

**Kansas Section  
Society for Range Management**

**Guidelines for the**

**Ex-Officio  
Newsletter Editor**

**Authorization:** See Bylaws: Article II, Section 2.

**Election and Tenure:** See Bylaws: Article II, Section 2.

**Responsibilities:** see bylaws: Article III, Section 6; Article IV, Section 2,5; Article V, Section 1; Article VIII, Section 1; Article XI, Section 3.

1. Serves as chair of all Section and ad hoc committees and subcommittees related to the Section Newsletter.
2. Assumes responsibility for the solicitation and receipt of news items, advertising and/or sponsorship, and for preparation, publication, and distributing of all issues of the Section Newsletter.
3. Submits a written report concerning newsletter activities and actions to the Section President and Board of Directors before the Section Annual Meeting.
4. Maintains a current mailing list in cooperation with the Section Secretary and Membership Committee Chair.
5. Cooperates with the President, Board of Directors, and all appropriate Section committees in regard to those activities in which the newsletter is used to inform the general Section membership of Section activities and other activities of interest to the Section members.

**Appropriate Bylaws Sections:**

**ARTICLE II. Officers and Directors**

SECTION 2. The offices of Secretary, and/or Treasurer, and/or Newsletter Editor shall be appointed by the President with the advice and consent of the Board of Directors. Any combination of the offices may be determined by the President with the advice and consent of the Board of Directors. The Secretary, and/or Treasurer, and/or Newsletter Editor may be dismissed by a two-thirds vote of the entire Board of Directors.

**ARTICLE IV. Management of the Kansas Section**

SECTION 2. The Kansas Section Board of Directors shall meet at the time and place of the annual meetings of the Section, as such meetings are hereinafter provided for, and at such other times and places as the Board of Directors shall direct, or at the call of the President. Written notice from the Secretary to each member of the Board of Directors and the publication of meeting notice in the Section Newsletter, both to be made at least 30 days prior to the date of the meeting, shall constitute official notice of a call for such meeting. Four voting members of the Board of Directors shall constitute a quorum, authorized to conduct business in the name of the Section. All

meetings shall adhere to the current edition of Robert's Rules of Order unless otherwise provided for within these bylaws. Emergency action or actions at meetings with less than a quorum can only become official upon ratification in a duly constituted Board of Directors meeting. Executive or closed session of the elected members of the Board of Directors will be for the discussion of personnel actions or other actions of unusually sensitive nature pertaining to individual members only. Official Board of Directors actions can only be taken at open, duly constituted meetings of the Board of Directors.

SECTION 5. Summaries of actions of all Board of Directors meetings shall be published in the Section Newsletter within six weeks following the meeting(s).

#### 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.

#### ARTICLE VIII. Publications

SECTION 1. As a means of accomplishing the Section's objectives, the Section shall publish a newsletter as authorized by the Board of Directors, and also may issue other publications at such times and in such a manner as may be recommended and approved by the Board of Directors.

#### ARTICLE XI. Amendments

SECTION 3. Proposed amendments shall be printed in the newsletter and mailed to all voting members of the Section, together with a printed ballot indicating a "Yes" or "No" for the proposed amendment. If the election is held during a regular annual election of the Section, the ballots received by the Elections Committee on or before July 30 shall be counted. If a special election is held, a printed ballot shall show plainly the date by which it is to be returned to be eligible for counting, such specified date to be not less than 30 days from the date of the mailing to the membership.

SECTION 4. A proposed amendment that receives the required two-thirds affirmative vote shall take effect immediately upon submission of the Election Committee's report to the President. The results of all elections will be published in the next Section newsletter following the elections. These bylaws will become effective as soon as the results of the election are certified to the Section President if approved by two-thirds of the votes cast in the Special election. The present officers and Board of Directors of the Section will remain in office to conduct the affairs of the Kansas Section until the first annual meeting of the Kansas Section under these bylaws.