

**Kansas Section
Society for Range Management**

Guidelines for the

**Ex-Officio
Secretary**

Authorization: See Bylaws: Article II, Section 2

Election and Tenure: See Bylaws: Article III, Section 2

Responsibilities:

1. Maintains a complete record of all Section and Board of Directors meetings.
2. Supervise all records of the Section.
3. With the President, the Secretary performs all duties necessary to fulfill requirements related to proper maintenance of corporate status for the Section. With the President, the Secretary is responsible for the preparation and submission of appropriate State of Kansas and Internal Revenue Service reports to maintain corporate nonprofit status.
4. Maintains a current membership role in cooperation with the Section Newsletter Editor and Membership Committee Chair.
5. Submits copies of all Section meeting records to the Historian.
6. Works closely with the Section President and Board of Directors to facilitate an efficient and effective operation of Section business.

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 III. Nomination and Election of the Second Vice-President and the Elective Members of the Board of Directors

SECTION 6. An Elections Committee, consisting of three to five members, shall be appointed by the President not later than January 1, and it shall be the duty of such committee to receive and count the ballots returned by the membership. All valid ballots received by the Elections Committee on or before July 30 shall be counted and the results of the voting shall be reported to the President by September 15. All ballots shall be retained by the Secretary for a period of one year. The candidate for each elective office receiving the greatest number of votes shall be declared elected. No current candidates for any elective office shall serve on the Elections Committee.

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.