Directors – Serves at the request of and coordinates with the Board and committee chairs as appropriate.

QUALIFICATIONS:

- Current knowledge of accounting, bookkeeping, finance, tax filing and reporting, auditing, and banking practices.
- Specific knowledge of fiscal practices and evaluation, investment alternatives and options (mutual funds, money market, certificates of deposit, stocks, bonds, annuities, etc.), computer spreadsheet software, non-profit organizations.
- Experience and expertise in investment consulting, options for developing sources or “revenue streams,” auditing, banking, bookkeeping, accounting, finance, tax preparation and/or filing, for-profit and non-profit organization administration and related fields.

- Communications skills (Oral and Written)
- Objectivity and fortitude to tell it like it is

BENEFITS: Ability to assist the Society in promoting river management policies and participation in field trips and other Society functions and events

Symposium Planning Guidelines

Purpose

The purpose of the Society's biennial symposium is to:

- Promote the Society and sound river management practices to a wide audience of students, professionals and the general public.
- Bring professional river managers together to share information and exchange expertise.
- Be interactive with as many members as possible.
- Expand Society membership and recognition.
- Provide funding to support Society activities.

The Symposium should be listed in agency training catalogues.

Historical Record

In order to ensure that future symposium planners may benefit from the experiences of others (and to provide benchmarks for those future planners) it is important that accurate, concise records be kept of all symposia. These records should reside with the Executive Director. Historical records should include, but are not limited to:

- Preliminary budget.
- Final detailed budget (post-symposium).
- Hotel/conference center contracts.
- Room nights (proposed for contract).
- Room nights (actual).
- All other contracts.
- All printed material.
- Attendance figures:
 - Society members.
 - Early registrants.
 - Late registrants.
 - Nonmembers.
 - Early registrants.
 - Late registrants.
 - Student registrants.
 - Singleday registrants.
 - Other.
- Scholarships.
 - Number and value of waived registrations and fees.
 - Travel costs.
- Honorariums.
- Registration fees (and rationale if pertinent)
- Conference evaluation summary

Timeline

While each symposium is different the following planning calendar is recommended:

- 48 months (4 years) - Site selection by the Board.
- 36 months (3 years) - Symposium Chair and committees selected.
- 12 months - Formal timeline prepared by the symposium committees and presented to the Board.
- 12 months - Budget submitted to the Board for approval.

Budget

The symposium budget is a critical part of the pre-planning, concurrent and post-planning process. The responsibility for initial development and recommendation of the budget lies directly with the Symposium Chair with approval authority resting solely with the Board.

Budget development steps include:

- Designation of a Symposium Chair.
- Designation of a Symposium Comptroller.
- Review of historical records of past symposiums.
- Development of a preliminary budget.
- Approval of preliminary budget by the Board.
- Final budget development and recommendations.
- Approval of final budget by the Board.
- Development of postsymposium reconciled budget.

The symposium budget should consider and detail all of the applicable items listed below:

- Budget development strategy (funding to support the symposium).
- Funding sources.
- Registration fees.
- Publication costs.
- Speaker fees and related costs.
- Facility costs (hotel, meeting rooms, etc.).
- Catering (including breaks).
- Equipment rental (audiovisual, etc.).
- Field trip costs.
- Transportation.
- Social event fees.
- Symposium hand-outs (free gift).
- Board travel.
- Scholarships.
- Symposium Planning Committee awards.
- Other applicable items related to issues and locale of specific symposiums.

Organizational Structure

The Symposium Committee should include:

- Symposium Chair.
- Past Symposium Chair.
- Program Chair.
- Keynote Speakers Chair
- RMS Executive Director.
- Other suggested committees:
 - Publications.
 - Field trips.
 - Transportation.
 - Audio-visual.
 - Activities/entertainment.
 - Silent auction.
 - Fund raising.
 - Marketing/media relations.
 - Proceedings Coordinator/Editor.

Field Trips

Field trips have proven crucial to the success of past symposia. If they are part of the plan, they should be:

- Related to river management or watershed management issues.
- Open to symposium attendees only (spouses will be allowed on a spaceavailable basis).
- Provide an educational or training component (include handouts, presentations, speakers, etc.)

Historical information about field trips should include:

- Total number, individual descriptions and prices of field trips offered.
- Interest in individual trips.
- Cancelled trips and the reason for the cancellation.

Proceedings

Professional proceedings will be published for each symposium.

Social Events

Any Society-sponsored social event may include, but is not limited to:

- Awards ceremony.
- Outdoor setting.
- Food and/or beverage.

- Entertainment.
- Silent auction
- Raffle
- Other events associated with the symposium theme or locale.

Symposium Contractor

In the past, some of the symposiums planning duties have been contracted out. If this is necessary, a request for proposal and a payment schedule will be required. If needed, historic records should be reviewed where an outside symposium planner was used, and that Symposium Chair should be contacted directly before committing.

Lessons Learned

Lessons have been learned by previous Symposium Committee members. Some suggestions have also been made on evaluation forms. A record of the lessons learned should be kept by the Executive Director. These should include:

- The lesson learned and who said it.
- Summary of evaluations.

Past Symposium Chairs

A record (complete with contact information) will be kept of all past Symposium Chairs so that they may be contacted for assistance/guidance.

Optional Considerations

Although each symposium is different, other additional activities can be added to the agenda. Optional things to consider which have been offered at past symposiums include:

- Pre- and post-symposium training or workshops.
- Offering Continuing Education Units (CEUs).
- Silent auction.
- Raffle.
- Exhibitors / posters.
- Agency training credit.
- Scheduling the symposium so as not to conflict with holidays, competing conferences, etc.

Location

Symposium locations should:

- Be selected by the Board meeting 48 months in advance.
- Achieve a balance between geographic regions.

Symposium Evaluation

6) I attended:

☐ The entire symposium

I only attended: (Check all that apply)

☐ Wednesday ☐ Friday
☐ Thursday ☐ Saturday

Satisfaction

2a) Did the symposium meet your expectations? (Check one)

| <i>Did Not Meet</i> | <i>Met</i> | <i>Exceeded</i> |
|--------------------------|--------------------------|--------------------------|
| (1) | (2) | (3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2b) Explanation?

3a) Overall, what did you think of the following. (Check one per item)

| | <i>Disappointing</i> | <i>Average</i> | <i>Excellent</i> |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| | (1) | (2) | (3) |
| Keynote speakers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Concurrent session speakers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moderators | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plenary session (Snake River) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Field trips | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Symposium planning/organization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Silent auction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Boise as the symposium setting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3b) Comments?

4a) Please rate the following features of the Boise symposium facility.

| | <i>Disappointing</i> | <i>Average</i> | <i>Excellent</i> |
|------------------------|--------------------------|--------------------------|--------------------------|
| | (1) | (2) | (3) |
| Lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Audio-visual equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Acoustics/sound | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adequacy of seating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seating arrangement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4b) Comments?

5) Does having a plenary session on local river issues help you in your job? ☐ Yes ☐ No

6a) How would you rate the following events held in _____?

| N/A | | <i>Disappointing</i> | | <i>Average</i> | | <i>Excellent</i> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | | (1) | (2) | (3) | (4) | (5) | |
| <input type="checkbox"/> | Keynote luncheon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | Evening reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | Evening reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | Saturday evening banquet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

6b) Comments?

7a) If you went on a field trip, were the presentations/materials associated with your trip adequate?

☐ Yes ☐ No ☐ No Opinion ☐ N/A

7b) Comments?

8) What aspects of the symposium were most useful or interesting?

9) What aspects of the symposium were most unproductive?

10) What else should be changed for 200_?

Timing

11) The current length of the symposium (3-1/2 days) is:

☐ Too long ☐ Too short
☐ Just right ☐ No opinion

12) When would you like to see the conference begin and end? (Indicate days of week and times.)

13) If the symposium stays at the current length, on which day should we schedule field trips?

☐ First Day ☐ Second Day ☐ Third Day ☐ Fourth Day

14) Currently, there are four evenings available in a symposium for scheduling social events. On which evenings should we schedule events? (Check as many as you like.)

☐ First Day ☐ Second Day ☐ Third Day ☐ Fourth Day

15a) Each speaker presenting a paper is guaranteed 30 minutes. Is this enough time?

☐ Yes (skip to #16) ☐ No

15b) If not, how much time should each speaker be allowed? _____ minutes

16) How many months in advance do you need to receive registration materials?
_____ months

The Future

17) In choosing the location for future RMS symposia, rate the importance to you of the following:

| | <i>Not Important</i> | | <i>Somewhat</i> | | <i>Crucial</i> | <i>N/A</i> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|
| | (1) | (2) | (3) | (4) | (5) | |
| <input type="checkbox"/> Travel distance/time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Airport access (shuttles, car rentals) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Hotel rates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Per diem rates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Airline prices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Urban setting (access to amenities) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Rural setting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | | | | |

18a) For government employees only: In the past, we have scheduled agency meetings in association with the symposium. Should we do this at future symposia?

☐ Yes ☐ No (skip to #19)

18b) When would you like to see the meeting scheduled?

- ☐ Over lunch
- ☐ In the evening
- ☐ The afternoon before the symposium opens; I don't want to miss any sessions
- ☐ During the symposium – having fewer speaker presentations would be fine

20) What topics would you like to see discussed at the 200_ symposium?

Value

21) With regard to registration, costs were:

☐ Too low ☐ Just right ☐ Too high

22) How much do you enjoy receiving the symposium poster as part of registration?

| <i>No Opinion</i> | | <i>It's Great</i> | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| (1) | (2) | (3) | (4) | (5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

23) **Knowing that production of a symposium poster adds to registration costs (\$5), do you think we should continue to produce a poster?**

- ☐ Yes, the cost is minimal, and I enjoy the poster.
- ☐ No, I'd rather save the money.
- ☐ No opinion.

24) **How much do you enjoy receiving a symposium gift as part of registration?**

| <i>No Opinion</i> | | | <i>It's Great</i> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| (1) | (2) | (3) | (4) | (5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

25) **Knowing that production of a symposium gift adds to registration costs (\$2–12), do you think we should continue to provide this item?**

- ☐ Yes, the cost is minimal, and I enjoy a reminder of the symposium.
- ☐ No, I'd rather save the money.
- ☐ No opinion.

26) **How much do you enjoy the symposium luncheon on the opening day?**

| <i>No Opinion</i> | | | <i>It's Great</i> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| (1) | (2) | (3) | (4) | (5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

27) **Knowing that the luncheon adds approximately \$20 to the cost of registration; do you think we should continue to have the luncheon?**

- ☐ Yes, the luncheon provides useful information and/or an opportunity to interact with attendees.
- ☐ No, I'd rather save the money.
- ☐ No opinion.

28) **How much do you value a symposium proceeding?**

| <i>No Opinion</i> | | | <i>It's Great</i> | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| (1) | (2) | (3) | (4) | (5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

29) **In what format would you prefer to receive the proceedings?**

- ☐ On the web.
- ☐ Bound publication (additional \$20 cost built into registration).
- ☐ CD-ROM (additional \$5 cost built into registration).
- ☐ I don't want proceedings.

30) **Final Comments?**

Name: _____
River Management Society Donation of Time, Material & Assets Recording Form

The River Management Society (RMS) has been determined by the Internal Revenue Service (IRS) to be a 501(c)(3) nonprofit organization under the tax laws of the United States. Donations of money, materials, professional services and other assets of monetary value are subject to the taxable income deduction regulations of the IRS.

The recording of donations of these assets, as well as the volunteering of time, is important to the RMS and is collected annually in December. Many grants require that the recipient provide an accounting of assets and in-kind services. Please take a moment to provide us with the following information. This information is confidential and will not be distributed.

Period Covered: January 1, 201_ to December 31, 201_ **Other:** _____

| Activity | | Hours Donated |
|---|--|----------------------|
| | | |
| <i>RMS Administration</i> | | |
| <i>Committee Duties:</i> | | |
| <i>Public Policy</i> | | |
| <i>Fund Raising</i> | | |
| <i>Awards & Elections</i> | | |
| <i>Membership</i> | | |
| <i>Scholarship</i> | | |
| <i>Merchandise, Sponsorship & Endorsement</i> | | |
| <i>Board of Directors Meetings</i> | | |
| <i>Event Planning</i> | | |
| <i>Special Projects (specify)</i> | | |
| <i>Web Assistance</i> | | |
| <i>Other (specify)</i> | | |
| | | |
| | | |
| | | |
| Total hours | | |

| | | <i>Value (\$)</i> |
|---|--|--------------------------|
| <i>Materials Donated (specify) (e.g., office supplies, postage)</i> | | \$ |
| <i>Services Donated (specify) (e.g., financial planning)</i> | | \$ |
| <i>Equipment Use (specify) (e.g., copiers, backhoes)</i> | | |

Please return this form to: Helen Clough – hcloughak@gmail.com; 1765 Mendenhall Peninsula Rd., Juneau, AK 99801, or ***call first***, then fax to 907 790 4189 (home/office/fax) or call 907 321 4004 if you have questions.

Board Meeting Evaluation

Evaluating the RMS Board

Please rate the RMS board in the following topic areas by typing a score in the far right column for each item. Please provide additional comments in a separate file (organized by topic area).

| | Not relevant | Poor | Mediocre | Good | Excellent | Score |
|--|-----------------|------|----------|------|-----------|-------|
| Board Selection and Composition | | | | | | |
| Skills and expertise of individuals | 0 | 1 | 2 | 3 | 4 | |
| Energy and commitment of individuals | 0 | 1 | 2 | 3 | 4 | |
| Representative of membership? | 0 | 1 | 2 | 3 | 4 | |
| Gender, race, class, age diversity | 0 | 1 | 2 | 3 | 4 | |
| Balance of new and old members | 0 | 1 | 2 | 3 | 4 | |
| Recruitment of new members | 0 | 1 | 2 | 3 | 4 | |
| Orientation and Training | | | | | | |
| Orientation for new board members (personal contact) | 0 | 1 | 2 | 3 | 4 | |
| Written orientation materials (roles and responsibilities) | 0 | 1 | 2 | 3 | 4 | |
| Training opportunities (improve skills) | 0 | 1 | 2 | 3 | 4 | |
| Structure and Organization | | | | | | |
| By-laws and meeting procedures are clear & appropriate | 0 | 1 | 2 | 3 | 4 | |
| Number of committees | 0 | 1 | 2 | 3 | 4 | |
| Committee responsibilities (clarity, appropriateness) | 0 | 1 | 2 | 3 | 4 | |

| | | | | | |
|---|---|---|---|---|---|
| Relationships between board and executive committee | 0 | 1 | 2 | 3 | 4 |
| Relationships between staff and board | 0 | 1 | 2 | 3 | 4 |
| The Board at Work | | | | | |
| Frequency of meetings/calls | 0 | 1 | 2 | 3 | 4 |
| Preparatory materials for meetings/calls | 0 | 1 | 2 | 3 | 4 |
| Meetings/calls stay on schedule & agenda | 0 | 1 | 2 | 3 | 4 |
| Leadership at meetings/calls | 0 | 1 | 2 | 3 | 4 |
| Open discussion at meetings/calls | 0 | 1 | 2 | 3 | 4 |
| Decision-making at meetings/calls | 0 | 1 | 2 | 3 | 4 |
| Minutes, other materials from meetings | 0 | 1 | 2 | 3 | 4 |
| Activity level of committees | 0 | 1 | 2 | 3 | 4 |
| Committee follow-through and deliverables | 0 | 1 | 2 | 3 | 4 |
| Individuals stay within areas of expertise | 0 | 1 | 2 | 3 | 4 |
| Individual follow-through and deliverables | 0 | 1 | 2 | 3 | 4 |
| Sense of camaraderie/teamwork | 0 | 1 | 2 | 3 | 4 |
| Integrity of board members | 0 | 1 | 2 | 3 | 4 |

Evaluating the 2003 RMS Board Meeting

Please rate the 2003 RMS board meeting in the following topic areas by typing a score in the far right column for each item. Please provide additional comments in a separate file (organized by topic area).

| Not relevant | Poor | Mediocre | Good | Excellent | Score |
|--------------|------|----------|------|-----------|-------|
|--------------|------|----------|------|-----------|-------|

| Facilities and Location | | | | | |
|---|---|---|---|---|---|
| Rooms and general facilities | 0 | 1 | 2 | 3 | 4 |
| Food and beverages | 0 | 1 | 2 | 3 | 4 |
| Availability of after-work activities | 0 | 1 | 2 | 3 | 4 |
| Individual travel time & costs | 0 | 1 | 2 | 3 | 4 |
| Organizational costs / value | 0 | 1 | 2 | 3 | 4 |
| Overall facility/location rating | 0 | 1 | 2 | 3 | 4 |
| The Meeting | | | | | |
| Preparatory materials | 0 | 1 | 2 | 3 | 4 |
| Schedule (length of day, ability to stay on schedule) | 0 | 1 | 2 | 3 | 4 |
| Agenda (appropriate topics, length of time for each) | 0 | 1 | 2 | 3 | 4 |
| Process (fair and appropriate?) | 0 | 1 | 2 | 3 | 4 |
| Leadership | 0 | 1 | 2 | 3 | 4 |
| Open discussion (was it encouraged?) | 0 | 1 | 2 | 3 | 4 |
| Decision-making (were they clear, documented?) | 0 | 1 | 2 | 3 | 4 |
| Sense of camaraderie/ teamwork | 0 | 1 | 2 | 3 | 4 |
| Overall meeting evaluation | 0 | 1 | 2 | 3 | 4 |

Please list any specific components of the board meeting that we should...

| Keep Doing | Start Doing | Stop Doing |
|------------|-------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |

RMS Volunteer Position Management and Selection Process

As Approved July 9, 2006

Introduction

The River Management Society (RMS) relies on voluntary service from members to accomplish much of the work of the Society. Members may carry out short term tasks, such as serving on a steering committee for the biennial symposium, or may take on longer term positions integral to the functioning of RMS. The longer term positions require that those who assume them are also committed to the task, competent in executing the work and appropriately supported. The following outlines the process to identify, fill and support these positions.

1. Identifying and Creating RMS positions

a. **Position Proposals:** Positions may be proposed by RMS members, Board of Directors, Executive Committee, cooperating agencies or others. Proposals may arise from an organizational need or function. Proposals shall be submitted to the Executive Committee for consideration and identify:

- 1) The need;
 - 2) The benefit to RMS;
 - 3) The cost to RMS, and
 - 4) Any supporting information such as length of time the position is needed, or alternative ways to meet the need besides filling a position.
- Proposals shall be submitted to the Executive Committee for decision.

b. **Position Descriptions:** The Executive Committee determines whether or not a proposed position has merit, and, if so, assigns the writing of a position description, program of work and budget. This work is typically assigned to the one proposing the position. The position description shall include at a minimum:

- 1) Position duties;
- 2) Responsibilities of the position;
- 3) Skills needed to be successful;
- 4) Duration;
- 5) The program or scope of work;

c. **Position budget:** the funding necessary to accomplish the work shall be included in the proposal.

2. Evaluating the merits of the proposed position

a. Executive Committee decision process

Based on the information gathered in a-c above, the Executive Committee shall decide whether or not to create the proposed position. Criteria to make the decision shall include:

- 1) Relationship of the proposed position with existing positions;

- 2) Funding available to appropriately support this work (and the cost benefit of its accomplishment);
- 3) Whether or not a candidate can be likely found in RMS membership; and
- 4) Need for the position.

b. Decision

If the Executive Committee decides to create and fill a position they will direct the Executive Director to initiate a recruitment process to fill the position. If the Executive Committee decides against creating the position, it shall direct the Executive Director to inform the proponent of said decision.

3. Terminating RMS positions

The Executive Committee shall have sole authority to terminate a position for any reason it determines, by a simple majority vote of the committee, is in the best interest of RMS.

4. Recruiting and filling RMS positions.

a. The Executive Committee shall fill vacant volunteer positions in the following manner:

1. The Executive Committee directs the Executive Director to advertise to the entire membership that a position is open or vacant. The notice shall be distributed in a fair and equitable manner helping to ensure all members have a reasonable chance of being informed. At a minimum, existing forms of membership communication such as the listserve, and mailings shall be used.

2. The Executive Director may recruit outside of the RMS membership if the Director and/or Executive Committee determine the position may be filled in that manner. In such case a waiver of membership dues may be used as an incentive for non-member to become active in the Society.

3. The notice of the position shall inform perspective volunteers of how to apply. Interested candidates are requested to submit brief applications by a due date according to the application instructions in the notice of vacancy.

4. The Executive Committee and Executive Director shall review applications and choose the person who, as determined by a simple majority vote of Executive Committee members, would serve in the best interest of the RMS.

5. Positions Terms

Each position shall be filled for an established term. The length of term shall be set by Executive Committee. Criteria establishing the term may include: length of time the need will exist; the expected rate of change in duties; continuity in the position; and budget. Established terms allow for:

1. Those accepting positions to know their expected minimum length of commitment.
2. The Executive Committee to make changes in positions as warranted.
3. The Executive Committee to “re-up” those who are successful and desire to continue for another term.

6. Position Budget

a. Each position shall have an annual budget, if appropriate. A proposed budget shall be submitted to the Board for consideration at the Board’s annual meeting. The budget shall be written in collaboration with the RMS Treasurer. The budget is based on the annual work program, and identifies the expectations for support. The budget is proof that RMS values the work performed by the position. The budget shall include all position related cash and in-kind revenues and expenses.

7. Responsibility and Accountability

All volunteer positions shall be directly responsible to the Executive Director. The Executive Director shall assign duties and provide direction as needed on the day-to-day duties of the position. The Executive Director shall provide progress reports or updates to the Executive Committee as requested. If the volunteer needs to or wants to address the Executive Committee for any reason he/she may do so by requesting from the President a time allotment on the Executive Committee meeting agenda.

8. Volunteer Rewards

a. RMS members who serve in these positions should be rewarded for their efforts. The Executive Committee and Executive Director together shall determine the appropriate recognition.

9. Annual Review

The Executive Committee shall review the roster of positions and budgets annually. The Committee shall consider needs, effectiveness, and alternatives to the position. Changes may result in, proposals for new positions, alterations to existing position descriptions to align with new needs, or termination of existing positions.

10. Incorporation into Bylaws

Upon approval by simple majority vote of the River Management Society's Board of Directors this document shall be incorporated as Article X of the RMS bylaws as approve on February 9th 2004.

Existing RMS Positions

1. RMS Merchandise Coordinator

Position Term:

Position Description/Duties:

- Store RMS merchandise
- Keep an inventory list of products (sizes, colors, styles)
- Make recommendations regarding reorders, new items, close out items
- Receive orders by phone or email
- Package and ship orders by USPS, UPS or FedEx as necessary
- Send invoice/payment information to Executive Office and buyer via email
- Fulfill any refund or exchange orders
- Assist (when able) with merchandise sales / RMS store at RMS symposia, Interagency Meetings, etc.
- Assist with/make recommendations to Board on new merchandise (product, quantity, color, sizes, etc.)

Budget (2006):

2. RMS Website Coordinator

Position Term:

Position Description/Duties:

(Estimated Time Commitment: 1 to 2 hours per week.)

- Responsible for managing all aspects of the RMS website including development, administration and content.
- Serves as chief information architect and system administrator.
- Maps website navigation and location of new and existing content.
- Maintains/edits site email addresses.
- Works with the Executive Director to ensure that all website requests are fulfilled in a timely manner including award nominations, event postings, member information updates, job postings, membership applications, membership renewals, and password requests.
- Coordinates with programmers to design and post new content, as required.
- Ensures that website content, layout, and navigation is backed up on a regular basis by the Internet service provider (ISP) or programmers.
- Works with programmers to resolve any coding errors or bugs. Verifies completion of work invoiced by programmers and contractors, prior to payment.
- Works with Executive Director to ensure that information on the website is kept current and updated in a timely manner including the list of organization officers, newsletter volumes, annual work plans and accomplishments, symposium proceedings, and business documents.
- Works with Executive Director, programmers, and other contractor(s) to develop and post online agendas, registrations and other information for

Biennial RMS Symposium, Interagency Workshops, and River Ranger Rendezvous.

Budget (2006):

3. RMS Professional Purchase Coordinator

Position Term: As needed

Position Description/Duties: The Professional Purchase Coordinator develops and maintains terms and processed for coordinating member purchases with select vendors such as manufacturers and distributors of river equipment. This person acts a RMS agent to facilitate preferred rates for members, while streamlining the transaction process for the vendor. Additionally, the Coordinator will encourage purchasers to donate 5% sale to RMS as an acknowledgement of the savings offered by the program.

Annually, the Coordinator will report total sales by vendor.

RIVER STUDIES AND LEADERSHIP CERTIFICATE

The **River Studies and Leadership Certificate (RSLC)** is awarded by the River Management Society to undergraduate students who complete a program at partner institutions.

River Studies and Leadership Program Description

The *River Studies and Leadership Certificate* is a program designed to offer undergraduate students who have become inspired to join the next generation of river professionals a foundation of knowledge, skills and experience in river-based science, policy, conservation, education, and recreation. Utah State University, Colorado Mesa University, University of Utah, University of Idaho and Prescott College offer courses that fulfill the certificate requirements. Faculty members from these institutions collaborate with students to design and complete a personalized academic program that empowers them to address the real world challenges facing our nation's rivers. Each student's program is vetted by industry professionals, practitioners, and academics from both RMS and the partnered institutions.

The coursework required by the *River Studies and Leadership Certificate Program* is focused specifically on river systems, yet it is interdisciplinary in nature; students explore and study river systems in ways that integrate the life and earth sciences, policy and conservation, socio-cultural and economic factors, as well as education and recreation. Ultimately, the RSLC adds valued focus to a student's degree and presents employment advantages through networking with the River Management Society. Available on the RMS website are these documents:

- *Certificate*
- *Certificate, Accepted Courses matrix, Courses Leading to the River Studies and Leadership*

RSLC Coordination

RMS is the awarding agency for the RSLC. Its responsibilities are as follows:

1. Coordinate updated versions of the Accepted Classes and matrix, which will be reviewed annually for updates;
2. Coordinate the addition of new colleges and universities: as the group grows in number, a communications forum or listserve may be employed;
3. Develop and maintain a page or section of www.river-management.org that can be a primary resource for RSLC information;
4. Produce and mail a certificate of completion when a student's sponsoring institution confirms that they have met the RSCL requirements.
5. Maintain a current list of RSCL awardee names, award dates institution on the RMS website.

RSLC Student Support

Students are required to share aspects of their river studies with the RMS community by either presenting at the annual RMS Symposium or publishing an article in the RMS Journal. RMS will support current RSLC participants as follows:

1. Award a one-year student membership to the River Management Society, which includes a subscription to the *RMS Journal*, a quarterly publication, and access to national and regional chapter events
2. Invite current RSLC students to attend and present at upcoming symposia or workshops for which their conference registration fees are waived.
3. Consider applications for scholarships from RSLC students to assist their symposium and workshop participation.

While there is no fee to participate, RSLC universities and colleges:

1. offer the participation of at least one faculty member on the RSLC Coordinating Committee, and;
2. maintain a membership in good standing in the River Management Society by the RSLC advising faculty or the institution.

This program will become effective with the 2014-2015 academic year and the related outreach that is employed during the spring and summer of 2014.

ALASKA CHAPTER BYLAWS
RIVER MANAGEMENT SOCIETY
As amended June, 2019

ARTICLE I- MEMBERSHIP

Section 1: Eligibility

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY (from now on to be represented in this document by the initials RMS), and who resides within the State of Alaska will be considered a member of the Alaska Chapter. All members in the professional category will be granted the rights and privileges, including but not necessarily limited to voting, printed materials, service on chapter committees, and nomination and election to any office as provided by these bylaws.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Organizational members will be entitled to any chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Individuals in the student category of RMS membership will be entitled to all chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Section 2: Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Executive Director, who will in turn notify the chapter officers.

Section 3: Suspensions

Any suspensions 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, and Secretary. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers. The chapter president will serve as a member of the National RMS Board of Directors.

Officers will hold office for a period of three years, preferably under staggered terms. All officers will hold office until their respective successors are elected. Terms are limited to two full successive terms for each office.

Section 2: Election of Officers

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category chapter members may vote in chapter elections.

Section 3: Elections

Elections will be called annually or when due based on the expiration of a term or terms by the chapter president. Chapter officers will administer the election with the help of the (national) Executive Director. Ballots will be done by electronic means.

Section 4: Vacancies of Office

Any vacancy occurring in the chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS Board of Directors for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

Section 5: Expenses of Chapter Officers

The chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the chapter president.

ARTICLE III - POWERS AND DUTIES OF THE CHAPTER OFFICERS**Section 1: President**

The President will preside at all chapter meetings and will represent the interests of chapter members. The President will provide direction to other chapter officers.

The President is responsible for coordinating two chapter events. The President will submit quarterly updates for the RMS national newsletter, organize conference calls with chapter officers and appropriate National officers, and will participate in quarterly conference calls with the RMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

Section 2: Vice-President

The Vice-President will be responsible for welcoming new members and sending them a copy of Chapter membership list. The Vice-President will send out two mailings annually that promote chapter issues. The Vice-President will represent the President in his/her absence.

The Vice-President will organize chapter elections or the process for selection of chapter officers as needed by the chapter.

Section 3: Secretary

The Secretary is responsible for taking and distributing notes of all meetings or finding a substitute when not available.

Section 5: Executions 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, providing that all expenditures involving monies or obligations over \$1,000 (one thousand dollars) must first be submitted to and approved by the Alaska Chapter officers.

ARTICLE IV - CHAPTER OFFICER PROCEEDINGS

Section 1: Meetings

Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings.

Section 2: Decisions

A simple majority of the voting officers shall comprise a quorum. No proxy votes are allowed.

ARTICLE V - COMMITTEES

Section 1: Structure

The President will appoint committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will be advisory and report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

Section 2: Duties

The chapter officers as appointed will determine duties of each committee. The committees as needed will make reports to the officers.

ARTICLE VI - FINANCES

Section 1: Fiscal Year

The fiscal year of the chapter will coincide with the calendar year.

ARTICLE VII - AMMENDEMENT OF BYLAWS

The chapter officers must ratify the bylaws. Amendments may be made to the bylaws by a simple majority vote of the Alaska Chapter members. Any amendments must be consistent with the national constitution and bylaws of RMS.

**CONSTITUTION OF THE CANADIAN
RIVER MANAMGENT SOCIETY
AN AFFILIATE OF THE AMERICAN RIVER MANAMGENT SOCIETY
(as Reconstituted as the RIVER MANAMGNENT SOCIETY)**

Article I – NAME

The legal name of the Canadian affiliate of the American River Management Society is “The Canadian River Management Society herein after referred to as “CRMS”. The American River Management Society will herein after be referred to as “ARMS” and the River Management Society as “RMS”.

Article II - PURPOSE

It is the shared purpose of CRMS and RMS:

- . To educate their respective memberships;
- . To aid in the development of recommendations with public and scientific support concerning river resources;
- . To advance the practice of river management by serving as broadly - based forums for river resource managers, researchers and interested individuals, working together in the development and application of river management concepts through a sharing of information;
- . To produce and issue scholarly and information publications;
- . To hold meetings and workshops;
- . To provide assistance to research; and,
- . Through other appropriate means, to promote and encourage the professional development of river managers.

No activity of CRMS will be authorized which will aid or assist any commercial activity or business in such a way that could be construed to contravene the established purposes, articles and principles as set down in the Constitution of the Canadian River Management Society. Further, CRMS is not a special interest, river issue, advocacy group.

Article III - BOARD OF DIRECTORS

ARMS (reconstituted as RMS) is an autonomous organization divided into chapters representing the eastern and western United States and Canada.

Its affiliate, CRMS, consists of an Executive comprised of a President, one or more Vice-Presidents, a Secretary, a Treasurer (or a Secretary-Treasurer) and a Board of Directors consisting of 12 members, one from each of the provinces and territories of Canada. The day-to-day responsibilities and activities of CRMS will be carried out by an Executive Committee composed of the President, Vice Presidents, and Secretary-Treasurer, under the direction of the Board. The Board of Directors shall also have the responsibility for representing the interests of CRMS and making decisions regarding matters of policy.

Article IV – MANAGEMENT

The affairs of CRMS shall be managed by officers, duly elected in accordance with the by-Laws of CRMS.

Article V – MEETINGS

The CRMS Board of Directors shall meet at least every two years or more frequently to address policy matters that may come before it. The meetings shall be held at such time and place as the Board(s) may prescribe. The Executive Committee shall meet at least once per year and then as necessary to conduct such business as may properly come before it. The meetings shall be held at such time and place as the Committee may prescribe. The officers of CRMS shall meet in person or by conference call at least once per year to conduct such business as may properly come before them.

Officer of the Executive Committees of CRMS and ARMS (reconstituted as RMS) shall meet as necessary to conduct such business as is appropriate between them, at a mutually agreeable time and place. The suggested venue is the biennial ARMS conference (RMS conference).

Article VI - TAX-EXEMPT STATUS

The affairs of CRMS shall, at all times, be managed in such a way as to preserve and safeguard its status as a registered charity under the Income Tax Act of Canada. Similarly, the affairs of ARMS (reconstituted as RMS) shall, at all times, be managed in such a way as to preserve and safeguard the tax-exempt status under the laws of the United States of America.

Article VII - BYLAWS

Bylaws not consistent with this constitution shall be adopted by CRMS and may be amended as therein provided.

Article VIII –AMENDMENTS

Amendments to the constitution of CRMS shall be ratified by the CRMS Board of Directors.

Effective Date:

The effective date for this constitution shall be December 1, 1995

Signatures:

| | |
|----------------------------|---|
| Name: Michael Greco | Signature: <i>Original signed on</i> |
| Office: President | Date: November 27, 1995 |

BYLAWS OF THE CANADIAN RIVER MANAGEMENT SOCIETY

Article I - MEMBERSHIP

Section 1: Eligibility

Any person currently involved in river management or river-related research, planning, science, or management activity is eligible for full membership in the Canadian River Management Society. All such members shall enjoy full membership rights and privileges, including, but not necessarily limited to voting, subscriptions to society periodicals, service on committees and nomination and election to any office as provided in these bylaws.

Membership is also open on an Associate or other category basis. Individuals ineligible to become full members may apply to become non-voting associate members. Associate members shall be entitled to society periodicals, and may attend meetings and workshops sponsored by the Society, but will not have voting or other service privileges.

All memberships of Canadian River Management Society shall be accepted following the American River Management Society (reconstituted as the River Management Society) fee schedule at par value. For example, a \$ 20 (in US funds) membership will cost the Canadian River Management Society members \$ 20 (in Canadian Funds). For the purposes of consistency, Canadian River Management Society members will be considered Associate members of the American River Management Society (now a \$ 20 US RMS membership), and will be granted full Associate membership privileges in the American River Management Society (now RMS), with the exception of no voting privileges. CRMS members will be registered as Associate members of the Canadian Affiliate of the River Management Society and as full voting members of the Canadian River Management Society.

Section 2: Applications

Applications for membership shall be transmitted to the Secretary (or Secretary - Treasurer) on forms provided by the Canadian River Management Society.

Section 3: Resignations

Resignations from membership shall be transmitted in writing to the Secretary (or Secretary-treasurer). A member who has resigned in good standing may re-apply for membership by writing directly to the Secretary or Secretary-Treasurer). Such members will retain their original date of membership.

Section 4: Suspensions and Terminations

Members of the Canadian River Management Society may be suspended or terminated by the Executive Committee for non-payment of dues (refer to Article V, Section 3) or for conduct deemed adverse to the interests of the CRMS. Prior to taking action, the Executive Committee must notify the member and offer an opportunity for the member to explain his or her actions. A member whose dues are in arrears for six (6) months will be automatically suspended.

Article II - MANAGEMENT OF THE SOCIETY

Section 1: Management

The President, Vice-Presidents, Treasurer and Secretary (or Secretary-Treasurer) of the Canadian River Management Society (CRMS) shall be responsible for the management of the affairs of the CRMS.

Section 2: Board of Directors

The Board of Directors of the Canadian River Management Society shall consist of an Executive comprising the President, Vice-Presidents, Secretary, Treasurer (or Secretary-Treasurer) and twelve (12) Provincial and Territorial Directors, one representing each province and territory. Interim directors, appointed by the President from among the Provincial and Territorial Directors shall serve until such time as a fully operation Board of Directors has been established, at which time the Directors shall be elected by the voting members from their own constituencies for a term of three (3) years.

Directors shall have staggered terms to allow for the election or re-election of one-third of the Directors each year. One Director shall be elected by the Board of Directors as Chairman and another as Vice-Chairman, with the expectation that the Vice Chairman shall succeed to the Chairmanship upon the retirement of the Chairman.

The Executive Committee of the Canadian River Management Society shall consist of the President, Vice Presidents, Secretary and Treasurer (or Secretary-Treasurer).

Section 3: Officers

The elected officers of the Board of Directors of the Canadian River Management Society shall consist of the President, Vice Presidents, the Secretary and the Treasurer (or Secretary-Treasurer), and up to three (3) Trustees,. Trustees may be appointed by the Executive Committee on an interim basis at an appropriate date. Neither officers nor trustees shall be paid for acting tin that capacity.

Section 4: Election of Officers

The President, Vice Presidents, Secretary and Treasurer (or Secretary-Treasurer) of the Canadian River Management Society shall be elected by the general membership at least

three months prior to expiration of their current term of office from a list of candidates forwarded by a Nominating Committee. The Nominating Committee shall consist of a Chairperson and two other members to be appointed by the Board of Directors. Additional candidates may be nominated by petition of ten members of the Canadian River Management Society, provided that such nominations reach the Chairperson of the Nominating Committee at least 30 days prior to the election. All full members of the Canadian River Management Society shall be eligible for election to any office, except that the President and Vice-Presidents may not be employed by the same agency and must have at least five years of full-time or other related experience in river-related planning, management, research or science in Canada.

Officers thus elected shall serve three (3) year terms.

Section 5: Re-elections

All elected officers shall be voted in by the general membership every three (3) years. Members of the Board of Directors shall be elected by members of the Canadian River Management Society resident in their respective province or territory, or shall be appointed by the President on an interim basis until a reasonable provincial/territorial election can be made.

Section 6: Vacancies

Any vacancy occurring in the Executive Committee shall be filled by presidential appointment from a list of candidates submitted by the Nominating Committee. Should the position of President be vacant, said office shall be filled by one of the Vice-Presidents, or failing that position, the Secretary and then Treasurer, (or Secretary-Treasurer), in that order, until such time as a majority vote of the Executive Committee can be arranged to elect a President from a list of candidates submitted by the Nominating Committee. The term of an appointee shall coincide with the remaining term of the previous office holder.

Section 7: Executive Committee Meetings

The Executive Committee of the Canadian River Management Society shall meet in person or by conference call at least once per year to conduct such business as may properly come before the Society. Such meetings shall be open to the entire membership of the CRMS. A simple majority of the Executive Committee shall constitute a quorum. If less than a quorum is in attendance, no official business shall be conducted and the meeting shall be adjourned.

Section 8: Expenses of Executive Committee

The Executive Committee may be reimbursed from the funds of the Canadian River Management Society for their traveling expenses for the purpose of attending meetings and conferences with advance approval of the Board of Directors.

Article III - POWERS AND DUTIES OF CANADIAN RIVER MANAGEMENT SOCIETY OFFICERS

Section 1: The President

The President shall preside at all meetings of the Canadian River management Society and shall represent all the interests of the Canadian River Management Society including, but not limited to, providing direction to and managing Canadian River Management Society operations and paid staff, if any. In addition, the President is responsible for liaison with respect to the American River Management Society, (reconstituted as the River Management Society).

Section 2: The Vice-President(s)

The First Vice-President shall assist the President by acting as liaison between the Canadian River Management Society and the American River Management Society (as reconstituted as RMS). The First Vice-President shall serve to coordinate the affairs of the Canadian River Management Society and to disseminate information, actions, and needs to the Canadian Board of Directors and perform similar functions with respect to the American River Management Society (or RMS) through the respective Executive Committees.

A Second and/or Third Vice-President position may be established as the Executive Committee sees fit to further the goals of the Canadian River Management Society, for example, for the furtherance of Communication and Technology.

Section 3: The Secretary

The Secretary shall be responsible for correspondence and preparation of the minutes of Canadian River Management Society meetings, and shall have authority and responsibility to review and approve membership applications submitted under the Bylaws, Article I, Sections 1 and 2, and shall also assist the Executive Committee in dealing with resignations, suspensions, and terminations under Bylaw Article 1, Sections 3 and 4, all subject to the review of the Executive Committee and upon request of the Committee.

Section 4: The Treasurer

The Treasurer, under the direction of the President, shall collect and disburse all funds of the Canadian River Management Society, except those for which other provision shall have been made in the Bylaws or through vote of the Executive Committee. All funds, securities, and other investments of the Canadian River Management Society shall be deposited in the name of the Canadian River Management Society in the custody of a bank or trust company designated by the officers. The Treasurer shall keep records of all

receipts and disbursements and other financial transactions and of the funds, securities, and other investments of the Canadian River Management Society.

The Treasurer shall submit quarterly status reports and an official annual report to the President. A status report shall be published quarterly in the Canadian River Management Society Newsletter. The annual report shall be made available to members upon request, at the member's own expense.

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 Canadian River Management Society by the President, or his/her representative provided, however, that all expenditures involving monies or obligations of \$500 (Canadian) or more, must be first submitted to the Executive Committee for approval. Two signatures are required for all disbursements exceeding \$ 100 (Canadian).

Article IV - COMMITTEES

Section 1: Committees

The President shall appoint standing committees as listed in Section 2, hereunder, and may appoint special committees as may, from time to time, be deemed necessary. All such committees shall be advisory in character and shall report to and act under the direction of the Executive Committee. The Canadian River Management Society may reimburse the members of such Committees for the travelling expenses which they incur when attending regular meetings of their committees authorized by the Executive Committee. The President, or a representative authorized by the President, shall be an ex-officio member of every committee.

Section 2: Standing Committees

Once the Canadian River Management Society is fully operational, the President of the Canadian River Management Society shall appoint a Canadian representative for the following standing committees of the American River Management Society (as reconstituted as RMS), each year.

River Management and Public Policy
Nominations
Communications
Workshops and Symposiums
Awards

The interim appointee for all standing committees shall be the President or the First Vice-President at the President's direction, or other person(s) so designated by the President.

Similar standing committees of the Canadian River Management Society may be established by the Executive Committee of the Canadian River Management Society, if and when desirable.

Section 3: Duties

If and when established, the duties of each standing committee and special committee of the Canadian River Management Society shall be determined by the President of the Canadian River Management Society. Each standing and special committee shall report its activities to the Executive Committee of the Canadian River Management Society at such times as the said Executive Committee may direct.

Article V - FINANCES

Section 1: Fiscal Year

The fiscal year of the Canadian River Management Society shall coincide with the calendar year.

Section 2: Annual Dues

Dues shall be payable to the Secretary of the Canadian River Management Society at one-year intervals. To retain membership, all members must pay dues as determined by the Executive Committee. Dues shall be set by the Board of Directors of the Canadian River Management Society. The Canadian River Management Society shall function independently, apportioning approximately 80% of dues collected to the American River Management Society (reconstituted as RMS), in exchange for services and benefits provided and agreed upon by the respective Board of Directors of the Canadian River Management Society and the American River Management Society (as reconstituted as RMS). All memberships collected shall be apportioned in this manner. Any charitable donations received by the Canadian River Management Society will be retained for use in Canada or in international projects which documented benefits to river management in Canada.

All Life Members dues collected for the Canadian River Management Society shall be retained in Canada for operational requirements, apportioning annual membership fees at 80% of the annual rate to the American River Management Society (reconstituted as RMS) to provide the Canadian River Management Society Life Members with Associate memberships in the American River Management Society (RMS) and all the benefits that entails on an annual basis.

Section 3: Arrears

Members whose dues have not been paid within 60 days of invoice, following their anniversary date shall be deemed in arrears and they shall not be entitled to the rights and

privileges of the Canadian River Management Society and American River Management Society (RMS) membership, including the receipt of their respective newsletters, or the Canadian River Management Society and American River Management Society publications, until such dues have been paid and shall be so notified by the Secretary. Members, whose dues have not been paid for one hundred and eighty days (180) after their anniversary date, shall be suspended from membership in the Canadian River Management Society and the American River Management Society (RMS).

Section 4: Gifts and Bequests

The Canadian River Management Society may accept gifts and bequests at the discretion of the President, providing that such donations do not carry any implications or special considerations towards any outside interest group regarding river management policy. These gifts and bequests are subject to final approval by the Executive Committee of the Canadian River Management Society or of the American River Management Society (RMS) depending upon the nature and origin of the bequests and gifts.

Article VI - PUBLICATIONS

Consistent with the stated purposes of the Canadian River Management Society, or the American River Management Society (reconstituted as RMS), arrangements shall be made to provide for the publication and distribution of media, including but not limited to, River Digests, newsletters, and/or journals, to all members. The Canadian River Management Society and the American River Management Society (RMS) may also arrange for publication of scholarly and other papers such as symposium proceedings, memoirs, special volumes, or other media (electronic, video, etc.) production and communications for the transmittal of information and education about river management.

The Canadian River Management Society shall appoint an individual to assist with the work of producing publications and other forms of media products through such tasks as the preparation, coordination and production of newsletter and journal articles , critical review and editing of the Canadian River Management Society media submissions, the development of innovative electronic education and interactive research , management planning and development packages, and provision of Canadian content to the American River Management Society (RMS) newsletters. The post shall be held by a Canadian River Management Society Vice-President, until such time as another individual may be appointed.

Article VII - CHAPTERS

Section 1: Chapters

The American River Management Society (as reconstituted as the River Management Society) has a provision which allows the approval of the Executive Committee of that Society, the organization of chapters of the American River Management Society (now

known as RMS). The Canadian River Management Society, as agreed by the American River Management Society Executive (and consequently by the RMS Executive), shall have full status as a Chapter Affiliate of the American River Management Society (and consequently of RMS), pursuant to this provision. All American River Management Society members (and, subsequently, all RMS members) working or residing within the geographical limits of the Canadian River Management Society, may apply for membership in the Canadian River Management Society.

The American River Management Society skills bank and membership lists (and subsequently those of RMS), will record all Canadian members of ARMS and RMS as Associate Members of ARMS (and subsequently of RMS) and as members of its Canadian Chapter., and further, as full members of the Canadian River Management Society.

Section 2: Chapter Bylaws

The Canadian River Management Society shall adopt its own bylaws consistent with its constitution and with the constitution and bylaws of the American River Management Society (and as reconstituted as RMS).

Section 3: Chapter Meetings

The Canadian River Management Society and CRMS Provincial and Territorial Directors may organize meetings as a part of and in association with the American River Management Society (RMS) meetings, at other times as determined by the Officers or Directors of the Canadian River Management Society, and the American River Management Society (reconstituted as RMS).

Section 4: Finances

The Canadian River Management Society will make its own arrangements for the raising of the necessary funds for the proper conduct of its own operations so long as such fundraising actions do not imply any special considerations to an outside interest group. Such fundraising will be approved by the Canadian River Management Society President and Board of Directors. The President of the Canadian River Management Society or his /her representative shall render to the American River Management Society (RMS) an annual report. The report shall briefly describe the activities of the Canadian River Management Society during the previous year, and include a summary of its financial status.

Article VIII - AMENDMENT OF BYLAWS

The Canadian River Management Society Bylaws must be ratified by the Executive Committee of the Canadian River Management Society. Amendments may be made to the Bylaws by a majority of the Executive Committee. Such amendments should be

consistent with the constitutions of both the Canadian River Management Society and the American River Management Society (as reconstituted as River Management Society.

Similarly, the Canadian River Management Society and the American River Management Society may adopt specific bylaws to assist in the policy development and operational capabilities of the CRMS and ARMS (RMS), in consultation with each organization, none of which should or should appear to be, in conflict with the policies and bylaws of ARMS (RMS) or CRMS, nor lead to or have the potential of leading to, any jeopardization of the “charitable” or “not for profit” status of the CRMS or ARMS (RMS), respectively.

Such being the case, any such action which might have, or might be perceived to have, a detrimental effect on either the Canadian River Management Society, or the American River Management Society (reconstituted as the River Management Society) could lead to a decision by the CRMS or ARMS (or RMS) or by the Executive Committees of either Society, to sever relations with the other.

Effective Date:

The effective date for these bylaws shall be December 1, 1995

Signatures:

| | |
|-----------------------------------|---|
| Name: <u>Michael Greco</u> | Signature: <u>Original signed on</u> |
| Office: President | Date: November 27, 1995 |

**BYLAWS OF THE
MIDWEST CHAPTER
OF THE RIVER MANAGEMENT SOCIETY**

Adopted November 23, 2010

Article I: Membership

Section 1 - Eligibility: Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY, (from now on to be represented in this document by the initials RMS) and who resides in the geographical areas of North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio will be considered a member of the Midwest Chapter. All members will be granted the rights and privileges, including but not necessarily limited to voting, printed materials service on Chapter committees, and nomination and election to any office as provided in these bylaws. All members are encouraged to become professional members to fully support the mission of the society. Other types of memberships include associate members, organizational members and student members.

Section 2 - Resignations and Terminations: Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Program Director who will in turn notify the Chapter officers.

Section 3 - Suspensions: Any suspension from RMS will concurrently result in suspensions 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 a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers. Officers will hold office for a period of three years, preferably under staggered terms (see Section 4). 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: All officers will be elected by the general membership from a list of candidates forwarded by nominations from Chapter members. All professional category members from the Chapter may vote in Chapter elections.

Section 3 - Elections: Elections will be called for every three years by the Chapter President. The elected officers will administer the election with the help of the Program Director. Ballots will be printed and sent by a general mailing to each member of voting status.

Section 4 - Staggered Election Terms: Beginning with the election to be held in the Fall of 2011, every effort will be made to adhere to the following election timetable.

Unexpected vacancies will be filled according to Section 11.5, with the intent for appointees to fulfill the remainder of the vacant officers' term. The Chapter President may adjust this schedule to compensate for extenuating and special circumstances in the best interest of continuity and conducting chapter or national board business.

Fall 2011: Elect Chapter Secretary & Chapter Treasurer; 3-year terms begin January 2012, expire December 31, 2015.

Fall 2012: Elect Chapter President & Chapter Vice President; 3-year terms begin January 2013, expire December 31, 2016.

Section 5 - Vacancies of Office: Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

Section 6 - Expenses of Chapter Officers: The Chapter officers may be reimbursed from the funds of the Chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

Article III: Powers and Duties of the Chapter Officers

Section 1 - President: The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other officers in the Chapter.

The President is responsible for coordination one Chapter event per year. They will also appoint state stewards or sub-chapter officers as needed to further organize Chapter efforts, encourage local events and to promote the organization. The President will submit quarterly updates for RMS newsletter; organize conference call with Chapter officers and appropriate National officers and participate in quarterly conference call with the RMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

Section 2 - Vice President: The Vice President is responsible for coordination one chapter event per year. The Vice President is responsible for new member outreach and recruitment efforts and will actively contact new members and send copies of the Chapter membership list and bylaws. The Vice President will send out two mailings annually and help organize, promote and coordinate RMS Journal Chapter issues. The Vice President will represent the Chapter at board meetings, conference calls and other functions in the absence of the President.

The Vice President will organize Chapter elections or the process for selection of Chapter officers as needed by the Chapter.

Section 3 - Secretary: The Chapter Secretary is responsible for maintaining current and past membership lists including email and phone numbers. They maintain contact information for current and previous Chapter officers and committees, river outfitters, commercial guides, private boating groups and any other related groups as necessary. The Secretary is also responsible for maintaining and distributing minutes of conference calls and Chapter meetings and documenting decisions. The Secretary will track any Chapter displays, events and will assist Chapter officers with any mailings. Seasonal training opportunities or job shares within the chapters will be maintained and managed by the Secretary.

Section 4 - Treasurer: The Treasurer is responsible for working with the RMS National Board Treasurer and Executive Director in maintaining accounts, submitting bills and reimbursements for chapter activities, submitting budget requests to the national office, and in providing accurate semi-annual income and expense summaries to the Chapter President and other officers. The Treasurer will help to seek funding sources, apply for grants and manage fundraising efforts. The Treasurer is responsible for coordinating and organizing Chapter fundraising efforts as part of the Society's bi-annual Symposium and in coordinating financial aspects of chapter field trips. The Treasurer will also assist the President with organizing events and developing pro deals.

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, provided that all expenditures involving monies or obligations over \$1,000.00 or more must first be submitted to the entire group of Chapter officers for approval.

Article IV: Chapter Officer Proceedings

Section 1 - Meetings: The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

Section 2 - Decisions: A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that 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 will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will be advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

Section 2 - Duties: Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by

the committees as needed.

Article VI: Finances

Section 1 - Fiscal Year: The fiscal year of the Chapter will coincide with the national organizations fiscal year.

Article VII: Amendment of Bylaws

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

**BYLAWS
OF
NORTHEAST CHAPTER
OF THE
RIVER MANAGEMENT SOCIETY**
Adopted July 1, 2005

It is the purpose of the Northeast 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 or works in the geographical areas of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, or Vermont will be considered a member of the Northeast Chapter of the River Management Society. Members who reside in one RMS region and work in another shall choose which chapter they will affiliate with. No RMS member shall be considered a member of more than one chapter.

Section 2 - Member Categories and Benefits:

All members who are in the professional and lifetime category will be granted the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Workshops and Float Trips, Member Discounts, Professional Scholarship Programs, Voting Privileges and the Right to Hold Office.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List serve, Chapter Workshops and Float Trips, and Symposium Discounts.

Organizational members will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Meetings and Float Trips, and Symposium Discounts (for two).

Student members will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Symposium Discounts, Chapter Meetings and Float Trips.

The Lifetime members will be entitled to: All benefits of Professional members and a Certificate of Appreciation.

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 Executive 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 a Treasurer. All officers are voting officers. No salary will be paid to the officers. All officers shall be members of the Northeast Chapter

Officers will hold office for a period of two years. 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. Only chapter members may make nominations. Officers will be elected by the general membership of the chapter. Only Professional and Lifetime category members from the chapter may vote in chapter elections.

Elections of officers shall be staggered so not all officers are elected at once. During the years ending in an odd number, the President and Treasurer shall be elected. For years ending in an even number the Vice President and Secretary shall be elected. For the first Chapter election, held in 2005, all four officers shall be elected. For this election only, the Vice President and Secretary shall serve one-year terms. Elections will be held in 2006 for the offices of Vice President and Secretary where their two-year terms will commence. Election of officers will be held in July.

Section 3 – Elections

The current officers will administer elections with the help of the RMS Executive 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. Members will be provided a minimum 21 days and no more than 30 days in which to cast their vote.

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 vacant Chapter offices will be filled by the appointment of an interested NE 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. Special elections may be called if deemed necessary by the remaining officer(s) when several vacancies exist.

Section 5 – Expenses of Chapter Officers

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

ARTICLE III AUTHORITY AND DUTIES OF THE CHAPTER OFFICERS

Section 1 -President

The **President** will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

Chapter responsibilities: The President is responsible for overall communication with chapter members, contacting new members; representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting, with the assistance of the Chapter Secretary, quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

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.

Society responsibilities: The President is responsible at the National Society level for attending national Society events; serving on the scholarship committee; participating in conference calls with the Board of Directors; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the Board at its annual meeting.

Section 2 – Vice President

Chapter responsibilities: The **Vice President** will be responsible for contacting chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write chapter news and activities 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 Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President is also responsible for coordinating two (2) Chapter events (with possible assistance from other officers and/or chapter members) per year.

Society responsibilities: The Vice President will serve as a member of one national committee or will recruit a chapter member to do so.

Section 3 - Secretary

Chapter responsibilities: The **Secretary** will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and chapter meetings and conduct timely mailing of minutes to the chapter membership. 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 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 President in planning and coordinating chapter activities as requested.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or will 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 update all renewal information of members such as address, phone number and e-mail address.

Section 4 – Treasurer

Chapter responsibilities: The **Treasurer** is responsible for maintaining accounts and paying any of the Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds and will provide an annual financial report to the Chapter membership through the December issue of the Society's newsletter. The Treasurer will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Treasurer will serve on one national committee or will recruit a chapter member to do so. The treasurer shall report annually to the RMS treasurer regarding status of Chapter funds revenues and expenses and work with the national treasurer to meet all IRS tax obligations.

ARTICLE IV

CHAPTER OFFICER PROCEEDINGS

Section 1- Meetings

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips may serve as meeting methods for the officers. Meetings shall occur in a time, manner and place agreed to by all officers.

Section 2 – Decisions

A quorum shall consist of a simple majority of the chapter officers. All votes shall be decided by a majority of the quorum. In the event of a tie vote no change from the status quo will occur. If the Chapter President is unable to attend a meeting, the meeting shall not occur and will be rescheduled.

Section 3 – Notice of Meetings

All Chapter meetings will be notified to the entire chapter membership and non-officers will be encouraged to attend.

Section 4 – Procedure of Meetings

All meetings will be conducted by the President according to Robert's Rules of Order, or similar method. Each meeting will allow for non-members to speak and contribute.

Section 5- Executive Session

Chapter officers may call an executive session to discuss matters of a contractual, financial or personnel matter of which public disclosure may place the Chapter in a substantial disadvantage. Executive sessions will be closed from all other members and public and no minutes shall be taken. While in Executive Session, no votes shall be taken; all votes will occur in regular session.

ARTICLE V

COMMITTEES

Section 1- Structure

The President may appoint sub-committees of the Chapter with the concurrence of the other officers as necessary. Committees may be ad-hoc, temporary, or permanent standing committees. All committees will be advisory in character and will report to and act under the direction of the President as requested. 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 as requested will make reports.

ARTICLE VI

FINANCES

Section 1- Fiscal Year

The fiscal year of the Chapter 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 float trip logistical support.

Expenditure of funds will occur upon approval by a simple majority vote of chapter officers. The Treasurer will dispense funds after this approval process has occurred and will keep a record of such approvals or rejections.

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 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 the 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.

BYLAWS OF THE NORTHWEST CHAPTER OF THE RIVER MANAGEMENT SOCIETY

It is the purpose of the Northwest 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 Oregon, Washington, Idaho, Montana and Wyoming will be considered a member of the Northwest 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 Northwest 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 Northwest 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

The **President** will preside at chapter meetings and represent the interests of chapter members. The President will provide direction to other chapter officers.

Chapter responsibilities: 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 provide 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 Northwest 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 ~~will~~ 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 Northwest Chapter funds.

Section 4 - Events Coordinator

Chapter responsibilities: Events Coordinator will plan, coordinate, organize and participate (when possible) in all Northwest Chapter events. Events Coordinator will coordinate at least three events per calendar year to include the River Ranger Rendezvous every other year. 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. Coordinator will update routinely the RMS Facebook page and website in cooperation with the Executive Director. Events Coordinator will assist other chapter officers with membership and other chapter duties as requested.

Society responsibilities: 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 July 9, 2003
Amended November 23, 2005
Amended October 8, 2014

**BYLAWS
OF THE
PACIFIC CHAPTER
RIVER MANAGEMENT SOCIETY**

It is the purpose of the Pacific Chapter of the River Management Society to uphold and fulfill the constitution of the River Management Society through all of 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 California, Nevada, and Hawaii will be considered a member of the Pacific Chapter.

Section 2 - Member Categories and Benefits

All members who are in the professional category of RMS membership will be granted the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Workshops and Events, Scholarship Program for Member Development, 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 of the Pacific Chapter will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Workshops and Events, and Symposium Discounts.

Organizational members of RMS will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Meetings and Events, and Symposium Discounts (for two).

The student category of RMS membership will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Symposium Discounts, Chapter Meetings and events.

The Lifetime members of RMS will be entitled to: All benefits of Professional members.

Section 3 – Resignations and Terminations

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

Section 4 – Suspensions*

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

* For a definition of “good standing” or “suspension,” see the National Bylaws, Article 1, Section 4, Suspensions.

ARTICLE II MANAGEMENT OF THE CHAPTER

Section 1 – Administrative Structure

The elected officers of the Chapter will be a President, Vice-President, Secretary, and a Treasurer and will be current members of the Pacific 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 Pacific 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 Executive 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 vacant Chapter offices will be filled by the appointment of an interested Pacific 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

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

ARTICLE III AUTHORITY AND DUTIES OF THE CHAPTER OFFICERS

Section 1 -President

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

Chapter responsibilities: The President is responsible for overall communication with Chapter members, contacting new members; coordinating two (2) Chapter events (with assistance from other officers and/or Chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the RMS newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Society responsibilities: The President is responsible at the National Society level for attending National Society events; serving on the scholarship committee; participating in conference calls with the National Board; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the National Board at its annual meeting.

Section 2 – Vice President

Chapter responsibilities: If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write Chapter news and activities 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 Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President will assist the President in planning and coordinating Chapter activities as requested.

Society responsibilities: The Vice President will serve as a member of one national committee or will recruit a Chapter member to do so.

Section 3 - Secretary

Chapter responsibilities: The Secretary will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and Chapter meetings and conduct timely mailing of minutes to the Chapter membership. 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 Pacific Chapter is the focus of the RMS newsletter. The Secretary will be responsible for contacting Pacific Chapter members with expiring memberships and encourage them to renew. The Secretary will assist the President in planning and coordinating Chapter activities as requested.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or will 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.

Section 4 – Treasurer

Chapter responsibilities: The Treasurer is responsible for maintaining accounts and paying any of the Pacific Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the Chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds. The Treasurer will assist the President in planning and coordinating Pacific Chapter activities as requested.

Society responsibilities: The Treasurer will serve on one national committee or will recruit a Pacific Chapter member to do so. The treasurer will provide an annual financial report to the RMS treasurer to meet IRS tax obligations.

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 Pacific Chapter by the President or his or her representative, upon approval by a simple majority of the Pacific Chapter officers.

ARTICLE IV CHAPTER OFFICER PROCEEDINGS

Section 1- Meetings

The Pacific Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual events may serve as meeting methods for the officers.

Section 2 – Decisions

A simple majority of the Pacific Chapter officers shall comprise a quorum. The Chapter President, if unable to attend a National Board 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 Pacific Chapter officers will determine the responsibilities of each committee. Each committee as requested will make reports.

ARTICLE VI FINANCES

Section 1- Fiscal Year

The fiscal year of the Pacific Chapter will coincide with the calendar year.

Section 2 – Financial Management

Pacific Chapter funds will be used in support of Chapter activities, including, but not limited to: Chapter workshops, mailings, official travel, Chapter scholarships, and logistical support for Chapter events.

Expenditure of funds will occur upon approval by a simple majority vote of Chapter officers. The Treasurer will dispense funds after this approval process has occurred and will keep a record of such approvals or rejections.

Acceptance or rejection of funds due to or donated to the Pacific Chapter, from any source, will occur upon approval or rejection by a simple majority vote of Chapter officers. The 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 the 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.

Drafted February 28, 2007

**BYLAWS
OF
SOUTHEAST CHAPTER
OF THE RIVER MANAGEMENT SOCIETY**

**ARTICLE I
MEMBERSHIP**

Section 1 Eligibility

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY,(from now on to be represented in this document by the initials RMS) and who resides in the geographical areas of Alabama, Arkansas, Florida, Kentucky, Louisiana, North Carolina, South Carolina, Tennessee, Virginia or West Virginia will be considered a member of the Southeast Chapter. All members who are in the professional category will be granted the rights and privileges, including but not necessarily limited to voting, printed materials, service on chapter committees, and nomination and election to any office as provided in these bylaws.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Organizational members will be entitled to any chapter periodicals and may attend meetings and workshops sponsored by the chapter.

The student category of RMS membership will be entitled to all chapter periodicals and may attend chapter meetings and workshops.

Section 2 Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Executive Director who will in turn notify the Chapter officers.

Section 3 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 a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers.

Officers will hold office for a period of three years, preferably under staggered terms. 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

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category members from the chapter may vote in chapter elections.

Section 3 Elections

Elections will be called for every three years by the chapter president. The elected officers will administer the election with the help of the Executive Director. Ballots will be printed and sent by a general mailing to each member of voting status.

Section 4 Vacancies of Office

Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

Section 5 Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

ARTICLE III POWERS AND DUTIES OF THE CHAPTER OFFICERS

Section 1 President

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other officers in the Chapter.

The President is responsible for coordinating two chapter events and the appointment of state stewards or sub-chapter officers. The President will submit quarterly updates for the RMS newsletter, organize conference call with Chapter officers and appropriate National officers and participate in quarterly conference calls with the RMMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

Section 2 - Vice President

The Vice President will be responsible for contacting new members and sending a copy of Chapter membership list. The Vice President will send out two mailings annually and help promote chapter issues.

The Vice President will organize chapter elections or the process for selection of Chapter officers as needed by the Chapter.

Section 3 Secretary

The position of Secretary will be responsible for maintaining current and past membership lists including email and phone numbers. Lists of river outfitters, commercial guides, private boating groups and any other related groups as necessary. The Secretary will track any chapter displays, events and will assist the president with any mailings. Seasonal training opportunities or job shares within the chapters will be maintained and managed by the Secretary.

Section 4 Treasurer

The Treasurer is responsible for maintaining accounts and paying any of the Chapters bills. The Treasurer will help to seek funding sources and managing fundraising efforts. The Treasurer will also assist the President with organizing events and developing pro deals.

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, provided that all expenditures involving monies or obligations over \$1000.00 or more must first be submitted to the entire group of chapter officers for approval.

ARTICLE IV CHAPTER OFFICER PROCEEDINGS

Section 1- Meetings

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

Section 2 Decisions

A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that 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 will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

Section 2 Duties

Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by the committees as needed.

ARTICLE VI FINANCES

Section 1- Fiscal Year

The fiscal year of the Chapter will coincide with the calendar year.

ARTICLE VII AMMENDEMENT OF BYLAWS

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

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

**ARTICLE I
MEMBERSHIP**

Section 1 – Eligibility

Any individual who is a member in good standing of RMS (River Management Society) and residing in the states of Arizona, Colorado, New Mexico, Oklahoma, Texas, and Utah are members of the Southwest Chapter. All professional or lifetime RMS members and the designated representative of an organizational member will be granted full rights and privileges, including but not necessarily limited to: voting, printed materials, service on chapter committees, nomination and election to any office as provided in these bylaws, and full participation in all Chapter activities.

Associate and student RMS members are associate members of the Southwest Chapter. Associate members of the chapter entitled to all the benefits of membership, except they may not vote in Chapter elections nor hold an elected chapter office.

Section 2 – Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter.

Section 3 – 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 a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers.

Officers will hold office for a period of three years, preferably under staggered terms. All officers will hold office until their respective successors are elected.

Section 2 – Election of Officers

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category members from the chapter may vote in chapter elections.

Section 3 – Elections

Elections will be called for every three years by the chapter president. The elected officers will administer the election with the help of the Executive Director. Ballots will be printed and sent by a general mailing to each member of voting status.

Section 4 - Staggered Election Terms:

Beginning with the election to be held in the Fall of 2004, every effort will be made to adhere to the following election timetable. Unexpected vacancies will be filled according to Section II.5, with the intent for appointees to fulfill the remainder of the vacant officers' term. The chapter President may adjust this schedule to compensate for extenuating and special circumstances in the best interest of continuity and conducting chapter business.

Fall 2004: Elect Chapter Vice President & Chapter Treasurer; 3-year terms begin January 2005, expire December 31, 2007.

Fall 2005: Elect Chapter President & Chapter Secretary; 3-year terms begin January 2006, expire December 31, 2008.

Fall 2007: Chapter Vice President & Chapter Treasurer election cycle continues.

Fall 2008: Chapter President & Chapter Secretary election cycle continues

Section 5 – Vacancies of Office

Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holder's term limit.

Section 6 – Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

ARTICLE III

POWERS AND DUTIES OF THE CHAPTER OFFICERS

Section 1 - President

The President is responsible for coordinating two Chapter events; representing the Society at regional events; attending national Society events; appointing or electing State Stewards; submitting quarterly Chapter updates for the Society newsletter, actively pursuing articles of interest and coordinating with Executive Director when Chapter is the RMS newsletter focus; organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President; participating in quarterly conference calls with the Board; and attending Board meetings.

Section 2 - Vice President

The Vice President is responsible for contacting new members and sending each a copy of the Chapter membership list which is maintained by the Chapter Secretary; promoting Chapter/regional issues for inclusion in the biennial symposium; and organizing Chapter elections or a process for selection of officers. Unless otherwise determined, should the President be unable to attend a meeting, the Vice President shall attend in the President's place.

Section 3 – Secretary

The Secretary is responsible for maintaining current and past membership lists, including e-mail and telephone numbers; maintaining mail lists of river outfitters, river guides, private boating groups, river/watershed associations, other river-related conservation groups, and regional river users such as utilities and water districts; developing, maintaining and tracking Chapter displays and events for the Society's national display; assisting the Chapter Vice President with annual mailings; and developing and coordinating job-share and seasonal training opportunities; forwards articles and documents of special interest to the National Secretary for incorporation in RMS historical records.

Section 4 – Treasurer

The Treasurer is responsible for maintaining accounts and paying bills; seeking funding sources; managing fund raising efforts; assisting the Chapter President with organizing events; and developing pro deals. The Treasurer will make payments and disbursements as directed by the approved budget or upon direction of the Chapter President. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds. At least yearly, provide a financial report to the Chapter membership through the RMS Newsletter. Provide the National Treasurer with an annual accounting of the Chapter's finances.

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, provided that all expenditures involving monies or obligations over \$1000.00 or more must first be submitted to the entire group of chapter officers for approval.

ARTICLE IV CHAPTER OFFICER PROCEEDINGS

Section 1- Meetings

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

Section 2 – Decisions

A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that 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 will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will be advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

Section 2 – Duties

Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by the committees as needed.

ARTICLE VI FINANCES

Section 1- Fiscal Year

The fiscal year of the Chapter will coincide with the calendar year.

ARTICLE VII
AMMENDEMENT OF BYLAWS

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.