

YPC Handbook

I. HISTORY

The Young Professionals Conclave (YPC) was formed in response to a brainstorming session that took place at the 2005 SRM meeting in Ft. Worth, TX. The group was organized by Dennis Phillippi and asked to address the growing membership retention concern within SRM; where were all the young professionals?

The formation of YPC was stimulated by the recognized need to pass the torch from senior, more experienced members to younger or less experienced members. The conclave is intended to ease the transition for range professionals from college to career, or for those changing careers and who may be new to the industry. The YPC will assist in bridging the generation gap within the SRM by hosting events designed for young or less experienced professionals, and by providing opportunities to network with other young professionals as well as with senior members. This strong collaboration within the SRM will, thereby, ease the maturation process of range management and associated professions, as a whole.

II. MISSION STATEMENT

To strengthen the relationships between students, apprentice members, young professionals and experienced professionals within SRM to promote strength in leadership, education, research, and stewardship of rangelands. This mission implies three major roles:

- 1.) YPC is a group for individuals that are in the senior year of an undergraduate program, graduate program and/or in their first 5 years in the job field that will assist in retaining membership of the student and apprentice members in SRM.
- 2.) YPC will provide opportunities to help build relationships between students, graduate students, young professionals and long-time members.
- 3.) YPC is the initial liaison for undergraduate students, graduate students and young professionals seeking an active role and participation in SRM.

III. CONCLAVE FUNCTIONS

- 1.) Provide information on SRM functions and opportunities to members.
- 2.) Foster and provide opportunities to develop productive relationships between undergraduate students, graduate students, young professionals and long-time members.
- 3.) Promote and assist with the involvement of students, apprentice members, and young professionals into other SRM committees.

IV. Membership

Individuals who qualify for membership in the YPC are those who in the senior year of an undergraduate program, in graduate school or in their first 5 years of a professional career. Membership in the YPC is free to all qualifying SRM members. Being a member of YPC qualifies the individual for running for a leadership position. Being a member will also receive the quarterly newsletter, important YPC news updates through emails, opportunities to network and mentorship.

The official list of YPC membership will be the sign-in list from the annual meeting, along with anyone else who notifies the Secretary to become or remain active. It is the responsibility of those not present at annual meetings to inform the Secretary of their desire to become or remain active in the Conclave.

V. LEADERSHIP STRUCTURE

Eligibility to serve as an officer in the YPC requires membership in the organization and membership in the Society of Range Management.

1.) **President** - Oversees all aspects of the YPC. The President is in charge of organizing committees within the YPC, and with ensuring YPC support at both the section and National levels. The President will assist the Advisory Council in maintenance of relationships between the parent YPC and the section YPC. The term for the office of President is one year. To run for the office of President, one year as an officer or subcommittee member is required

2.) **Vice President** - Assists and supports the President as necessary. The Vice President serves as the Planning Committee Chairperson and liaison for the organization of YPC events associated with the SRM annual meetings. The Vice President will fill-in for the President as needed (attending meetings, etc.).

There is no set term limit for the Vice President. If the Vice President chooses to step down within a term year then the President will select a Vice President until elections can be held.

3.) **Treasurer** - Responsible for all financial aspects of YPC. This includes working with the President Elect and the YPC organizing committee for annual meetings. The Treasurer will serve as the chair for the Financial Committee and will be responsible for any fundraising and grant writing needed for the YPC.

There is no set term limit for the Treasurer. If the Treasurer chooses to step down within a term year then the President will select a Treasurer until elections can be held.

4.) **Secretary**-Responsible for recording the minutes at the annual SRM meetings and maintaining good communication between the parent YPC and the section YPC's and the parent society. The secretary will assist the different organizational committees within YPC, in organizing volunteers when needed. All secretaries of the individual section YPC will submit reports to the parent YPC Secretary and the parent YPC secretary will be in charge of publishing the minutes. The Secretary will also serve as the YPC editor for information sent to the Member Resource News or any other publication as needed. The secretary will maintain a current roster of active members.

There is no set term limit for the Secretary. If the Secretary chooses to step down within a term year then the President will select a Secretary until elections can be held

5.) **Reporter**- Responsible for soliciting articles and preparing the YPC quarterly newsletter. The reporter will work with the Secretary to distribute the newsletter to the YPC membership.

There is no set term limit for the Reporter. If the Reporter chooses to step down within a term year then the President will select a Reporter until elections can be held.

6.) **Public Relations** - Is responsible for maintaining YPC social media accounts and posting information on behalf of the Section YPC and parent YPC. The Public Relations representative will work with the committees to publicize YPC events throughout the year.

There is no set term limit for the Public Relations representative. If the Public Relations representative chooses to step down within a term year then the President will select a Public Relations representative until elections can be held.

7.) **Advisory Council** - A panel made up of a representative from each section, and two chairs that represent the council as part of the YPC leadership. The advisory council chairs include the past-president and another elected individual. Section membership on the Advisory Council was initially appointed by the first president. Advisory Council members will help with the development and advancement of his/her section's Conclave, by conveying information from the parent society YPC to the section level YPC membership. If the past-president declines membership to the Advisory Council, members of the Advisory Council will choose a representative from their membership to serve as the chair.

The Advisory Council will collect, review, and compile issues or concerns that YPC members would like for the Conclave to express to the SRM Board of Directors. The compilation may be in the form of a position statement or an issue paper. An issue paper would present credible information highlighting research and scientific aspects on the topic, and raise questions about what is not known from those perspectives. A position statement may be drafted by any member of the general Conclave; it will then have to be voted on by the Advisory Council for final approval.

Council members will serve a two-year term. Upon completion of the 2-year term, each section representative will select a member from the same section to succeed him/her on the council.

* If an officer is unable to attend the annual SRM meeting, the President will select a replacement "proxy" who will represent the YPC at the annual meeting or any other meeting deemed necessary.

6.) Officer Obligations

All officers should be in attendance at least 75% of the regularly scheduled officer meetings. If an officer is unable to make a meeting they must alert the President that they will not be in attendance and the reason for their absence.

If an officer is incapable of attending 75% of officer meetings and does not alert the officer team to their planned absence nor do they make up for their absence by helping with the workload, a warning email will be sent by the officer team to the officer in question. The email will state that if the officer does not show significant improvement, and a will to manage their responsibilities and assist with the work load of the officer team, they will be asked to step down.

8.) Committees

Planning Committee – The planning committee is in charge of all activities at the national annual meeting. Annual activities held at the annual meeting are the business meeting, YPC social and the YPC booth. Any member of the YPC may serve in this committee. Generally with the Vice-President of YPC a member of the Advisory Council is a part of the committee to aid in planning of the annual events. Any events outside of the normal annual activities will be proposed during a committee meeting. That proposal will then be submitted for approval by the YPC leadership during one of the monthly meetings. Once a decision has been made the planning committee can move forward.

Financial Committee – The financial committee manages the YPC finances and financial affairs, including fundraising and funding requests. This committee is chaired by the Treasurer. The committee should at minimum include three YPC members. Any member of the YPC may serve on this committee. All budget requests and expenditures must be approved by the YPC leadership during one of the monthly meetings. Once a decision has been made the financial committee can move forward.

Elections Committee- The elections committee is in charge of soliciting nominations for officer elections, preparing ballots for elections of officers and amendments, tallying election results and submitting results to the President in a report. This committee is chaired by the Past President. The Secretary is also part of this committee and is responsible for sending electronic ballots to the YPC membership. Any member of the YPC may serve on this committee.

VI. **RELATIONSHIP TO OTHER SRM COMMITTEES**

The YPC will work with other SRM committees on areas of mutual concern and will bring new membership issues, of shared interest, to their attention.

YPC will encourage students, apprentice members and young professional to establish involvement in other SRM committees at the section and parent society levels.

VII. RELEVANCE TO THE STRATEGIC PLAN

- The YPC will promote the mission of the SRM and perpetuate new membership enthusiasm and participation as a group, to strengthen our individual roles as rangeland stewards.
- As YPC strives to strengthen the relationships between students, apprentice members, young professionals and seasoned rangeland professionals and expand our knowledge as rangeland stewards we will fill a key role in meeting the mission of the SRM and assist in retaining membership of student and apprentice members in SRM.

The YPC will promote the mission of the SRM by strengthening our role as stewards of rangelands and perpetuate new membership enthusiasm and participation. The YPC will provide an avenue for the Society to expand the role, scope and extent of participation of range professionals, in natural resource management, by targeting the new and in-transition membership.

VIII. MANAGEMENT OF THE YOUNG PROFESSIONALS CONCLAVE

1.) The affairs and business of the YPC, including but not necessarily limited to, the expenditure and investment of Conclave funds, any action required to advance the interests and objectives of the Conclave, shall be governed by an officer team constituted as herein before provided. Each member of the officer team shall have one vote.

2.) The officer team shall meet at the time and place of the annual meetings of the Society, as such meetings are hereinafter provided for, and at such other times and places as the officer team shall direct, or at the call of the President. Four voting members of the officer team shall constitute a quorum, authorized to conduct business in the name of the Conclave. All meetings shall adhere to the current edition of Roberts Rules of Order unless otherwise provided for within these bylaws. Emergency actions or actions at meetings with less than a quorum can only become official upon ratification in a duly constituted officer team meeting.

3.) The officer team may choose to conduct Conclave business between regularly scheduled meetings through the use of teleconferences, electronic mail, or through other available technologies as the officer team shall direct, or at the call of the President. Written or electronic notice from the President or Secretary to each member of the officer team is to be made at least 7 days prior to the date of the meeting shall constitute official notice of a call for such meeting. Four voting members of the officer team shall constitute a quorum, authorized to conduct business in the name of the conclave. Minutes of such meetings shall be made available to the membership.

4.) Summaries of actions of all officer team and Advisory Council Meetings shall be published in the YPC newsletter within four months following the meeting(s). The official minutes shall be posted on the YPC webpage and made available to any member upon request.

5.) A referendum election shall be initiated by the officer team or when petitioned by fifteen percent of the current members of the Conclave or by sixty-seven percent of the entire official Advisory Council. A referendum election called for by said petition shall be held within 60 days after the receipt of the petition by any member of the officer team. Ballots shall be handled in a manner similar to that for any regular election as detailed in this handbook. Passage of a referendum issue shall be by a simple majority of members voting in the election.

IX. AMENDMENTS

1.) Proposed amendments to this handbook shall be submitted to a vote of the membership, and shall be effected by an affirmative vote of two-thirds or more of the members voting.

2.) Amendments must be proposed by at least one of three methods: (1) through the Advisory Council, to the officer team in writing and bearing the signature of at least 50 members eligible for voting. (2) by a majority vote of the entire officer team, or (3) by a majority vote of the entire Advisory Council. All proposed amendments, shall be submitted to a membership vote.

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3.) Proposed amendments shall be e-mailed to all members, together with an electronic ballot indicating a "Yes" and a "No" for the proposed amendment. The ballots received by the officer team by a specified date to be not less than 60 days from the date of mailing to the membership will be counted.

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.