

STUDENT ACTIVITIES COMMITTEE HANDBOOK

I. Introduction

The Student Activities Committee is a standing committee of the SRM. The Committee is responsible to the SRM Board of Directors for approval of completed plans and reports.

This handbook is designed to increase the effectiveness of each member of the Committee and to provide for continuity of effort within the committee for the benefit of the SRM and the profession.

Each new committee member should receive a copy of this handbook and become familiar with its contents. Committee members should assist the Committee Chair in keeping the handbook current.

II. Purpose of the Committee

The goal of the committee is to provide leadership and assistance in developing student programs for SRM student members and other youth interested in range management, within SRM and its Sections.

Objectives of the committee include organizing and implementing student and youth activities at the annual winter meeting, encouraging and guiding activities sponsored by other organizations, and developing new or improved student-related activities as necessary.

III. Interactions

The Student Activities Committee is responsible for communicating with other SRM standing committees in order to share ideas and to coordinate efforts. Committee members will attend other committee meetings as necessary to accomplish this coordination.

The Committee will also communicate with the Board of Directors through their designated Board representative and through committee reports, with the Advisory Council, and with Section youth and student committees.

IV. Committee Structure

Membership on the Student Activities Committee is open to all SRM members who wish to actively participate. SRM members who wish to join the committee must inform the Chair of their intent. The Chair will then confirm their place on the committee with a formal letter. Membership on the committee expires when an individual is no longer active or requests to be removed from the committee.

The Committee members and Sub-Committee Chairs have the right to make motions and to vote. All other interested persons may have input into the discussion.

The second vice President shall select Chairs-Elect 13-15 months prior to his or her term as President. The official appointment of Chairs-Elect will occur at the beginning of the annual meeting one year prior to the Second Vice President's term of office as president. Thus, the Chair-Elect will be asked to attend committee meetings at two winter meetings prior to taking office as Chair. Selection criteria are based upon the individuals' ability and capacity to serve as Chair. Consideration can be given to current members on the committee but selection should not be based solely on the person's current or past service on the committee in question, because the Chair-Elect will serve on the committee for one year prior to taking office. This should prepare any Chair-Elect for a leadership role even if he/she hasn't had prior service on the committee in question. The new Chair will assist the current Chair with the preparation of the plan-of-work for the coming year. The new Chair will assume official duties at the last meeting of the Student Affairs Committee late in the week of the annual winter meeting (usually Thursday morning).

It will be the responsibility of the Chair to appoint a recording secretary or arrange for the tape recording of each meeting to keep an accurate record of actions taken by the committee. These minutes will be written up and distributed to the committee members, subcommittee members, the SRM office, and the Committee's Board of Directors representative as soon as possible following each meeting.

V. Subcommittees and Ex-Officio Members

The Student Activities Committee is charged with conducting the various student activities within the SRM. A number of subcommittees have evolved over time to carry out these duties. The Chair and members of these subcommittees are recognized as a vital part of the operations of the committee. They are often called upon by the Committee to offer ideas and share their experience in working with the various student activities.

Subcommittees currently include: Plant ID Contest, Undergraduate Range Management Exam (URME), Student Conclave, Undergraduate Student Paper Presentations, University Chapter Display Contest, Undergraduate Public Speaking Contest, Graduate Student Paper Contest, Masonic Range Science Scholarship, Student Professional Development, Section Liaison, Annual Meeting Liaison, High School Youth Forum (HSYF) and Student Activity Fundraising.

Chairs and advisors of these subcommittees, and the Presidents of the Student Conclave and High School Youth Forum shall have full rights to make motions with the Student Activities Committee and to vote on these issues.

Chairs for these subcommittees (or advisors in the case of HSYF and Student Conclave) and for any subcommittees authorized in the future will be nominated and voted on by the Student Activities Committee from the Committee membership. Each subcommittee Chair or Advisor will serve as long as they are willing and are actively involved. Their appointment to the committee will be confirmed each year at the Annual SRM meeting.

Incoming subcommittee Chairs or advisors will be selected one year in advance in order to facilitate orderly transition of duties. If a subcommittee chair or advisor cannot fulfill their term, a replacement will be appointed.

Each subcommittee chair or advisor is responsible for recruiting the necessary assistance to carry out the programs. These assistants may be a part of the Student Activities Committee, but they do not have to be.

Ex-officio members of the Committee will include the Chair of each Section's Student or Youth Activities Committees.

VI. Guidelines for the Student Activities Committee Chair

- 0.1 Preside at all Student Committee meetings, organize appropriate committees and enforce deadlines.
- 0.2 Call at least two meetings per year: usually during the annual meeting (Sunday and Thursday morning).

Annual Meeting

The Sunday afternoon meeting is primarily to organize any last minute details for the week's activities and to begin on the pending business. This meeting will be attended by the committee members with the various subcommittees submitting reports at scheduled times, usually at the outset of the meeting.

The morning breakfast meeting may be structured similarly to the first meeting, with reports of the week's activities followed by regular committee business.

Summer Meeting

The summer meeting may be used for presenting items needing Board action to the Board of Directors.

- 0.3 Develop meeting agendas and distribute these to members in advance of meetings.
- 0.4 Make arrangements for someone to take notes at meetings or tape record meetings. Produce a complete written copy of the minutes to Committee members, subcommittee chairs, advisors, and members, the SRM office, and the Board representative.
- 0.5 Communicate with the Committee members, subcommittee chairs and advisors, and members throughout the year and call for written subcommittee reports as necessary.
- 0.6 Communicate with the Board of Directors and Advisory Council, reviewing their minutes with reference to student issues.
- 0.7
- 0.8 Communicate with other standing committees of SRM and the Range Science Education Council. Appoint a committee member to attend their meetings when necessary.
- 0.9 Develop the annual plan-of-work with the previous chair. This is submitted to the Board of Directors Representative prior to the Summer meeting.

- 0.10 Develop, with the committee, a long term plan-of-work. Review and update as necessary.
- 0.11 Refer to the annual plan-of-work and the long term plan-of-work and see that items listed are addressed regularly.
- 0.12 Make budget requests or requests for assistance (printing, etc.) through the SRM Planning Committee, Board of Directors, or the SRM office.
- 0.13 Preside over the Student Awards portion of the annual meeting.
- 0.14 Review this handbook annually and make necessary changes.
- 0.15 Coordinate with: the Natural Resources Conservation Service regarding their presentation to the winner of the Combined Award (URME and Plant ID Contests), the Forest Service regarding their presentation to the individual winner of the Undergraduate Range Management Exam, and the Bureau of Land Management regarding their presentation to the individual winner of the Plant Identification Contest.
- 0.16 Attend as many of the scheduled student activities as possible during the annual meeting. If necessary, designate a committee member to attend.
- 0.17 Secure copies of the minutes of the meetings of High School Youth Forum and Student Conclave and maintain a file of them.
- 0.18 File all requested reports with the Board of Directors (usually January and July).
- 0.19 Pass the SRM Committee Chairman's Handbook, collection of past Student Affairs Committee documents, and other pertinent information to the incoming chairman at the annual meeting.
- 0.20 Following the annual meeting, see that student awardee is properly publicized in Rangelands and in their local newspapers if appropriate.
- 0.21

HIGH SCHOOL YOUTH FORUM

Sections recognized the need to involve youth in range management early on in the 1950's. Several sections began youth activities and recognition for outstanding achievement by youth. This led to one section sending youth to an annual meeting. At the 1964 annual meeting, two high school youth received a standing ovation for their presentation. This set the stage for a proposal to initiate a High School Youth Forum which was presented to and approved by the SRM Board of Directors in 1965.

The first HSYF was held at the 1966 summer meeting in Logan, Utah. The purpose of the forum was for sections to recognize outstanding youth with interests in range management and reward them with a trip to the annual meeting. Thus, the youth were exposed to the SRM, its members and the opportunities for careers in range management. It was hoped new members could be added to the SRM rolls through the forum.

Each Section may send a maximum of three first year delegates. Each year during the HSYF business meeting, the delegates elect a President to return and preside over the forum the following year. Duties are outlined in the HSYF President's Handbook. The high point delegate from the paper presentation competition is also invited to return the following year and present their paper and assist delegates with preparations for the competition.

HSYF committee members assume primary responsibilities of chaperoning the delegates while the forum is in session. The Sections may need to assist if difficulty arises with the delegates during the session. Sections are responsible for chaperoning the delegates, when the forum is not in session.

MASONIC RANGE SCIENCE SCHOLARSHIP

The Masonic Range Science Scholarship offers financial assistance and recognition to a high school senior planning to major in range science or a college freshman presently majoring in range science. The recipient of the scholarship must be planning to attend or be currently in attendance at a college or university with a range science program.

Applicants must be sponsored by a member of the Society for Range Management (SRM), the National Association of Conservation Districts (NACD), or the Soil and Water Conservation Society (SWCS). The SRM Student Activities Committee will select the recipient(s) and announce their selection at the SRM Annual Meeting held in February of each year.

STUDENT CONCLAVE

The Student Conclave is the branch of the student SRM membership that consists of the college and university students. Student Conclave elects three officers each year, President, Secretary, and Reporter. The Conclave publishes a newsletter via SRM's web site several times each year. The Student Conclave also sponsors student-professional interaction sessions in coordination with the Student Professional Development Sub-Committee

PLANT IDENTIFICATION CONTEST

Colleges and universities may enter one, three, or four member teams and as many individuals as they wish in the contest. Contestants must be enrolled as undergraduates or have been enrolled the fall semester immediately prior to the contest.

A minimum of 100 plants are selected from the SRM Range Plant Herbarium by the Plant I.D. Contest Subcommittee. Colleges and universities may submit plant specimens to be included in the Herbarium for use in the contests.

Contest scoring is based upon the correct identification of the Family or Tribe, Genus and Species of each plant as well as the longevity and origin of the plant. Spelling is also necessarily consecutively.

Awards are made to the top five teams and top five individuals. In addition, there is a traveling plaque. This plaque is retired by any school winning the contest three times, not necessarily consecutively.

UNIVERSITY STUDENT CHAPTER DISPLAY CONTEST

Each year college and university chapters of SRM are eligible to enter a display within the guidelines of the theme of the annual meeting. The displays are available for the general membership to see during the entire annual meeting.

Judging Criteria for the displays include the following:

Information and idea expressed	60 points
Theme	
Simplicity	
Originality	
Art, design, lettering	25 points
Pleasing composition	
Dynamic, eye-catching	
Neat, easily read	
Use of color	
Construction	15 points
Material, texture, shape, size	
Durability, ease of shipping	

Three awards of \$300, \$150, and \$75 are given for first, second and third places.

UNDERGRADUATE RANGE MANAGEMENT EXAMINATION (URME)

The Undergraduate Range Management Examination was first given at the 36th Annual SRM meeting held in Albuquerque, New Mexico in 1983. It has been held at every annual meeting since that time. The established objectives of the exam are to (1) develop a mechanism to increase student interest and knowledge in the major areas of range management practices in different regions of North America, and (2) provide an alternative contest for undergraduate students who may not have an interest in participating in the Plant I.D. Contest at annual the SRM meeting.

Colleges and universities may enter as many individuals as they wish in the contest. Contestants must be enrolled as undergraduates or have been enrolled as an undergraduate the fall semester immediately prior to the contest. The top three individual scores from a college or university will be combined to form the team score.

The contest is composed of the six subject categories of Range Ecology (20%), Grazing Management (20%), Range Regions (10%), Range Inventory and Analysis (20%), Range Improvements (20%) and Multiple-use Relationships on Rangelands (10%). The exam consists of multiple choice questions in the six subject areas. The multiple choice portion of the test accounts for 86.7% (or 260 of 300 possible points) of the test score. In addition, problems are given in the grazing management, range improvements, and range inventory and analysis sections. Problems constitute 13.3% (or 40 of 300 possible points) of the test score. Questions are selected from material submitted by university faculty members, government agency personnel, industry personnel and ranchers.

The top five teams and individuals are recognized at the annual business meeting during each annual meeting.

GRADUATE STUDENT PAPER CONTEST

The Graduate Student Paper Contest was initiated at the 40th Annual meeting held in Boise, Idaho in 1986. Graduate students at both Master's and Ph.D. degree programs are eligible to participate. The student must have conducted the research being reported.

Notice of the contest is included in the Call for Papers. The paper must be accepted by the Annual Meeting Committee to be eligible for the completion. Only one paper may be entered each year. Students may enter as many papers as they wish during their degree programs. However, students who have won first place in their category are not eligible to compete again.

Papers are interspersed among other papers of similar topics during the concurrent sessions at the Annual Meeting. At least three judges will evaluate each paper.

Presentations will be judged in two major categories: scientific content and presentation skills. First and second place winners are selected in each category and awarded \$50 and \$30, respectively.

UNDERGRADUATE PUBLIC SPEAKING CONTEST

The Undergraduate Public Speaking Contest is an extemporaneous public speaking contest designed to develop oral communication skills of undergraduate students. The students draw three topics related to range management, choose one, and spend 2 to 3 hours developing a speech. The students then present their speeches, each lasting 5 to 7 minutes. The students are judged by a panel of 3 to 7 experts attending the meeting. The speeches are judged on speech structure, speech development, knowledge, language, and physical manner. The President of the Student Conclave serves as moderator for the contest. Awards are made to the top three individuals.

THE UNDERGRADUATE STUDENT PAPER SESSION

The Undergraduate Student Paper Session is a concurrent session for undergraduate students to present papers on any topic related to range science or management, ecology, botany, ranching, animal science, etc. The papers may be original research or review-type papers. Currently this session is not judged, however in the past it may have been. The president of the Student Conclave conducts the paper session, with the help of the chair of the subcommittee. The chair of the subcommittee sends out the call for papers, gathers the abstracts, and coordinates with the general meeting committee for the publication of the abstracts in the meeting program.

STUDENT PROFESSIONAL DEVELOPMENT

Tapping The Top

The Tapping The Top Professional-Student Mixer provides opportunity for SRM student members to interact with natural resource professionals in an informal, non-threatening setting. Professionals discuss their jobs and job hunting.

Student Employment Workshop

The Student Employment Workshop is designed to provide information to students on how to find a job in the natural resources field. The workshop varies in format year to year: previous versions have included a panel discussion with 3-7 professionals, one-on-one discussions, and invited lecturers.

Other

Coordinate with other committees for special student workshops as requested.

SECTION LIAISON

In an effort to foster communication regarding Student Activities for the Annual meeting to the Sections, this committee will maintain contact with Student Youth Representatives for each Section, and the Section Presidents. The committee will canvas the Sections for need of workshop or symposia that can be provided at the annual meeting to promote youth activities and involvement in the Society.

ANNUAL MEETING LIAISON

The Annual Meeting Liaison Committee will act as a point of contact for the Annual Meeting Planning committee to obtain information needed to put the Student Activities program together for the Annual meeting. The committee will compile requirements for student activity meeting rooms, tours, practice rooms into a handbook that can be distributed to the Annual Meeting Planning Committee in advance. The requirements of each sub-committee's activities will be relayed to the Annual Meeting Planning committee through this committee and not the Student Activities Committee Chair. This committee will also invite the Annual Meeting Student Activities Planning representative to the Student Activities committee meetings. Will also prepare and distribute an "information packet" that contains minutes for Student Activities meeting, and a list of current committee members with phone numbers.

STUDENT ACTIVITY FUNDRAISING COMMITTEE

Provides behind the scenes fundraising for student activities. In an effort to keep student activities self-supporting, the fund raising subcommittee contacts supporters to meet funding needs.

HANDBOOK REVISIONS

***Revised 1991**

***Second revision January, 1995 by Charles H. Butterfield, Chair and by vote of the Student Affairs Committee.**

***Third revision February, 2001 by Student Activities Committee.**