

**Kansas Section
Society for Range Management**

**Guidelines for the
Annual Meeting Committee**

Purpose: To provide for the planning, development and conducting of the Section's Annual Meeting and any other event approved by the Board of Directors. (See Bylaws Article V, Sections 1 & 2).

Structure: The Section shall provide the necessary committees to carry out the section's annual meeting under the leadership of the President. The First Vice-President and Second Vice-President will serve on the committee with each planning for the meeting during their presidency.

Responsibilities:

1. The committee shall be responsible for:

- Site selection
- Local arrangements
- Program
- Registration
- Financial accounting
- Publicity
- Other functions as necessary

2. Maintain reference material for use by future committees to help in the committees responsibilities.

Appropriate Bylaws Sections:

ARTICLE V. Meetings

SECTION 1. The annual meeting of the Section for the purpose of reviewing the business and affairs of the Section and for presenting professional papers, fostering professional interchange and encouraging discussion of matters of interest and concerns of the Section shall be held at a location as recommended and approved by the Board of Directors at the previous annual meeting. Notice of the annual meeting shall be announced to the membership in the Section Newsletter or by special notice mailed to all Section members at least 30 days in advance of the meeting.

SECTION 2. Tours, business and other special meetings may be recommended and approved by the Board of Directors. Notice of such meetings shall be announced to the membership in the Section Newsletter or by special notice mailed to all Section members at least 30 days in advance of the meeting.