OPERATING MANUAL

March 2013 Update

Preface

This manual serves as a guide for officers, board members, committee chairpersons, special committees, and representatives of the Aquatic Plant Management Society in the discharge of their duties of office. These guidelines are intended to be in compliance with the Bylaws, yet flexible enough to meet administrative and functional needs of this Society. This should not in any way stifle the creativity of officers or committee chairs in pursuing the goals and purpose of the Aquatic Plant Management Society, Inc.

Gratitude is extended to the Weed Science Society of America, Western Weed Science Society, and numerous members of the Aquatic Plant Management Society for their contributions to the formation and subsequent revisions of these guidelines.

CHAPTER I
DUTIES OF OFFICERS AND DIRECTORS

President

1. Maintain and exercise general supervision over the affairs of the Society.
2. Preside over all business meetings of the Society, annual and special.
3. Preside over all Board of Directors meetings.
4. Approve all payments made by the Treasurer.
5. May sign checks in payment of obligations of the Society during the absence of the Treasurer.
6. Discharge such other duties as usually pertain to the Office of the President.
7. Uphold the spirit of the Constitution and Bylaws of the Society and cause the decisions of the Board of Directors to be carried out.
8. Upon assuming office, or soon thereafter, appoint Chairs to all Standing Committees listed in Chapter II, ad hoc special committees, and Special Representatives listed in Chapter III.
9. Maintain close liaison with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
10. In conjunction with the Secretary, prepare an agenda for Board of Directors meetings.
11. Maintain liaison throughout the year with the Program Chair, Meeting Planning Chair, the Secretary and the Treasurer in planning the program for the Annual Meeting.

12. Keep the Board of Directors and Society members advised on matters of importance to them and their Society, and solicit their suggestions and advice.

13. Maintain liaison with other societies and organizations with related interests and objectives of the Aquatic Plant Management Society.

14. Confer the President’s Award upon any member, or non-member of the Society for distinguished service to the Society and meeting other criteria as may be set forth in Chapter IV, Section A of this Operating Manual. Such action requires a majority approval of the Board.

15. Provide names for the President’s Award and/or any other special recognition designations to the Awards Committee in sufficient time for inscriptions of plaques or other honorary tokens.

16. Prepare cover letters and sign as Society President, resolutions passed at business meetings for distribution as designated by the resolutions.

17. Preside over the Annual Meeting General Session and the Annual Business Meeting.

18. Ensure that proposed Bylaws changes and biographies of Officers and Board of Directors nominees are published in the Newsletter at least thirty (30) days prior to the Annual Meeting.

19. Publish the list of Committee Chairs and committee members in the first newsletter following the Annual Meeting.

20. Delegate and empower the Secretary to solicit written reports from Committee Chairs and Special Representatives about five (5) weeks prior to the mid-year and summer Board meetings in time to compile Board Books.

21. Request the Secretary send Board Books to Board members prior to Board meetings whenever possible.

22. Write articles for the newsletters to report information of interest to Society members.

23. The President may use all, or part, of the budgeted discretionary expenses set by the Board of Directors for costs incurred in preparation for, or at, the Annual Meeting and for approved support of travel associated with the business of APMS.

24. MC the Annual Meeting Awards function covering the following items:
   a. Acknowledge the efforts of the Meeting Planning Committee.
   b. Acknowledge all Past Presidents in attendance.
   c. Present plaques/certificates of appreciation to outgoing Board members (Officers and Directors).
   d. Introduce newly elected Board members and Officers.
   e. Recognize all Honorary Members in attendance
f. Introduce Exhibits Committee Chair for presentation of exhibitor's award.
g. Introduce Student Affairs Committee Chair for student paper contest awards.
h. Present the President’s Award, T. Wayne Miller Distinguished Service Award, Max McCowen Friendship Award, and all other awards (where applicable).

25. Ensure that a representative of the Aquatic Plant Management Society attends the Weed Science Society of America (WSSA) breakfast meeting of Presidents from WSSA affiliates.

26. As designated by the WSSA, serve as an ex officio member of the WSSA Science Policy Committee.

27. Forward President's files to the newly elected President within one (1) month of leaving office.

**President-Elect**

1. Perform the duties and exercise the powers of the President in the absence or disability of the President; or in case of a vacancy in the office of President.

2. Perform duties assigned by the President, or the Board of Directors.

3. Serve as Chair of the Program Committee with the following responsibilities:
   a. Develop the focus, objectives and/or theme for the Annual Meeting program.
   b. Arrange for keynote speaker and other guest speakers.
   c. Keep the expenditures for stipends needed for key speakers’ expenses within the $4,000 allowance for this purpose (2011 allotment).
   d. Coordinate with the Secretary, Treasurer, and the Meeting Planning Committee, to ensure all program needs are met; i.e. speaker rooms, visual aids equipment, audio equipment, poster session space and easels, etc.
   e. Provide the Secretary with a "First Call for Papers" form to be published in the first newsletter following the Annual Meeting.
   f. Coordinate with the Student Affairs Committee Chair to ensure sufficient speaker slots are available early in the meeting for student papers to allow time for judging decisions. Also ensure student presentations are designated as such within the program.
   g. Provide the Secretary and Website Committee Chair with a preliminary draft program in ample time for printing in the spring newsletter and a final version in time for printing prior the Annual Meeting.
   h. Provide the Secretary with a compilation of electronic copies of paper and poster abstracts coinciding with the meeting format in time for printing prior to the Annual Meeting.
   i. Select session moderators and provide them with appropriate instructions regarding time limits, speaker introduction materials, etc.
j. Propose joint meetings and/or symposia whenever appropriate.

4. Forward the President-Elect files to the new President-Elect within one (1) month of leaving office.

**Vice President**

1. Exercise the powers and perform the duties of the President-Elect in the absence or disability of the President-Elect.
2. Perform duties assigned by the President or the Board of Directors.
3. Assist the President-Elect with program development and implementation.
4. Serve as a member of the Membership Committee, Publications Committee and the Strategic Planning Committee.
5. Strive to determine Society member interests and concerns.
6. Take the lead for APMS in conjunction with the APMS Chapters (when applicable) to handle responsibilities associated with the APMS Graduate Student Research Grant to include but not be limited to:
   a. Solicit APMS Chapters (and other potential sources) for funding.
   b. Administer all aspects of this currently every other year award (depending upon the year and status) including an announcement of its anticipated availability and qualifications (via newsletters, websites, etc.), set proposal deadlines (follow suggested timeline in Chapter IV, Section E), collect and review submissions in conjunction with an ad hoc review committee mutually agreed upon between APMS, APMS Chapter representatives, and other entities that have contributed funds to the Grant.
   c. Secure the assistance of the Scholastic Endowment Committee to help with solicitation of donations within and outside of the Society.
   d. Update Chapter IV, Section E of the Operating Manual as necessary to reflect current information.
7. Support Regional APMS Chapters by:
   a. Serving as Chair of the Regional Chapters Committee (see duties).
   b. Initiate collaborative efforts in advancing Society goals through Regional APMS Chapters.

**Secretary**

1. Prepare and keep full and correct minutes of all meetings of the Society and Board of Directors.
2. Maintain complete Society membership records. Board of Directors approval is required for release of Society records to persons or organizations outside the APMS.
3. Prepare and distribute meeting notifications.

4. At the direction of the Board of Directors, serve as an alternate for access to Society bank accounts and co-signing of checks.

5. Ensure that the Society newsletter is assembled, published, and distributed at least three (3) times a year at times appropriate for the effective promotion of Society activities and objectives.

6. Conduct such correspondence for the Society as is appropriate for Secretaries of this type organization.

7. Maintain a calendar of events for the Society.

8. Assist the President by keeping the Board of Directors advised on significant activities of the Society.

9. Receive and fill orders for publications.


11. Conduct timely Society mailings to promote membership participation in all events promoted by the Society.

12. Arrange for the final printing of the Annual Meeting Program and Abstracts as provided by the Program Committee Chair.

13. Relay to the Awards Committee the list of recipients for plaques, certificates, and other items to be presented to Honorary members, outgoing Officers and Board members, and other awards presented by the Society.

14. Make provision for registration at the annual meetings.

15. Serve as Archivist of the Society and carry out the following:
   a. Accumulate new documents as they appear, catalog them, and periodically forward them to archives location at the storage location designated by the Board of Directors.
   b. Establish guidelines and procedures for the deposition of Society records into the archives as appropriate.
   c. Oversee the use of the archives by APMS members and by the general public.

16. Serve as an ex officio member of the Membership Committee and maintain a current (paid) membership mailing list in conjunction with dues payment verification by the Treasurer.

17. Immediately update the Website Committee Chair of any additions or deletions from the active membership roster.

18. Serve as an ex officio member of the Publications Committee.

19. Submit a proposed annual budget request to the Finance Committee for incorporation into the Society budget for approval by the Board of Directors.
**Treasurer**

1. Secure or maintain for the Society’s Officers and Directors a good and sufficient surety bond in an amount not less than the total assets of the Society.

2. Collect and receipt all dues, assessments, and other income.

3. Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors. (Banking accounts currently held at The State Bank (175 N. Leroy Street), Fenton, Michigan)

4. Issue checks for payment of Society obligations as are necessary and approved incidental to the operation of the Society. All payments require approval by the APMS President.

5. Prepare financial statements which accurately and clearly reflect the financial status of the Society for study by the Finance Committee prior to Board meetings, and for reporting to the membership at the Annual Meeting.


7. File annual income tax returns with assistance by a Certified Public Accountant.

8. Provide documents to the Finance Committee Chair for annual internal audit.


10. Perform such duties as are usually incident to the Office of Treasurer and as may be assigned by the Board of Directors.

11. In conjunction with duties and participation on the Finance Committee, prepare an annual budget for approval by the Board of Directors at the mid-year Board meeting.

12. Arrange for the President and the Secretary, if required, to be designated as legal alternates for access to Society bank accounts in the event of incapacitation of the Treasurer.

13. Immediately notify the Secretary of any changes in membership status and in conjunction with the Secretary prepare and mail Society dues notices by January 31st of each year.

14. Maintain complete, accurate financial records at all times.

15. Manage savings certificates and other financial resources of the Society to the best advantage of the Society with advisement from the Finance Committee.

16. Maintain records of property owned by the Society; e.g., back issues of publications, equipment, etc.

17. Serve as a member of the Strategic Planning Committee.

18. Maintain Officer, Director, and general liability insurance (Currently with Brown and Brown Insurance, Rep. Sue Kimmerling, 1190 Torrey Road, Fenton, MI 48430; 810-714-4603).
Immediate Past President

1. Serve as an advisor to the President.
2. Serve as Chair of the Nominating Committee.
3. Serve as Chair of the Past Presidents’ Advisory Committee.
4. Serve as a member of the Strategic Planning Committee.
5. Review and make revision recommendations as deemed necessary for the APMS Operating Manual in compliance with the current Bylaws and policy decisions of the Board.
6. Make recommendations to the Bylaws and Resolutions Committee of proposed changes in operations of the Society requiring Bylaws changes.
7. Examine the aims, purposes, and goals of the Society to ascertain their relevance. If deemed important, make recommendations to the Strategic Planning Committee regarding implementation, increased concentration, or changes in aims, purposes, and/or goals of the Society.
8. Assist the Secretary with maintaining up-to-date addresses for all Past Presidents.
9. Arrange the Past Presidents’ luncheon at the APMS Annual Meeting. Prepare a luncheon agenda and/or discussion items to encourage continued Past President involvement in the Society and to promote fellowship.
10. As designated by WSSA, serve as a member of the WSSA Nominating Committee.
11. Perform other duties delegated by the President or the Board of Directors.

Editor

1. Serve as Editor for the *Journal of Aquatic Plant Management* (JAPM) and carry out the following:
   a. Publish the Journal twice a year; January and July.
   b. Receive manuscripts (solicited and unsolicited) from contributors.
   c. Notify contributing authors of receipt of manuscript(s) and send to at least two (2) independent peer reviewers who are recognized authorities in their respective fields, or send to Associate Editor(s) for handling through the review stage.
   d. Consider recommendation of reviewers, resolve different opinions, notify authors of requirements for continued publication considerations, and work with authors until the manuscript is ready for publication.
   e. Provide the printer with an original, corrected manuscript for production of galley proofs.
f. Send galley proofs to author(s) for final checking along with reprint ordering information.

g. Send corrected proofs to the printer along with reprint order.

h. Review page proofs prior to printing of each Journal issue.

i. Secure envelopes and mailing labels from the Secretary for use by the printer for mailing the Journal and reprint orders.

j. Send invoices to authors for reimbursement for reprints and page charges covering approximately one-half the cost of the printing charges unless otherwise recommended by the Editor and approved by the Board.

2. (May) request a personal stipend requiring approval from the Board of Directors. As a guideline, the 2010-2011 approved stipend was $4,000.

3. Recommend any changes in charges for library subscriptions to the Board for approval as may be deemed necessary to cover costs.

4. Ensure the printer provides an electronic copy of the Journal.

5. Publish and distribute other scientific publications of the Society.

6. Serve as Chair of the Publications Committee, accepting the responsibility for the quality and quantity of all Society publications. Editorial policy is governed by the Committee, but final authority on matters of policy resides with the Board of Directors.

7. Appoint, as deemed necessary, Associate Editor(s), who will serve on the Publications Committee to assist the Editor with the publication of the Journal by performing the following type of activities:
   b. Conduct reviews as assigned by the Editor.
   c. Furnish the Editor lists of reviewers used by the Associate Editor(s) in the review of manuscripts.
   d. Become familiar with the procedures for publishing the Journal in order to continue the timely publication in case the Editor cannot discharge those duties.

8. The Editor, along with the Associate Editor(s) shall confer the Outstanding JAPM Article Award in accordance with procedures and criteria defined in Chapter IV, Section A of this Operating Manual. Such action requires a majority approval of the Board.

**Directors**

1. Shall serve a three-year term on the Board of Directors (with the exception of the Student Director which shall be a one (1) year renewable term).

2. Shall assist in administering the affairs of the Society.

3. Shall attend all Board of Directors meetings during their term.
Board of Directors

1. Manage the affairs of the Society and develop the policies and general programs.
2. Have full power of the Society in all matters demanding action between meetings.
3. Provide rules and regulations for the conduct of the affairs of this Society which are consistent with the provisions set forth in the Bylaws.
4. Submit for approval by the membership of the Society a report of all actions taken by the Board under the authority of the Bylaws.
5. Fill any vacancies among the Officers of the Society including membership of the Board of Directors in accordance with Bylaws provisions.
6. Prescribe the duties of the Officers not prescribed in the Bylaws or this Operating Manual.
7. Ensure the existence of a current surety bond in an amount not less than the total assets of the Society covering all Officers and Directors.
8. Secure and present reports from Standing Committees and Officers as necessary.
9. Complement the work of the officers of the Society as needed and requested.

CHAPTER II
DUTIES OF COMMITTEES

Chairs of all Standing Committees are responsible for: 1) submitting written reports for the Board of Directors meetings in accordance with the Secretary’s requested schedule, and; 2) providing an oral report on Committee activities during the Annual Business Meeting.

Awards Committee

1. Be comprised of not less than three (3) voting members of the Society.
2. Prior to the Annual Meeting, the Chair shall solicit through the Newsletter and Website or shall make recommendations to the Board, nominations for membership awards qualifying in accordance with Chapter IV, Section A of this Operating Manual.
3. Prior to the Annual Meeting, arrange for the purchase and inscription of plaques, certificates, and other items to be presented at the Annual Meeting.
   a. Honorary Member Award – check with the Bylaws and Resolutions Committee for candidates.
   b. President’s, T. Wayne Miller Distinguished Service, and Max McCowen Friendship Award – check with current President as to recipients, if any.
d. Outstanding Graduate Student Award – check with current President as to recipients, if any.

e. Outstanding Research and/or Technical Contributor Award – check with current President as to recipients, if any.

f. Outstanding International Contribution Award – check with current President as to recipients, if any.

g. Outstanding JAPM Article Award – check with current President or Editor as to recipients, if any.

h. Student Presentation Awards – coordinate with Student Affairs Committee.

i. Exhibitor’s Excellence Award – coordinate with Exhibits Committee.

j. Outgoing Officers and Directors – coordinate with the Nominating Committee.

4. At the Annual Meeting, coordinate participation, qualifications, criteria and student panel judge selection for the (non-student) Best Poster Award.

5. Utilize and update, as necessary, the APMS Award/Honors Procedures and Criteria found in Chapter IV, Section A of this Operating Manual, and assist in determining copy on plaques, certificates, etc.

6. Provide the Membership Committee annual lists of Awards and Honor recipients for entry into the Society’s permanent record and posting on the website.

**Bylaws and Resolutions Committee**

1. Be comprised of not less than five (5) voting members of the Society.

2. Consider all resolutions and Bylaws changes and present worthy suggestions to the Society in a form appropriate for adoption consideration.

3. Provide the Secretary with a written notice of Board approved proposed Bylaws amendments in time for publication in the Newsletter to be published at least thirty (30) days prior to the Annual Business Meeting.

4. Present for consideration by the Board and Society membership, all petitions with ten (10) or more signatures of voting members

5. Present proposed Bylaws amendments, as previously published, to the membership at the Annual Business Meeting as a part of the Committee report for the President to call for a vote.

6. Ensure approved Bylaws Amendments become an official part of the current Bylaws by submitting the revised document including the Amendment month and year to both the Secretary and the Website Committee Chair.

7. Notify the Chair of any Committee affected by Bylaws amendments to ensure they provide updated tasks, duties, procedures for the Operating Manual in order to comply with these changes.
8. Receive petitions for or submit on behalf of the Bylaws and Resolutions Committee recommendations for nominees for Honorary Membership as specified in Article XII of the Bylaws.

9. Provide the Awards Committee with names of approved, new Honorary Members for preparation of plaques.

10. Prepare for adoption consideration such resolutions as may be appropriate; e.g. hotel services, outstanding service by members or non-members, local arrangements, etc.

11. The Chair of this Committee shall serve as a member of the Strategic Planning Committee.

**Education and Outreach Committee**

1. Be comprised of no less than five (5) members, one of whom shall be the Chair of the Student Affairs Committee.

2. Identify specific educational needs appropriate for APMS sponsorship.

3. Solicit assistance and form sub-committees to deal with the identified educational needs and issues.

4. Assist the APMS in the coordination, development, and production of society-sponsored educational materials and programs.

5. Prepare and address funding strategies and budgetary needs at the Board of Directors Meeting.

6. The Chair of this Committee shall serve as a member of the Strategic Planning Committee.

**Exhibits Committee**

1. Provide an exhibit fee schedule recommendation to the Board of Directors specifying what is included and excluded from the fees (e.g., delegate registration, discounts for members, space allotments, electricity, etc.).
   a. Prepare sign-up forms with Hold Harmless Disclaimer to accompany payment.
   b. Obtain from the Meeting Planning Committee and/or the Meeting Planner, a floor plan indicating area, layout, accessibility, electrical service, etc., at the facility to determine maximum exhibit spaces.

2. Solicit potential exhibitors in sufficient time to secure their commitment to display exhibits for the Annual Meeting of the Society. Exhibit space will be allotted on a first come first served basis based upon receipt of signed forms and payment.

3. Coordinate all activities and requirements through the Meeting Planner; the Meeting Planner is the primary point of contact with hotel management and staff.

4. Coordinate with exhibitors over their booth requirements prior approval from the Exhibits Committee Chair.
5. Provide an option on the Exhibitors’ form for Board approved non-profit organizations to exhibit at no charge providing suitable space is available after accommodating all paid commercial exhibitors.

6. Assign Exhibit Award judges (student paper and poster presenters are typically chosen as judges to encourage their involvement with the Society), assist with criteria, and present the Exhibit Award at the annual awards function.

7. Ensure that Exhibitor support is recognized at the Annual Meeting and sufficient time allotted on the Program to allow delegates to visit exhibits.

**Finance Committee**

1. Be comprised of not less than four (4) voting members of the Society, one of whom shall be the APMS Treasurer.

2. Review the Society records at the close of each fiscal year prior to the mid-year Board meeting and the official annual audit.

3. The Finance Committee Chair will conduct an internal audit of the Society’s financial records near the time of the Annual Meeting and report the results of this audit to the Board of Directors at the post-conference Board meeting (IRS requirement).

4. The Finance Committee Chair will consult with the Treasurer on all investment strategies, including any necessary changes to current investments to keep the Society in good financial standing and aligned with Society objectives. The return on investments and any significant changes in the investments should be reported at each Board of Directors meetings. (APMS investments and banking currently held at The State Bank, 175 N. Leroy Street, Fenton, Michigan, with assistance of Mr. Dennis E. Leyder, President of Wealth Management)

5. Prepare a report detailing the financial condition of the Society for the mid-year meeting of the Board of Directors.

6. Prepare an annual budget for consideration and approval by the Board of Directors at their mid-year meeting.

7. Assist the Treasurer with establishing, implementing, and maintaining accurate Society financial records.

8. Assist the Treasurer in producing timely, accurate, easy-to-understand financial reports for the Board of Directors and membership.

9. Prepare a Financial Planning Policy to be included in Chapter IV, Section F of this Operating Manual, and update as economic conditions warrant.

10. Serve the Treasurer and Society in an advisory role with all matters pertaining to finances.

11. Review APMS contracts on an annual basis and report to the Board of Directors as to status.
**Legislative Committee**

1. Be comprised of not less than five (5) voting members of APMS.
2. Keep informed about existing, pending, or needed legislative or regulatory action of interest to the Society in order to make recommendations to the Board of Directors concerning the course of action to be considered.
3. Maintain a file on previously published legislative documents of interest to the Society and pass the file on to subsequent chair.
4. Consider the need for uniform state laws on aquatic weeds, herbicide labeling, and other subjects related to aquatic plant management.
5. Consider legislation involving the control of aquatic weeds on publicly owned land.
6. Recommend resolutions to the APMS Bylaws and Resolutions Committee as deemed appropriate.
7. Coordinate and communicate issues of national and/or regional concern with Special Representatives who may be involved with the same or similar activities.
8. Maintain liaison with the Animal Plant Health Service (APHIS) regarding the introduction of new plant species into the United States.
9. Provide an APMS representative for service on the WSSA Science Policy Committee. This individual should be able to attend the WSSA annual meeting and to participate in any educational endeavors regarding legislation and regulations favorable to APMS interests.

**Meeting Planning Committee**

1. Shall be comprised of at least three (3) voting members and shall include someone familiar and close to the region where the next meeting site is to be selected.
2. Solicit suggestions for meeting sites.
3. Direct the Meeting Planner to contact visitor and convention bureaus at candidate locations to obtain information useful for the site selection process.
4. Suggest three (3) candidate meeting sites utilizing the services of a Meeting Planner to secure associated costs for consideration by the Board of Directors including locations, facilities, approximate room and function costs.
5. Coordinate with the Meeting Planner in preparing the logistical aspects of the Annual Meeting.
6. Provide the Board of Directors with timely information useful in planning for the Annual Meeting.
7. Coordinate with the Meeting Planner all activities "outside" the hotel complex; e.g., the Tuesday night award function, tours, guest program, etc.

8. Solicit and secure donations/sponsorships for meeting functions from vendors, and other potential donors.

9. Assist in securing transportation for activities requiring this service.

10. Inform the Program Committee Chair of individuals who are potential meeting participants.

11. Provide the Secretary and the Website Committee with literature and contact information about local areas of potential interest to members attending the Annual Meeting (i.e., information about restaurants, scenic attractions, city maps, camping areas, etc.) for inclusion in the newsletter and on the website.

12. Suggest appropriate "local" speakers.

13. Coordinate its efforts with the Program Committee Chair.

**Membership Committee**

1. Be comprised of not less than five (5) voting members of APMS. Committee membership includes the Chair of the Student Affairs Committee and should include participation from the Regional Chapter members. The Secretary and Vice President will serve in an ex officio capacity.

2. Promote membership in APMS through the Regional APMS Chapters.

3. Investigate ways of increasing membership in APMS through other means and groups; e.g., WSSA, NALMS, international groups, etc.

4. Provide member information to the Awards Committee, as may be needed for inscriptions of plaques and certificates.

5. Inform the Society and assemble information on deceased members of the Society or others who have contributed significantly to the science of aquatic plant management.

6. Prepare letters of condolence for the President's signature to be sent to bereaved families of deceased members.

7. This Committee shall be responsible for retaining an official running list of Awards/Honors Recipients as provided annually by the Awards Committee. They will in turn provide the updated listing to the Website Committee Chair for posting on the website.

**Nominating Committee**

1. Be comprised of not less than five (5) voting members to be chaired by the Immediate Past President.
2. Be comprised of members that have not served on this committee for more than two successive years or have had a break in membership on the committee of at least two years.

3. Determine that potential nominees meet the criteria of being a voting member for three (3) years prior to nomination for office.

4. Determine that the prospective nominee is willing to serve if elected.

5. Present a slate of nominees to the Board of Directors for approval at the mid-year Board Meeting.

6. Following Board approval, recommend to the Society (typically a newsletter article) at least thirty (30) days prior to the Annual Business Meeting, a slate of candidates for election to the several offices as follows:

   a. Two (2) members for 3-year terms on the Board of Directors.
   b. A Vice President for a 4-year term; one year as Vice President, and succeeding years as President-Elect, President, and Immediate Past President.
   c. An Editor every three (3) years to serve a 3-year term.
   d. A Treasurer every three (3) years to serve a 3-year term.
   e. A Secretary every three (3) years to serve a 3-year term.

6. Prior to the Annual Meeting, secure the name of a qualifying student member nominee for Student Director to serve a one-year renewable term chosen by the Student Affairs Committee.

7. Prepare ballots and establish election procedures. For offices which have a floor nomination, provide ballot sheets at the registration desk immediately after the Annual Business Meeting. Members are checked for eligibility before receiving a ballot and return completed ballots to the registration desk. Members are allowed until the end of the last session of that day to vote. The Nominating Committee Chair is responsible for the collection and counting of ballots.

8. Prior to the Annual Meeting, provide a list of outgoing Officers and Directors to the Awards Committee for preparation of plaques/certificates of appreciation.

**Past Presidents Advisory Committee**

1. Be comprised of all Past Presidents of the Society who are members in good standing.

2. Be chaired by the Immediate Past President.

3. Examine the goals and aims of the Society from time to time; and make recommendations to the Board as deemed expedient.

4. Annually review and suggest changes to the Operating Manual and the Strategic Plan as may be appropriate to maintain consistency with the Bylaws or procedural decisions of the Board.
5. Develop policy statements related to pertinent issues concerning aquatic plant management.
6. Provide wise counsel to the Board and Society.

Program Committee

1. Consist of the members of the Board of Directors.
2. Be chaired by the President-Elect.
3. Develop the Program for the Annual Meeting of the Society.
4. Invite keynote speakers with expertise in the theme area wherein feasible.
5. Work within the established expense guideline ($4,000) for paying stipends and expenses for outside invited speakers.
6. Work closely with the Meeting Planning Committee to arrange supplemental field trips relating to aquatic plant management wherein feasible.
7. Arrange for the Program to conform to the time schedule and schedule papers to fit subject area.
8. Coordinate arrangements for audio and visual aid equipment with the Meeting Planning Committee and the Meeting Planner.

Publications Committee

1. Be comprised of at least six (6) members including the Editor, Associate Editor(s), Secretary (ex officio member) and Vice President.
2. Be chaired by the Editor.
3. Assist the Editor in establishing editorial policy, publication format and procedures to assure timely publication of a high quality scientific journal, the Journal of Aquatic Plant Management.
4. Assume the responsibility for quality, quantity, and type of APMS publications.
5. A member of this Committee shall be assigned to serve on the Strategic Planning Committee.

Regional Chapters Committee

1. Be comprised of at least one representative from each of the recognized regional chapters and will include the Vice-President of the Society who shall serve as Chair.
2. Evaluate interest in new regional chapter formation in various geographic areas and report the findings to the Board.
3. Provide guidance and service to groups interested in forming new regional chapters.
4. Evaluate requests by regional chapters for recognized affiliation with the APMS according to the following criteria and make recommendations to the Board concerning such requests.
   
a. No other APMS-recognized regional chapter is currently in a position to serve the APMS mission in the geographic area covered by the proposed new chapter.

b. The mission statement, ideals, and goals of the proposed new chapter must be compatible with those of the APMS.

c. The proposed new chapter must establish governing bylaws.

d. The proposed new chapter must request official recognition via the APMS Regional Chapters Committee; and upon the committee's recommendation, the subject of the request must be approved by the APMS Board of Directors.

e. In cases where conflict of interest between a proposed new chapter and an existing chapter(s) arises, the APMS Board of Directors will adjudicate based upon petitions of the opposing chapters.

5. Encourage regional chapter participation in the affairs of the Society including coordinating chapter representatives to present status reports as part of the Program at the Annual Meeting.

6. Encourage communication and the exchange of information among regional chapters and the APMS via Newsletters, etc.

7. Provide updated directories of regional chapter Board of Directors to the President, Secretary, and the Editor of the JAPM; and to each regional chapter.

8. Arrange for a regional chapters breakfast and prepare an agenda and discussion items at each APMS Annual Meeting for the purpose of encouraging regional chapter contact and fellowship.

9. Encourage cooperation in activities which mutually benefit the APMS and the regional chapters such as: membership, education, outreach, scholarships, publicity, and legislative affairs.

10. Assist the Vice President in matters of regional chapter liaison and advancement of Society goals.

**Scholastic Endowment Committee**

1. Consist of not less than four (4) members, one of whom shall be the Chair of the Student Affairs Committee.

2. Be responsible for coordinating fund raising activities for the Society Scholastic Endowment Fund.

3. Assist the Vice President, as requested and when applicable in the solicitation of funding and the administration of the APMS Graduate Student Grant.

**Strategic Planning Committee**
1. Shall consist of no fewer than nine (9) members including the Immediate Past President, the Vice President, Treasurer; the following Committee Chairs: Bylaws and Resolutions, Education and Outreach and Student Affairs; a member of the Publications Committee; plus at least two (2) members-at-large selected for their long-standing support and/or historical perspective of the Society.

2. Purpose is to clarify the future focus of the Society by providing a framework for decision-making and recommending realignment of resources and establishment of priorities, as needed, in a practical, productive and responsive manner to meet current and future membership needs.

3. Should meet at least annually, preferably in conjunction with the mid-year Board meeting but also at the Annual Meeting, if deemed necessary.

4. Develop and update a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the Society.

5. Evaluate performance of APMS as it relates to the mission statement and operations within the context of its Bylaws.

6. Poll or survey the membership on a periodic basis to assess overall performance of APMS in its key areas including but not limited to member satisfaction.

7. Annually update a list of priority goals and their status with proposed timetables for completion for presentation at the July Board of Directors Meeting and submit approved changes in the document for inclusion in Chapter IV, Section B of this Operating Manual.

**Student Affairs Committee**

1. Be comprised of no less than four (4) voting members of the Society. The Chair shall also serve as a member of the Scholastic Endowment Committee, Membership Committee, and the Strategic Planning Committee.

2. Make recommendations to the Board as to means of enhancing and encouraging student participation in Society functions and activities.

3. Assist the Board in setting policy concerning criteria for determining student status as related to participation in Society activities.

4. Solicit student papers and posters from various educational institutions for presentation at the APMS Annual Meeting.

5. Conduct the student paper and posters contest at annual meetings of the Society to include the arrangements for judging, prizes, etc. and update the Student Awards section of the APMS Award/Honors Procedures and Criteria found in Chapter IV, Section A of this Operating Manual as may be necessary to reflect current information.
6. Prior to the Annual Meeting, provide information to the Awards Committee as to number of student participants giving poster and paper presentations such that appropriate certificates and other awards will be procured.

7. Coordinate student contestant housing provisions with the Meeting Planning Committee and the Meeting Planner.

8. Arrange with the Meeting Planning Committee and with the students attending the Annual Meeting a time and place to hold a discussion session for the purposes of:
   a. Obtaining and documenting candid input from students on their opinion of APMS
   b. Securing suggestions for improvements or changes to better accommodate and involve student participation.
   c. Selecting a nominee for APMS Student Director to serve as a voting member at the APMS Board Meetings for the up-coming year (post-conference, mid-year and Annual Meeting). The name of the nominee shall be provided to the Nominating Committee as far in advance of the Annual Business Meeting as possible. Verification of current student status and APMS Membership is required for this position. Note – the APMS will cover travel and lodging expenses for the mid-year Board Meeting and any additional required lodging day(s) at the Annual Meeting.

**Website Committee**

1. Be comprised of no less than three (3) members.
2. Maintain the APMS Website and coordinate all structural modifications therein.
3. Approve all postings on the website.
4. Maintain a current copy of the Bylaws and the Operating Manual as provided by the respective responsible Committee(s).
5. Post all Annual Meeting announcements as soon as available prior to the meeting date and update appropriately as it approaches.
6. Post JAPM information and appropriate technical information with regular updates.
7. Update membership listings at least annually coordinating with the Secretary and the Treasurer to ensure accuracy.
8. Maintain a listing of Honorary Members and other Award Recipients (current and historical) within a designated roster.
9. Update Board-approved links at least annually.
10. Forward correspondence received on the site from the Webmaster to the Secretary in a timely manner for response.
11. Secure the services of a Webmaster, if needed, and provide budgetary information for such services to the Treasurer for Board approval.
CHAPTER III
DUTIES OF SPECIAL REPRESENTATIVES
Special Representatives are responsible for: 1) submitting written reports for the Board of Directors meetings in accordance with the Secretary’s requested schedule, and; 2) providing an oral report on Special Representative’s activities at the Annual Business Meeting.

Aquatic Ecosystem Restoration Foundation (AERF) Representative
1. Be appointed by the President to serve renewable terms. The appointee must be a member of APMS and be a current member of the AERF Board of Directors.
2. Communicate with the APMS Vice President as a primary point of contact on matters of common benefit and concern.
3. Provide updated communication between the two organizations relating to shared areas of interest, funding, projects, and/or activities to avoid duplication of efforts or conflicts by ensuring clear understanding of their respective responsibilities on matters of mutual involvement.
4. Recommend members from the APMS for participation in AERF activities (e.g., scholarships, technical document reviews, etc.).
5. Promote good will between the APMS and AERF.

Council for Agricultural Science and Technology (CAST) Representative
1. Be appointed by the President to serve renewable 3-year terms.
2. Attend CAST meetings to participate in the governance and guidance of CAST.
3. Represent APMS by informing CAST of problems or issues of concern to the membership of APMS.
4. Recommend members from the APMS for participation in CAST activities (e.g., task force reports, congressional testimony, etc.).
5. Keep the APMS informed of CAST activities of interest to the membership of APMS.

Weed Science Society of America (WSSA) Representative
1. Be appointed by the President to serve renewable 3-year terms.
2. Serve on the WSSA Board of Directors and represent the interest of APMS at WSSA meetings and functions.
3. Keep the APMS informed of WSSA activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in WSSA activities as deemed appropriate.
5. Promote good will between the APMS and WSSA.
6. Encourage WSSA members to join the APMS as opportunity and appropriate occasions arise.
7. As designated by WSSA, serve as the Board Liaison on the WSSA Terminology Committee and the Standardized Plant Names Subcommittee.

**North American Lake Management Society (NALMS) Representative**

1. Be appointed by the President to serve renewable terms.
2. Represent the interest of APMS at NALMS meetings and functions.
3. Keep the APMS informed of NALMS activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in NALMS activities as deemed appropriate.
5. Promote good will between the APMS and NALMS.
6. Encourage NALMS members to join the APMS as opportunity and appropriate occasions arise.

**Bass Anglers Sportsman Society (BASS) Representative**

1. Be appointed by the President to serve renewable terms.
2. Represent the interest of APMS at BASS meetings and functions.
3. Keep the APMS informed of BASS activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in BASS activities as deemed appropriate.
5. Promote good will between the APMS and BASS.
6. Encourage BASS members to join the APMS as opportunity and appropriate occasions arise.

**Responsible Industry for a Sound Environment (RISE) Representative**

1. Be appointed by the President to serve renewable 3-year terms.
2. Attend RISE meetings as deemed appropriate to gather information pertinent to aquatic plant management.
3. Represent APMS by informing RISE of problems of issues of concern to the membership of APMS.
4. Recommend members from the APMS for participation in RISE activities (e.g., task force reports, congressional testimony, etc.).

5. Keep the APMS informed of RISE activities of interest to the membership of APMS.

CHAPTER IV
GUIDELINES AND POLICIES

Note: This Chapter is reserved for insertion of documents and information pertaining to the duties and operation of the Society as may be generated by specific committees or Board actions and subject to periodic changes. Therefore, it is the responsibility of Committee Chairs and Officers to ensure these are properly updated as changes occur in policy or procedure. Sections are created in the order in which they are received, and an attempt has been made to cross-reference their existence in the appropriate procedures, duties and responsibilities above (Chapters I –III).
**Section A - APMS Awards/Honors Procedures and Criteria***

<table>
<thead>
<tr>
<th>Procedures and Criteria</th>
<th>Honorary Member</th>
<th>Max McCowen Friendship Award</th>
<th>President's Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nomination</strong></td>
<td>Covered in Bylaws</td>
<td>Any Member</td>
<td>President</td>
</tr>
<tr>
<td><strong>Approval Process</strong></td>
<td>Covered in Bylaws</td>
<td>Unanimous Board of Directors vote</td>
<td>Majority Board of Directors vote</td>
</tr>
<tr>
<td><strong>Award Frequency</strong></td>
<td>Discretionary</td>
<td>Discretionary</td>
<td>Discretionary</td>
</tr>
</tbody>
</table>

**Recipient Qualifications**

| Membership | Current membership not required, but 10 year minimum prior membership required. Can be awarded posthumously. | Yes; must be a current and active member | Member or Non-member |

**General Criteria**

| General Criteria | Covered in Bylaws | A special recognition given to a member whose demeanor and actions display sincerity and friendship in the spirit of being an ambassador for the APMS at the Annual Meeting and all related functions, professional activities, etc. | An individual, designated by the current President, who has displayed "Many Years of Dedication and Contributions to the Society and the Field of Aquatic Plant Management" |

**Specific Criteria**

| Specific Criteria | Covered in Bylaws | Warmth and outgoing friendship, sincerity and genuine concern, gracious hospitality, positive attitude/smile. Maximum of one nominee per Annual Meeting (not mandatory). Cannot repeat. | 1. Involvement and service to the profession and society over a minimum of 10 years. 2. Significant personal contribution in time and/or resources made to the science of APM and/or the operation of the APMS. 3. Expected on-going involvement and commitment. |

**Award/Honor Inscription and Format**

<p>| Award/Honor Inscription and Format | Plaque and privileges provided under the Bylaws. Citation to be determined by Awards Committee | Originally an inscribed vase with fresh flowers but since has changed to a plaque with Citation to be determined by Awards Committee; include date and place with citation. | Plaque entitled &quot;Presidents Award in Appreciation to _______ for Many Years of Dedication and Contributions to the Society and the Field of Aquatic Plant Management&quot;, Date and Place |</p>
<table>
<thead>
<tr>
<th>Procedures and Criteria</th>
<th>T. Wayne Miller Distinguished Service Award</th>
<th>Student Presentation Awards</th>
<th>Best Poster Award (non-student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination</td>
<td>Any Member</td>
<td>Oral presentation and poster accepted by Program Committee</td>
<td>Submission accepted by Program Chair</td>
</tr>
<tr>
<td>Approval Process</td>
<td>Majority Board of Directors vote</td>
<td>Judging criteria set by Student Affairs Committee</td>
<td>Judging by assigned students</td>
</tr>
<tr>
<td>Award Frequency</td>
<td>Discretionary</td>
<td>Once per year at Annual Meeting</td>
<td>Once per year at Annual Meeting</td>
</tr>
<tr>
<td>Recipient Qualifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Member or Non-member</td>
<td>Not required but encouraged</td>
<td>Not required but encouraged</td>
</tr>
<tr>
<td>General Criteria</td>
<td>An individual recognized for “Service to the Society and the Profession”</td>
<td>Student must be enrolled in an accredited college or university and actively engaged in undergraduate or graduate studies related to some aspect of aquatic plant management</td>
<td>Poster may be hard copy or an e-poster; contest open to non-student conference delegates only. Poster must be relevant to aquatic plant management</td>
</tr>
<tr>
<td>Specific Criteria</td>
<td>1. Successful completion of a relatively short-term project(s) taking considerable time, strategy and effort resulting in advancement of the science, educational outreach, and/or the APMS; 2. Performance above and beyond the call of duty as an officer, chair, or special representative of the APMS; or 3. Non-member achievement in the science of aquatic plant management and/or participation in the APMS leading to the advancement of its members, goals and objectives. Award under this criteria need not be limited to an individual, but may be used for agencies, corporations, institutions, or other organizations in recognition</td>
<td>Judges are selected by the Student Affairs Committee at the Annual Meeting (no less than 3) and provided with forms to judge content and delivery/presentation. Awards will be presented separately for both Oral and Poster Categories for 1st, 2nd and 3rd Places. An individual student can win a 1st Place award only once during their course of study (e.g., Masters or Doctoral program)</td>
<td>Student judges are selected by the Awards Committee and provided with rating criteria to determine a single “Best Poster” winner.</td>
</tr>
<tr>
<td>Award/Honor Incription and Format</td>
<td>Current Award Amounts (approved for 2006)</td>
<td>Current Award (approved 2005) Best Poster</td>
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<tr>
<td>---------------------------------</td>
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<tr>
<td></td>
<td>1st Place = $300</td>
<td>Best Poster = $100 (check)</td>
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<tr>
<td></td>
<td>2nd Place = $200</td>
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<td></td>
<td>3rd Place = $100</td>
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</tr>
</tbody>
</table>

Other prizes for participants may include relevant text books, certificates, etc., to be determined by Student Affairs Committee.

<table>
<thead>
<tr>
<th>Award/Honor Incription and Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaque entitled: &quot;T. Wayne Miller Distinguished Service Award in Recognition of __________ for... Customized language... to be determined by President and provided to Awards Committee; Date and Place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award/Honor Incription and Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaque entitled: Outstanding Journal of Aquatic Plant Management Award in Recognition of __________ for... Customized language... (Citation to be determined by Awards Committee); Date and Place</td>
</tr>
</tbody>
</table>

### Procedures and Criteria

<table>
<thead>
<tr>
<th>Award</th>
<th>Exhibitors Excellence Award</th>
<th>Outstanding JAPM Article Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination</td>
<td>Current Exhibitor at Annual Meeting</td>
<td>Any Member</td>
</tr>
<tr>
<td>Approval Process</td>
<td>Judges selected by Exhibits Committee</td>
<td>Majority Board of Director vote</td>
</tr>
<tr>
<td>Award Frequency</td>
<td>Once per year at Annual Meeting</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Recipient Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Not required but encouraged</td>
<td>Member or Non-member</td>
</tr>
<tr>
<td>General Criteria</td>
<td>Current paid exhibitor fees; meet space allocation limitations</td>
<td>An author and co-author(s) recognized for research published in the JAPM that is unique and will further science</td>
</tr>
</tbody>
</table>
| Specific Criteria      | Judges (typically students) are selected by the Exhibits Committee (no less than 3) and provided with forms to judge criteria including exhibit staffing, graphics, information presentation, key message delivery on products or services, etc. | 1. The award will be determined by the Editor and Associate Editors  
2. The individual(s) will be chosen from journal articles from the previous year.  
3. Any member may recommend an article to any Editor for nomination. |

<table>
<thead>
<tr>
<th>Award/Honor Incription and Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaque entitled &quot;Exhibitors Excellence Award&quot; with APMS logo; Date and Place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award/Honor Incription and Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaque entitled: Outstanding Journal of Aquatic Plant Management Award in Recognition of __________ for... Customized language... (Citation to be determined by Awards Committee); Date and Place</td>
</tr>
<tr>
<td><strong>Procedures and Criteria</strong></td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Nomination</td>
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<tr>
<td>Approval Process</td>
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<tr>
<td>Recipient Qualifications</td>
</tr>
<tr>
<td>Membership</td>
</tr>
<tr>
<td>General Criteria</td>
</tr>
<tr>
<td>Specific Criteria</td>
</tr>
<tr>
<td>Award/Honor Inscription and Format</td>
</tr>
</tbody>
</table>
Section B – Strategic Plan as Amended

The Aquatic Plant Management Society, Inc.

STRATEGIC PLAN

DRAFTED: JUNE, 2012
FINAL: FEBRUARY 2013

APMS Committee for Strategic Planning

The Aquatic Plant Management Society, Inc.
P.O. Box 821265
Vicksburg, MS 39182-2165
This document contains the results of the strategic planning process conducted by the Aquatic Plant Management Society (APMS) on January 27, 2012. Strategic Planning is a disciplined and concerted effort to produce decisions and actions that guide and shape what the Aquatic Plant Management Society (APMS) is, what it does, and why it does it. Strategic Planning is also a way of looking to the future and deciding what the APMS will do. As a result of strategic planning, the APMS should have a clearer idea of where it is going, how it will get there, as well as opportunities and challenges that it faces. This Strategic Plan should be viewed as a “living document” that changes and evolves with time and circumstances. The Strategic Planning process should be revisited periodically (about every three years). Strategic Goals were identified during this planning process and are appended to this report. Progress toward accomplishing the Strategic Goals established through the Strategic Planning Process and the Strategic Plan should be monitored by the APMS Board of Directors (BOD) on a regular basis.

The Strategic Planning Process and Activities

Members of the APMS (predominantly the APMS Board of Directors) met prior to the winter Board Meeting in Salt Lake City, Utah on January 27, 2012. Attending the Strategic Planning session were Tyler Koschnick, Linda Nelson, Terry Goldsby, Sherry Whitaker, Michael Netherland, Alan “Bo” Burns, Rob Richardson, Justin Nawrocki, Vernon Vandiver, Larry McCord, Don Doggett, Craig Aguillard, Jeff Schardt, John Gardner, Cody Gray, David Isaacs, John Madsen, Tommy Bowen, and John Rodgers.
Previously, strategic planning had been conducted in 2005-2006 and 2009. To organize the 2012 strategic planning exercise, the following agenda was used: 1) Introductions and Background, 2) Review Mission Statement, Identify APMS Core Values, and Develop Vision Statement, 3) Review Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis), 4) Development of Strategic Goals, and 5) Reporting and Evaluation. With the current prevailing financial recession and associated uncertainties as well as recent judicial decisions and the advent of NPDES permitting, the group initially discussed unique circumstances permeating decision making in professions served by APMS and the need for caution and thoughtful responses to ongoing changes. During the discussion, several participants emphasized the need to preserve the APMS core values during these challenging and uncertain financial times. Many of the Strategic Goals that emerged from this planning centered on maintaining core values and ensuring a sound fiscal future for the Society. Other goals related to opportunities were identified that could and should be achieved and they are included in this report. It is important that this Strategic Plan captures the depth and breadth of discussion that ensued as well as the essentially consensus decisions, objectives and goals that emerged.

Discussion of APMS Mission, Core Values, and Vision

As the APMS moves forward into the future, clear articulation of its mission, core values, and vision will assist communication with stakeholders as well as other interested parties that are engaged or encountered. In the 2012 strategic planning session, the APMS mission, core values, and vision were discussed and the results of that discussion are presented below. After further discussion and deliberation, the APMS Board of Directors (BOD) formally adopted the mission, core values, and vision.
PREVIOUS APMS MISSION - Promote environmental stewardship through science and technology, education and outreach related to integrated vegetation management in aquatic and riparian systems.

REVISED APMS MISSION - Promote environmental stewardship through scientific innovation and development of technology related to integrated plant management in aquatic and riparian systems.

CORE VALUES

- Provide a platform for the exchange of science and technology
- Promote sustainable aquatic and riparian plant management through science
- Support and encourage sustained student involvement and education
- A membership that represents the entire spectrum of aquatic plant management, including scientists, regulators, operators, etc.

THE APMS VISION: Be the leading professional organization with a focus on vegetation management in aquatic and riparian systems.

APMS Strategic Plan Objectives and Action Items – 2012-2015

A high priority prevalent during this strategic planning exercise was ensuring the financial sustainability of the APMS. Approaches that were suggested for accomplishing the financial sustainability of the APMS included conservative and judicious management of financial resources and diversifying our revenue stream. Supporting the core values of education and outreach were also identified as important goals for APMS. Membership and member services were also a high priority. A special effort to recruit
and retain dedicated students was recognized as a priority. While recognizing their unique and special character, enhanced interactions and communications with Regional Chapters were also recommended. Communication is an important activity of the APMS and the annual meeting is a crucial contributor toward successful communication. Opportunities were identified to follow up on current activities and promote effective new approaches (e.g. web site enhancements). Specific goals and objectives are presented below.

- **Develop a Business and Marketing Plan (include sponsorship relations)** – this strategic objective is focused on management of resources, potentially budgeting based on APMS Committee goals and budget proposals. The plan would contain revenue sources (current and developable as well as any anticipated declines) and projects (ongoing as well as potential) as well as requisite budgets.

  Communication of this information to the membership (i.e. sources of revenue) is crucial. These unprecedented financial times require special vigilance and communication of the value of APMS membership and participation. Ensure financial sustainability of APMS by containing costs and monitoring revenue streams.

- **Sustain or Grow Membership – bring in regulators, homeowner associations, and resource managers to the annual meeting (grow numbers through Regional Chapters)** – this strategic goal is aimed at maintaining membership in APMS and potentially growing in numbers and influence. Since APMS is a “volunteer” organization, the membership regulates what APMS can do and achieve.
• **Outreach to Regional Chapters – foster improved interactions; investigate joint-meeting opportunities** – Most Regional Chapters are vibrant and active. This is likely due to their emphasis on regional issues and activities. In conjunction with regional Chapters, APMS has an opportunity to emphasize national, international and regional issues and solutions, but this need some thought, planning and execution. Enhance interactions and communications with Regional Chapters while recognizing and preserving their unique regional character is a goal. Regional Chapters have much to offer to APMS in terms of science and management approaches. Conversely, APMS can offer Regional Chapters a look at the “bigger picture” and ideas from outside the “neighborhood.”

• **Advocate support for APMS Goals – strategic research and white paper;**  
  **Science Policy Director** – Carefully researched information on invasive species documenting environmental and social costs (human health, etc.) supporting the APMS mission needs to be captured in a “white paper”. This document could be used to communicate with the public, politicians, decision makers and stakeholders. Encourage and support scientific research and assist in promoting the control and management of aquatic plants through scientifically sound procedures. Strategic allocation of scholarships and other promotional scientific resources could be advantageous at this time.

• **Outreach - Engage APMS Committees (enhance communication through website)** – A fundamental presumption is that APMS has the Committees to accomplish the “work” of the Society with occasional assistance from ad hoc
committees. The goals and activities of each APMS Committee should be clearly articulated and communicated through the website. This could serve as a way to engage more of the membership and interested parties in accomplishing the goals of the Committees.

Recognition of potential impacts of the current financial situation (ongoing recession) on the Society and professions served by APMS, permeated much of the discussion. Thus the “heart” of the strategic planning that ensued at his meeting centered on forestalling potential adverse effects of economic downturn and seizing opportunities to make progress during these exceptional times. Other discussion involved the journal and electronic opportunities as well as the web site. These are crucial communication tools and should be carefully managed.

At the end of several productive and challenging hours, we arrived at the strategic plan and goals presented here. Important in this strategic planning was to discern what needed to be done, devise an implementation strategy, and to develop a mechanism to check on progress. We agreed to draft this strategic plan for review, review/modify the strategic plan as needed, approve (adopt) the revised plan, and monitor progress periodically.

**Ancillary Information**

Both the discussion and debate at the Strategic Planning Meeting were wide ranging and intense. It was obvious that some residual items from previous Strategic Planning would need monitoring and nurturing if the future envisioned for APMS was to be achieved. These items were deemed Ancillary Information and are presented below as the Maintenance List:
Maintenance List

1) Annual meeting – relevance to site; Meeting Planning Committee

2) Journal production – Editor and Publications Committee

3) Student support/recruitment – Student Affairs Committee

The participants in Strategic Planning expended considerable effort and energy to
develop this plan for APMS. Notes from the meeting have been redacted from the BOD
approved Strategic Plan.
## APMS STRATEGIC PLAN (2012-2015)

<table>
<thead>
<tr>
<th>STRATEGIC GOALS</th>
<th>RESPONSIBLE ENTITY OR COMMITTEES</th>
<th>MONITORING PROGRESS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DEVELOP A BUSINESS AND MARKETING PLAN</td>
<td>APMS BOD FINANCE COMMITTEE SCHOLASTIC ENDOWMENT COMMITTEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. SUSTAIN OR GROW MEMBERSHIP</td>
<td>APMS BOD MEMBERSHIP COMMITTEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ADVOCATE SUPPORT FOR APMS GOALS</td>
<td>APMS BOD MEETING PLANNING COMMITTEE PROGRAM COMMITTEE FINANCE COMMITTEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. OUTREACH - ENGAGE APMS COMMITTEES</td>
<td>REGIONAL CHAPTERS COMMITTEE APMS BOD</td>
<td></td>
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</tr>
<tr>
<td>5. CONTINUE EMPHASIS ON: ANNUAL MEETING – RELEVANCE TO SITE; JOURNAL PRODUCTION; STUDENT SUPPORT/RECRUITMENT</td>
<td>MEETING PLANNING COMMITTEE; EDITOR AND PUBLICATIONS COMMITTEE; STUDENT AFFAIRS COMMITTEE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section C – Annual Meeting Planning Timetable

Annual Meeting Management Timetable

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity Description</th>
<th>Organization/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Months Ahead (Board of Directors Meeting)</td>
<td>Select region and dates</td>
<td>Board of Directors</td>
</tr>
<tr>
<td></td>
<td>Establish meeting objectives</td>
<td>Program</td>
</tr>
<tr>
<td>18-24 Months Ahead</td>
<td>Estimate total attendance</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Estimate sleeping room needs</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Develop preliminary program (daily function schedule)</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>Prepare preliminary budget</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Site inspection and selection</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td>18 Months Ahead (Board of Directors Meeting)</td>
<td>Present meeting sites and make recommendation to Board of Directors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Present budget to Board of Directors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td>12-18 Months Ahead</td>
<td>Negotiate terms of meeting, review and sign hotel contract, ensure it meets needs</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Identify and contact potential facilities for social functions</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Contact transportation services</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Refine budget</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td>12 Months Ahead (Board of Directors Meeting)</td>
<td>Provide signed hotel contract to Board of Directors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Provide social function plans to Board of Directors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Provide refined budget to Board of Directors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Establish registration fee</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>9-12 Months Ahead</td>
<td>Begin search for keynote speaker and other guest speakers</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>Book social functions</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Book transportation</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Solicit meeting sponsors</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Solicit prizes for fund raising activities</td>
<td>Scholastic</td>
</tr>
<tr>
<td></td>
<td>Solicit exhibitors</td>
<td>Exhibits</td>
</tr>
<tr>
<td></td>
<td>Solicit student papers</td>
<td>Student Affairs</td>
</tr>
<tr>
<td></td>
<td>Provide Secretary with information of local area</td>
<td>Meeting Planning</td>
</tr>
<tr>
<td></td>
<td>Provide Secretary with a “call for papers” form</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>Mail meeting announcement, call for papers, and pre-registration in newsletter</td>
<td>Secretary</td>
</tr>
<tr>
<td>6-9 Months Ahead</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review program with key people involved in meeting planning  
Review program with hotel  
Revise specifications with hotel as necessary  
Revise specifications for social functions as necessary  
Mail final call for papers, meeting information, and pre-registration in newsletter  

6 Months Ahead (Board of Directors Meeting)
Provide status of meeting arrangement

3-6 Months Ahead
Have signs prepared
Mail sponsor confirmation letter and invoice
Confirm social functions
Confirm transportation
Prepare preliminary agenda
Select session chairpersons, projector and lighting operators

2-3 Months Ahead
Mail meeting information and program/agenda in newsletter

6 Weeks Ahead
Select final food and beverage requirements
Provide hotel with meeting specifications
Final agenda
Provide Meeting Planning Committee Chair with student rooming list
Name tags printed

4 Weeks Ahead
Provide hotel with VIP and student (comp rooms) rooming lists
Review program with key people involved in meeting planning
Review hotel meeting/banquet event order and advise of any changes
Have registration packets prepared
Obtain all material for shipping to hotel

2 Weeks Ahead
Ship material to hotel
Review program with hotel

Day Prior to Meeting
Walk through the program at hotel
Review all setups, including registration area
Review VIP rooming list with front desk
Have pre-conference meeting with appropriate hotel personnel

Each Day of the Meeting
Check accuracy of hotel monitor/directory
Check room setups
Check A/V equipment
Check lighting
Check cooling/heating system
Check food and beverage setups
Review and sign event tickets
Review next day's program with hotel and make necessary changes

After the Meeting
Review final bill with hotel and advise of any needed changes
Clear rooms of materials
Package and ship materials home
Send thank you letters to sponsors
Provide Meeting Planning Committee Chair with actual revenue figures
Revise budget with actual expenses and revenue
Get final sleeping room pickup from hotel, provide to Meeting Planning Committee Chair
Provide Meeting Planning Committee Chair with final attendance numbers

Meeting Planning
Meeting Planning
Meeting Planning
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Meeting Planning
Meeting Planning
Meeting Planning
Meeting Planning
Secretary
## Section D – Committee Chair/Member Requirements

<table>
<thead>
<tr>
<th>Committee</th>
<th>Number of Members</th>
<th>Designated Chair</th>
<th>Designated Committee Members</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Comprised of at least 3 APMS members</td>
<td>President appointee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bylaws and Resolutions</td>
<td>Comprised of at least 5 APMS members</td>
<td>President appointee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education and Outreach</td>
<td>Comprised of at least 5 members</td>
<td>President appointee</td>
<td>Chair, Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Exhibits</td>
<td>Not specified</td>
<td>President appointee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>Comprised of at least 4 APMS members</td>
<td>President appointee</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Legislative</td>
<td>Comprised of at least 5 APMS members</td>
<td>President appointee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Planning</td>
<td>Comprised of at least 3 APMS members</td>
<td>President appointee</td>
<td>Should include one member familiar with region of selected meeting site</td>
<td>Coordinates activities with the Meeting Planner and the Program Committee Chair</td>
</tr>
<tr>
<td>Membership</td>
<td>Comprised of at least 5 APMS members</td>
<td>President appointee</td>
<td>Chair, Student Affairs; should include members of Regional APMS Chapters</td>
<td>Secretary and Vice President serve as ex officio members</td>
</tr>
<tr>
<td>Nominating</td>
<td>Comprised of at least 5 APMS members</td>
<td>Immediate Past President</td>
<td>Committee members should not have served for more than 2 consecutive years or have had a break in membership on the committee of at least 2 years</td>
<td></td>
</tr>
<tr>
<td>Past Presidents</td>
<td>Comprised of all Past Presidents</td>
<td>Immediate Past President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisory</td>
<td>Comprised of the members of the Board of Directors</td>
<td>President-Elect</td>
<td>Coordinates activities with the Meeting Planning Committee and the Meeting Planner</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Comprised of at least 6 members</td>
<td>Editor</td>
<td>Associate Editor(s), Vice President</td>
<td>Secretary serves as ex-officio</td>
</tr>
<tr>
<td>Publications</td>
<td>Comprised of at least one representative from each recognized APMS Chapter</td>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Chapters</td>
<td>Comprised of at least 6 members</td>
<td>Editor</td>
<td>Associate Editor(s), Vice President</td>
<td>Secretary serves as ex-officio</td>
</tr>
<tr>
<td>Scholastic Endowment</td>
<td>Comprised of at least 4 members</td>
<td>President appointee</td>
<td>Chair, Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>Comprised of at least 9 members + 2 members-at-large</td>
<td>President appointee</td>
<td>Immediate Past President, President, Vice President, Treasurer, a member of the Publications Committee, and the following Committee Chairs: Bylaws and Resolutions; Education and Outreach; and, Student Affairs</td>
<td>Members-at-large should be selected for their long-standing support and/or historical perspective of the Society</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Comprised of at least 4 APMS members</td>
<td>President appointee</td>
<td>Coordinates activities with the Meeting Planning Committee, Meeting Planner, Program and Awards Committees</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td>Comprised of at least 3 members</td>
<td>President appointee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section E – APMS Graduate Student Research Grant Procedures and Criteria

The Aquatic Plant Management Society (APMS) developed the Graduate Student Research Grant for the purpose of providing funding for a full-time faculty member and/or graduate student to conduct research in an area involving aquatic plant management techniques (used alone or integrated with other management approaches) or in aquatic ecology related to the biology or management of regionally or nationally recognized nuisance aquatic vegetation. Solicitation for this award occurs every 2 years. The Vice President administers the award process in accordance with duties outlined in the Operating Manual (Item 6 under duties for Vice President). Specific procedures, criteria, and a suggested timeline for initiating this Grant are as follows:

**Amount of Grant:** $40,000; to be distributed over two (2) consecutive years ($20,000 per year). It is the policy of the APMS not to pay overhead or indirect costs. Grant amount approved by the Board of Directors in 2009.

**Applicants:** Solicitation for proposals is open to any full-time faculty member and/or graduate student of an accredited U.S. academic institution. A faculty sponsor must be identified if the application is submitted by a graduate student.

**Guidelines for Proposals:** Proposals should contain a concise statement of the project, including its purpose and justification, as well as sections that discuss study objectives, methodology, schedule, budget, and planned publication of results. The résumé of the faculty applicant and graduate student (if known) should not exceed two (2) pages each. Proposals should not exceed ten (10) pages, and must be signed by the applicant (principal investigator) and an appropriate university official. Include copies of your five (5) most recent peer reviewed publications. Proposals should be submitted electronically (as a pdf file) to the APMS Vice President by the advertised deadline date. Late applications are not accepted.

**Award Notification:** Notification of award will be provided to the faculty member in time to make arrangements to attend the APMS Annual Meeting, typically scheduled for mid July. Formal announcement of the grant award recipient will be made at the Annual Meeting, with initiation of the stipend scheduled for the spring semester following award notification/announcement. Payments will be made to the recipient institution before January 31st of each year.

**Requirements for Grant Award Recipients:** Semi-annual progress reports must be submitted to the APMS prior to June 30th and December 31st for each year the grant is received. The faculty member and student must participate in at least one annual APMS Board of Directors meeting and attend the annual APMS meeting. The student must present results of the funded research at least one time over the duration of the grant, although it is preferred that presentations are made annually. Upon completion, a final report must be submitted to the APMS.
Suggested Timeline for Initiating Award Process:

October through March – Advertise the Grant in Newsletters, website, and other outlets
August through April – Solicit funding support from Regional Chapters and other sources
April – Grant applications/proposals due to Vice President
May – Applications reviewed by ad-hoc committee selected by the Vice President
June – Award recipient announced to the APMS Board of Directors (Vice President motions the Board to accept the recommendation by the ad hoc review committee); Award recipient notified upon Board acceptance of review committee recommendation
July – Award presented at Annual Meeting
January – Treasurer submits first year payment (by January 31) to recipient institution
Section F – Financial Planning Policy (reserved)