

# River Management Society

## Business Documents

*As of July 26, 2014*

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## ***Constitution of the River Management Society***

*As Amended November, 1999*

*As Amended and Approved October 12, 2003*

*As Approved February 9, 2004*

### **Article I - Name**

The legal name of the organization is the “River Management Society”, hereinafter referred to as “Society”.

### **Article II - Purpose**

The Society serves as the primary source of river management information and expertise. The purposes of the Society are to:

- Develop and promote professional river management techniques;
- Educate decision-makers and the public;
- Positively influence public policy on river management issues;
- Serve as a forum for information sharing; and
- Promote and encourage professional development opportunities for members.

The Society will achieve its purposes through a sharing of information, issuing of scholarly and informational publications, holding meetings and workshops, assisting research, and other appropriate means. No activity of the Society will be construed or authorized which will aid in, or assist in, for-profit benefit of any commercial activity or business.

The Board may also appoint Ex-Officio Advisors for the purpose of providing needed expertise to the Board. Ex-Officio Advisors are non-voting members appointed by and serving at the pleasure of the Board. No salary shall be paid to Advisors.

### **Article III - Board of Directors**

The Society will be an autonomous organization divided into Chapters representing various geographic regions of the United States, Canada, and other countries. The President, Vice President, Secretary, Treasurer, Chapter Presidents, and four board members-at-large will constitute the Board of Directors (hereinafter referred to as the “Board”). The Board shall appoint four board-members-at-large who are voting members of the Board. The Board may appoint non-voting Ex-Officio Members for the purpose of providing needed expertise to the Board. At no time may the voting members of the Board be larger than eighteen members. At such time that the number of Chapter Presidents on the Board reaches ten the Board will create a regional structure for the purpose of electing regional representatives to the Board. The Board will direct its day to day responsibilities and activities through an Executive Committee composed of the President, Vice President, Secretary, Treasurer and one Chapter President elected annually by the Chapter Presidents. The Board will have the responsibility for representing the interests of the entire Society and to make decisions regarding matters of policy.

#### **Article IV - Management**

The affairs of the Society will be managed by officers duly elected in accordance with the bylaws of the Society.

#### **Article V - Meetings**

Any director meeting, including special meetings, may take place by telephone or internet. Director resolutions may be signed in person or signatures may be transmitted by mail, fax machine, or by email. Notice of regular meetings shall be deemed to be given when the Board adopts a regular meeting schedule. Notice of other meetings (designated as “special meetings”) may be given by regular mail, fax, email, or telephone. Directors shall be given notice of any special meetings not held at a regularly scheduled meeting time. If a director cannot attend the special meeting, the director can demand that the special meeting be held at another time that the director can attend. The number of affirmative votes at a special meeting must equal the required number of affirmative votes if all directors had been present at the meeting. Minutes setting forth the action taken and the votes of the directors shall be kept with the corporation’s minutes. The Executive Committee will meet as necessary to conduct such daily business as may properly come before the Executive Committee. The meeting will be held at such time and place as the Executive Committee may prescribe. The officers of each Chapter should meet at least one time per year to conduct such business as may properly come before them.

#### **Article VI - Tax-Exempt Status**

The affairs of the Society will at all times be managed in such a way as to preserve and safeguard tax-exempt status.

#### **Article VII - Bylaws**

Bylaws consistent with this constitution will be adopted by the Society and may be amended by the Board.

#### **Article VIII - Amendments**

Any changes to the constitution may be proposed by any Professional Member in good standing and must be ratified by at least three-fourths of the Board Members eligible to vote.

## ***Bylaws of the River Management Society***

*As Approved November, 1996*  
*As Amended October 12, 2003*  
*As Amended February 9, 2004*  
*As Amended December 12, 2005*  
*As Amended April 10, 2006*  
*As Amended February 6, 2008*  
*As amended October 9, 2010*  
*As Amended January 12, 2012*

### **Article I - Membership**

#### *Section 1 - Eligibility*

Any individual presently or previously employed in river management, planning, education, or research activities shall be eligible for regular voting membership in the Society and shall be called a Professional Member. All voting members shall enjoy full membership rights and privileges, including, but not necessarily limited to, voting, subscriptions to Society periodicals, service on committees, and nomination and election to any office as provided in these bylaws. Individuals ineligible to be regular voting members may apply to become nonvoting Associate Members. Associate Members shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society. Offices and/or organizations may also apply for membership and shall be referred to as Organizational Members. Organizational Members shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society. A special category for Students shall be maintained at a minimal membership rate. Students shall be entitled to Society periodicals and may attend meetings and workshops sponsored by the Society.

#### *Section 2 - Applications*

Applications for membership shall be transmitted to the designated administrator on via forms provided by the Society.

#### *Section 3 - Resignations and Terminations*

Resignation from the Society occurs when a member chooses not to renew his/her membership. A member who has resigned in good standing may reapply for membership utilizing the normal application procedure. Such members shall retain their original date of membership insomuch as the records exist.

#### *Section 4 - Suspensions*

Members of the Society may be suspended or terminated by the Executive Committee for conduct that is deemed adverse to the interests of the Society. Prior to taking action, the Executive Committee must notify the member and offer an opportunity for the member to explain his or her actions. A member who is in arrears for one hundred-twenty days shall be automatically suspended.

In the event a member of the Board is perceived as failing to fulfill his or her responsibilities to the Society as listed in National Officer Roles, the Board member may be subject to removal from office by the Board through the following process:

A member of the Board must move for a vote of “no confidence” in the Board member for specific failures to fulfill the duties of the office. Following a second on the motion, the Board must vote on the motion.

If by a simple majority vote, the Board finds it has “no confidence” in the Board member the RMS President shall then notify the Board member and offer an opportunity to remedy his or her failure to meet the responsibilities of the office. Specific actions and timelines for compliance with board responsibilities shall be documented in writing to the affected member. If the board member fails to materially comply with the required actions within the specified timeline, a Board member may call for removal of the member by a two-thirds majority vote of the Board. Since Ex-Officio Advisors serve at the pleasure of the Board they may be terminated at any time by majority vote of the Executive Committee.

### **Article II - Management of the Society**

#### *Section 1 - Officers*

The elected officers of the Board shall be a President, Vice President, Secretary, Treasurer and Chapter Presidents. The Board shall also include the Immediate Past President who shall serve as an Ex-Officio advisor for one year following his/her term. The Board may also appoint Ex-Officio Board Members for the purpose of providing needed expertise to the Board. Ex-Officio Board Members are non-voting members appointed by a decision of the Board. No salary shall be paid to officers or advisors. Officers shall hold office for a period of three years. Outgoing officers shall hold office until the end of the calendar year in which the election was held. Incoming officers shall begin holding office starting the January 1 following elections. At no time may the voting members of the Board be larger than eighteen members. At such time that the number of Chapter Presidents on the Board reaches ten, the Board shall create a regional structure for the purpose of electing Chapter representatives to the Board.

#### *Section 2 - Election of Officers*

The President, Vice President, Secretary and Treasurer of the Society shall be elected by the general membership from a list of candidates forwarded by the Awards and Election Committee. Additional candidates may be nominated by any member of the Society, provided that such nominations reach the Chairperson of the Awards and Election Committee at least thirty days prior to the election. All Professional and Lifetime Members of the Society shall be eligible for election to any office. The Awards and Election Committee shall strive to ensure that there is equal representation between local, state and federal agencies and other membership groups. Terms of officers in each Chapter shall be determined by the general membership of that Chapter.

### *Section 3 - Executive Committee Members*

The Board shall direct its day-to-day responsibilities and activities through an Executive Committee composed of the President, Vice President, Secretary, Treasurer and one Chapter President elected annually by the Chapter Presidents. The President shall serve as Chairperson of the Executive Committee. The Chapter President shall serve as the liaison between Chapter Presidents and the Executive Committee.

### *Section 4 - Elections*

All officers shall be elected by the voting membership every three years.

### *Section 5 - Vacancies*

Any vacancy occurring in the Executive Committee, except for the Chapter President position shall be filled by Presidential appointment from a list of candidates submitted by the Board. Should the position of President be vacant, said office shall be filled by a majority vote of the Executive Committee from a list of candidates submitted by the Board. Should the Chapter President position be vacant, the Chapter Presidents shall elect a replacement from the Chapter Presidents currently holding office. The term of an appointee shall coincide with the remaining term of the previous officeholder.

### *Section 6 - Expenses of the Board of Directors*

The members of the Board may be reimbursed from the funds of the Society for their traveling expenses for the purpose of attending meetings.

## **Article III - Powers and Duties of Society Officers**

### *Section 1 - President*

The President shall preside at all the meetings of the Society and shall represent all the interests of the Society. The President shall provide direction to paid staff. The President may serve as a committee liaison.

### *Section 2 - Vice President*



The Vice President serves in the absence of the President, is chair of the Scholarship Committee, a member of the Finance and Budget Committee, and may serve as a committee liaison.

### *Section 3 - Secretary*

The Secretary shall be responsible for correspondence, preparation of the minutes of Society meetings, and maintaining all records of the Society. The Secretary may review and approve membership applications submitted under Article I, Sections I and II, subject to the review of the Executive Committee upon request. The Secretary may serve as a committee liaison.

### *Section 4 - Treasurer*

The Treasurer, under the direction of the Board, shall collect and disburse all funds of the Society except those for which other provision shall have been made in the bylaws or through a vote of the Executive Committee. All funds, securities and other investments of the Society shall be deposited in the name of the Society in the custody of a bank or trust company designated by the officers. The Treasurer shall manage records of all receipts and disbursements and other financial transactions and of the funds, securities and other investments of the Society. At least annually, the Treasurer shall submit for Board review and approval a listing of payments, disbursements and transfers of funds. The Treasurer shall submit an official annual report to the Board. An annual report shall be published in the last newsletter of the year. The annual report shall be made available to members upon request and at the member's own expense. The Treasurer is a member of the Finance and Budget Committee and may serve as a committee liaison.

### *Section 5 - Immediate Past President*

The Immediate Past President shall provide continuity for the Society by serving for one year as an Ex-Officio Advisor.

### *Section 6 - Execution of Instruments*

Agreements, conveyances, transfers, obligations, certificates and other instruments and documents may be executed and delivered, or accepted on behalf of, the Society by the President or his/her representative, provided, however, that all expenditures involving moneys or obligations of \$500 or more must first be submitted to the Executive Committee for approval.

## **Article IV - Board of Directors Meetings**

### *Section 1 - Meetings*

Any director meeting, including special meetings, may take place by telephone or internet. Director resolutions may be signed in person or signatures may be transmitted by mail, fax machine, or by email. Notice of regular meetings shall be deemed to be given when the Board adopts a regular meeting schedule. Notice of other meetings (designated as “special meetings”) may be given by regular mail, fax, email, or telephone. Directors shall be given notice of any special meetings not held at a regularly scheduled meeting time. If a director cannot attend the special meeting, the director can demand that the special meeting be held at another time that the director can attend. The number of affirmative votes at a special meeting must equal the required number of affirmative votes if all directors had been present at the meeting. Minutes setting forth the action taken and the votes of the directors shall be kept with the corporation’s minutes.

### *Section 2 - Decisions*

A simple majority of the voting members of the Board shall comprise a quorum. A Chapter President unable to attend a meeting may appoint another officer of that Chapter to represent the Chapter’s interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed. Decisions of the Board shall be determined by a simple majority vote of those members comprising the quorum.

## **Article V – Committees and Task Groups**

*Section 1 - Establishment* - The Society may establish committees and temporary task groups to address recurring issues and time sensitive topics. The Society may appoint and direct such committees or task groups as it deems necessary to carry out the functions of the Society. The success of RMS is dependent on an engaged and active membership. Committees and task group assignments to address ongoing Society activities and special issues may be given to any RMS member with preference being to the membership at large as opposed to national Board officers, in order to develop future leaders, seek broad representation of viewpoints, and to spread the workload.

*Section 2 – Standing Committees* - Standing committees are established for recurring and long term activities of the Society. Such committees shall have a stated purpose, a written charter of responsibilities, and an assigned membership which includes at least one national Board member. Frequency of meetings and reporting of accomplishments will be specified in the charters. Standing committees are formed and members appointed by the Board President or Executive Director with concurrence of the Executive Committee.

*Section 3 – Task Groups* – Task Groups are established for short term or specific projects of the Society. Task groups shall have a stated purpose, a written charter of responsibilities, and an assigned membership. As needed, a national Board member may be assigned to a task group. The timeframe for the task group activities and reporting may be specified in their charter but typically will be outlined in a work plan. Task

groups may be established by the Board President or Executive Director and do not require Board or Executive Committee approval.

*Section 4 – Membership* - Standing Committees and Task Groups members shall be drawn from within the ranks of the Society, whenever possible. Others, including non-member outside experts and/or partners may participate on Society committees and task groups as deemed appropriate by the President or Executive Director. All committees shall be advisory in character and shall report to and act under the direction of the President or Executive Director, depending on who established the committee or task group. Each RMS committee shall be assigned a Board liaison, if a Board member is not an assigned member of the committee or task group. Each committee shall communicate with the Board via the liaison assigned to that committee. The Society may reimburse the members of such committees and task groups for travel expenses (airfare, mileage, lodging, meals at the rates established in current policy) incurred when attending regular meetings of their committees as authorized by the President or Executive Director.

*Section 5 - Charters* - Standing committees and task groups of the Society will be governed by written charters. Each charter will specify the:

- Purpose
- Scope of Actions or Activities to be Accomplished
- Membership
- Timeframe of Activities or Frequency of Meetings
- Reporting Requirements
- Travel reimbursements

The duties of each standing committee shall be determined by the Board. The duties of each task group shall be determined by the President. Each standing committee and task group, unless specified otherwise in its committee charter, shall appoint or elect a chairperson. The Chairperson shall report committee activities, in writing, to the Board annually via its liaison.

*Section 6 – Board Liaisons* - Each standing committee and task group shall include a member of the Board who shall serve as a non-voting member and be the designated liaison to the Board. Each Chapter President shall serve as a liaison to one of these committees for at least one of every three years during their tenure on the Board. Ex Officio Advisors may be assigned as committee liaisons as well. Liaisons shall report regularly to the Board on committee activities, present the committee’s annual report at the annual Board meeting, and serve as the conduit for information and direction from the Executive Committee and the Board to the committee chair and its members.

*Section 7 - Types of Standing Committees and Task Groups* There is no limit to the number or type of Committees or Task Groups the Society may charter.

## **Article VI - Finances**

*Section 1 - Fiscal Year*

The fiscal year of the Society shall coincide with the calendar year.

### *Section 2 - Annual Dues*

Dues shall be remitted to the Secretary or his/her designee at a one year interval. To retain membership in the Society, all members must pay dues as determined by the Board. Dues shall be set by the Board and apportioned between the National Office and the Chapters in a proportion determined by the Board.

### *Section 3 - Arrears*

Members whose dues have not been paid after their anniversary date shall be deemed in arrears, and they shall not be entitled to the rights and privileges of Society membership, including the receipt of Society publications, until such dues have been paid. Members whose dues are unpaid as of their renewal date will terminate as of the renewal date, following three electronic notifications: one month, one week and one day prior. A member who has been suspended for nonpayment of dues may reapply for membership by applying for membership anew via written form or online at [www.river-management.org](http://www.river-management.org). Such members, when reinstated, shall resume their former status as of the current date.

### *Section 4 - Bequests*

The President may accept gifts and bequests on behalf of the Society, provided that such donations do not carry any implication of any special consideration toward any outside interest group regarding river management policy. These gifts and bequests are subject to final approval by the Executive Committee.

## **Article VII - Publications**

Consistent with the stated purposes of the Society, arrangements for the publication and distribution of media, including, but not limited to, a river digest, newsletter, and/or journal shall be provided to all members. The Society may also arrange for publication of scholarly and other papers such as symposium proceedings, memoirs, special volumes, or other media for the transmittal of information about river management. Each Chapter shall appoint an individual to assist with the work of producing publications through such tasks as critical reviewing.

## **Article VIII - Chapters**

### *Section 1 - Chapters*

Members may, with the approval of the Executive Committee, organize as Chapters of the Society. Each Chapter shall be known as “The \_\_\_\_\_ Chapter” of the Society. All members residing within the geographical limits of a Chapter shall automatically be

members of that Chapter. Additionally, Chapters may incorporate as their own nonprofit association with approval of the Board. For instance, Canada is incorporated as its own nonprofit corporation for fund raising and tax purposes.

### *Section 2 - Chapter Bylaws*

Each Chapter shall adopt its own bylaws consistent with the constitution and bylaws of the Society.

### *Section 3 - Chapter Meetings*

Each Chapter may organize meetings as a part of, and in association with, Society meetings and at other times as determined by its officers.

### *Section 4 - Finances*

Each Chapter may make its own arrangements for the raising of the necessary funds for the proper conduct of its operations, so long as such fund raising actions do not imply any special consideration to an outside interest group. This shall be approved by the Executive Committee. The President of each Chapter, or his/her representative, shall give an annual written report to the Board. The report shall briefly describe the activities of the Chapter during the previous year and include a summary of the financial status of the Chapter. The chapter accounting form shall be submitted by each chapter treasurer to the RMS Treasurer at the end of each calendar year.

## **Article IX - Amendment of Bylaws**

The bylaws must be ratified by the Board. Amendments may be made to the bylaws by a majority of the Board. Such amendments must be consistent with the constitution of the Society.

***Charter for the RMS Awards Committee***  
*As Adopted May 2, 2013*  
*and revised October 14, 2013*

**I. Purpose**

The purpose of the Awards Committee is to solicit nominations and recognize individuals who have made outstanding contributions in various aspects of river management. The committee is also charged with promoting awareness of the RMS Awards.

**II. Committee**

This Committee shall be chaired by the National Secretary and include the RMS Executive Director. The committee must have a minimum of five members in addition to the chair and Executive Director. Ideally, there will be one member from each RMS chapter, provided no chapter may provide more than one member to this committee. Diverse representation is encouraged from Federal, State, Local-level, non-profit, academia, and/or consulting firms. Input will be sought from the Interagency Wild and Scenic River Coordinating Council for the Frank Church Wild and Scenic Rivers Award.

**III. Process**

- The call for nominations will be announced in the quarterly Winter issue of the *RMS Journal* and will also be sent (electronically or by US Mail) to the current Society membership in December or January.
- Award selection will be made at least one month in advance of the scheduled workshop or Symposium that year (typically April).
- Should an Awards and Elections Committee member be nominated for an award, he/she will recuse themselves from the committee discussions about the particular award, but will participate in other award discussions. He/she may receive an award for the specific category nominated.
- The identities of award recipients will be kept confidential until the determined date and location where the awards will be officially announced.
- If the Awards Committee feels that there are no qualified nominees for an award, the award may not be given.
- Awards Committee members may nominate individuals for awards.
- The Awards Committee will use the criteria established for each award to rank candidates and make final selections.

**IV. Award Category Criteria**

Descriptions listed below each award title are intended to help nominators choose appropriate award categories and provide well-written nominations that address the bulleted award criteria utilized by Committee to evaluate nominees.

**1. Outstanding Contribution to River Management Award (*open to all*)**

*This award recognizes someone with longer tenure in their career with a history of accomplishments (as opposed to more recent accomplishments highlighted by the River Manager of the Year Award). Please consider your nominee's length of tenure or the longer-term impact of their contribution in this category, and focus on their list of accomplishments related to the bullet points below.*

- 1) Advanced the field of river management through contributions in areas such as science, education, interpretation, research, and/or law enforcement;*
- 2) Developed innovative (or creatively adapted) river management strategies and techniques (i.e. established unique river partnerships, envisioned and implemented river restoration programs, created visitor use management strategies, etc.);*
- 3) Advanced river management as a science and as a profession by improving communication between individuals and groups involved in river management (i.e. developed conferences, established collaborative partnerships, utilized social media to increase awareness, etc.)*
- 4) Provided opportunities for increased awareness by citizens and river visitors of their role in caring for rivers and watersheds; and/or*
- 5) Was an outstanding advocate for and promoted professional river management and outdoor ethics.*

## **2. River Manager of the Year (RMS Members Only)**

*This award category recognizes someone that is field-oriented with a focus on recent accomplishments. If a nomination is submitted for a professional with a longer tenure, only more recent accomplishments will be considered (up to past 3 years). Please consider this when nominating someone in this category. An individual with a longer tenure and history of accomplishments would be more appropriate for the Contribution to River Management Award. The committee will also consider exceptional contributions "on the river" (field-oriented, technician level) and river management (managerial, supervisory level) involving policy, planning, and program development.*

- Provided leadership in promoting and protecting natural, cultural and recreational resources;*
- Worked effectively and cooperatively with user groups, private landowners, and/or general public;*
- Established or re-established key partnerships to protect and manage the river corridor;*
- Created an effective, professional and enjoyable working environment; and/or*
- Worked to protect one or more rivers within the context of their watershed and beyond designated lines on a map.*
- Created and established new and innovative approaches to river management, advancing the field and creating new enthusiasm for river protection and recreation.*
- Shows strong dedication and commitment towards advancing and improving river management into the future.*

## **3. Contribution to the River Management Society Award (RMS Members only)**

*This award category recognizes an individual who has contributed to the success of the River Management Society over a long period of time or, who in a few years has created significant growth or positive change for the organization.*

- *Exceptional contribution to national policy, planning, and program development that impact how we use and protect river systems that brings recognition to RMS as a leader among river and / or professional organizations*
- *Demonstrated leadership within RMS that has created sustainable positive change;*
- *Donated considerable time, money, or effort that has resulted in advancement of RMS as a unique and robust institution;*
- *Brought new and positive private and public awareness of the RMS;*
- *Increased membership substantially;*
- *Developed or located new sources of funding or resources for the RMS; and/or*
- *Provided exemplary service to the RMS through an elected office.*

**4. Frank Church Wild and Scenic (WSRs) (open to all)**

*This award category recognizes an individual involved in the management, enhancement and/or protection of congressionally-designated Wild and Scenic Rivers who has:*

- *Advanced awareness of WSRs through contributions in areas such as public contact, technology, training, interpretation, education, research, law enforcement;*
- *Worked effectively and cooperatively to build partnerships with user groups, private landowners, and/or general public to promote, protect, enhance, or manage WSRs;*
- *Demonstrated, developed, or creatively adapted innovative WSR management techniques;*
- *Organized conferences, training, etc., which involved and advanced WSRs;*
- *Established and/or encouraged partnerships to protect and manage WSRs;*
- *Exhibited leadership in promoting and protecting WSRs within the context of the established corridors and beyond designated lines on a map; and/or*
- *Worked to improve managing agency process, budget, and internal support for wild and scenic river programs.*

**V. Additional Selection Considerations**

In determining the merits of each nomination, the Committee will consider the following:

- River Manager of the Year award is awarded to nominees with a substantial record of accomplishments over a recent period of time,
- Contribution to River Management and Contribution to RMS are awarded to nominees with exceptional contributions to River management as a profession and to the River Management Society as an organization, respectively. Exceptions can be made for someone who really excelled in any one year or in the most recent 2-3 year period within the award category.



- Award candidates should be re-nominated in future years. Nominations that are not selected for an award may be kept active for up to three years at the discretion of the Awards Committee, if still relevant and deserving.
- In all categories, nominations should reflect achievements beyond the norm and be worthy of an award; if nominations are scarce or do not meet the criteria in any given year, it is better not to give an award, as opposed to diluting or minimizing the award's stature and process.
- In evaluating each nomination, Committee members may choose to utilize a scoring table to assist them in organizing their nominee ratings. Most important, each Committee Member must come prepared to discuss their top 1-3 candidates for each category and discuss reasons WHY they were rated above others. If Committee Members choose to utilize a scoring table, it may be numerical or adjectival, the following is only one example:
  - **<60 Unsatisfactory:** Failed to meet any award category standards, weaker in comparison to other nominees.
  - **60-69 Marginal:** minimally meets one or more of the award category bullets, not quite worthy of consideration in light of other nominees, might be best to table this one for future consideration after more achievements in career.
  - **70-79 Satisfactory:** acceptable, meets most award category bullets.
  - **80-89 Good:** Has several strengths, meets all award category bullets.
  - **90-100 Excellent:** Exceptional achievements of all/most award category bullets in addition to other achievements of significance.
- The Committee may also consider the following, by award category:
  - a) For the Contribution to River Management Award:
    - a. Contributions accumulating over a long period of time, or during a lengthy career.
    - b. The degree to which the individual has gone 'above and beyond' with the context of their position and responsibilities.
    - c. The nature of the contribution and its enhancement to river management.
  - b) For the River Manager of the Year Award:
    - a. Tenure of the individual is not paramount; it is the specific accomplishments that have occurred within the recent period, (1-3 years) that have the highest importance for this award.
    - b. Tangible impact of their efforts, preferably on a specific river or system of rivers.
    - c. Recognition that the individual has gone "above and beyond" in order to protect their river resources.
  - c) For the Contribution to the River Management Society Award:
    - a. The nominee's membership must be current at the time of nomination.
    - b. The nominee has helped RMS move toward positive transformation in a noticeable way.
    - c. RMS is better because of their involvement and contribution.

- d) For the Frank Church Wild and Scenic Award:
  - a. Is the WSR system 'better' for their work?
  - b. Is a wild and scenic river 'better' for their work?

## **VI. Decision and Notification Process**

The Committee Chair will schedule the conference call for the Awards Committee to deliberate.

The Committee Chair will summarize and organize the nomination package and provide it to the committee for review before the call.

Committee Members may choose to rate nominees if it helps their process. Ultimately, committee members must be ready to provide their top candidates for each category and explain why.

Committee Members will seek consensus in approving nominations; however, if consensus cannot be reached, a simple majority of votes will prevail.

Committee Members will ensure decisions to remain secret until announced at the next appropriate RMS gathering or venue (Workshop, Training, Symposium, etc).

The Committee Chair will notify the President and insure the plaques are manufactured in time for the Spring Workshop or Symposium.

The Committee Chair will provide a short summary of each awardee to be used in the awards ceremony.

The Committee Chair will provide addresses for letters to be mailed out to the nominators of nominees not chosen to the President. The President will sign the letters on official RMS letterhead and mail them once the chosen nominees have been announced.

A Committee Member will draft an article for publication in the spring newsletter to be used with pictures taken at the awards ceremony.

***Charter for Succession Committee***  
*As Adopted April 12, 2012*

Purpose

The purpose of the succession committee is to identify, recruit and develop the future leadership of the RMS. The scope of the committee's work is expansive in nature; entailing looking both within and outside the organization for individuals able to lead or advise RMS. Development of future leaders and advisors may include mentoring and other assistance at professional development. Scope of work includes, but is not limited to, identifying candidates for National election.

Committee

The committee shall be chaired by the National Vice President. Membership shall be all the chapter vice presidents. The committee shall meet by phone or other electronic means no less than six times per year.

National Elections

- National elections are held on a three year cycle (2011, 2013, 2016. ....)
- Calls for nominations and officer position descriptions will be published in the June issue of the River Management Journal as well as be mailed to the current membership.
- Nominations will be due to the Society's business office no later than July 30 of the election year.
- Ballots, including biographies, will be mailed to the current voting membership (Professional and Lifetime Members) no later than August 31. If timely, biographies will also appear in the River Management Journal
- If no person has been nominated for an office, the Succession Committee will be responsible for nominating at least one person to run for the office.
- Ballots will be due back to the Society's business office no later than September 30.
- Counting will be done by the Executive Director and validated by a Succession Committee Member not running for a national office.
- Officers will be announced in the December issue of the River Management Journal and assume the roles and duties of office on January 1.
- Incoming and outgoing officers will be invited to attend any intervening Board meetings.
- If a Succession Committee member is running for office, he/she will recuse themselves from the committee.
- In the event of a tie, there will be a run-off election by the end of November.

***Charter for Chapters***  
*As Amended and Approved March 11, 2003*  
*As Approved February 9, 2004*

Every year, each Society Chapter will:

1. Organize two activities (such as a float trip, workshop, or training session).
  2. Reach out to new members for the purpose of recruiting and welcoming (including telephone calls, personal contacts, and Chapter President welcome letter to new members).
  3. Provide written Chapter updates to the Society newsletter.
  4. Provide Society representation at regional meetings of other groups.
  5. Send two mailings to Chapter membership (e.g., event invitation, newsletter, update on activities, election ballot, etc.).
  6. Participate in scheduled conference calls with the Board.
  7. Encourage regional participation through appointment of State Stewards or sub-regional Vice Presidents.
  8. Promote Chapter/regional issues at the biennial Society symposium.
  9. Pursue financial self-sufficiency.
  10. Develop Chapter bylaws and review and amend as needed.
  11. Serve on Society standing committees.
- I. Enjoy and celebrate rivers!

## ***Charter for Membership Committee***

*As Approved November 14, 1999*

*As Approved February 9, 2004*

### **Background**

The RMS recognizes that the success of its organization depends on a broad, effective and diverse membership.

### **Purpose**

The Committee will ensure the Society is meeting the needs of its members. The Committee will market RMS and outreach to new members in order to increase membership. The Committee shall design short-term and long-term membership goals. These goals will be consistent with the direction of the Society's Strategic, Annual Operating Work Plan and Bylaws.

### **Actions**

The committee will annually review:

- Current membership requirements, definitions and fees;
- Current membership services and benefits; and
- Membership statistics.

The committee will also:

- Market the organization by developing and distributing a promotional brochure;
- Develop and implement a strategy for recruiting new members; and
- Conduct an informal survey (as needed) to evaluate the reasons for remaining in or leaving the organization.

### **Membership**

The Committee will consist of each Chapter Secretary plus the Chair who will serve as the Board liaison. Members will serve a minimum of three years, with staggered appointments.

### **Meetings**

The Committee will meet at least one time per year, either through conference calls or face-to-face meetings.

### **Annual Report**

A written Annual Report and proposed budget will be presented to the Board.

***Charter for Finance and Budget Committee***  
*As Amended and Approved February 9, 2004*

**Background**

This Charter is consistent with the River Management Society (Society) Constitution, Bylaws, Mission, and Five-Year Strategic Plan. It provides for the establishment of an effective structure to guide financial and budgetary operations which may include, but are not limited to, finance and accounting, bookkeeping, bank accounts, filing taxes and reports, audits, contracts, merchandise sales and marketing, partnerships, grants, and consulting.

**Purpose**

The primary purpose of the Finance and Budget Committee is to provide oversight and guidance to support the goals and programs of the Society. These include, but are not limited to, strategic and annual work plans, filing of periodic reports (taxes, audits, quarterly/annual financial reports to the Board and members), investments, contracts, partnerships and cooperative agreements. The Finance and Budget Committee is also responsible for the development of short-term and long-term financial and budget strategy that supports the goals of the Society.

**Actions**

Develop annual goals and an annual work plan consistent with approved policies and the strategic plan. The Annual Report (in sufficient detail to inform the board of the Society's financial condition) and proposed operating budget will be presented to the Board for consideration no less than 30 days prior to the annual Board meeting.

**Membership**

The Committee will consist of five members who will include the National Vice-President and Treasurer, two chapter Presidents, and one ex-officio member. The Chair of the Finance and Budget Committee will be appointed by the President and will act as the lead for all Committee actions unless otherwise delegated. The Chair will report to the Society Board of Directors and serve as an advisor and/or liaison to the Executive Committee. Committee members will serve a minimum two-year term via staggered appointments for continuity.

**Meetings**

The Finance and Budget Committee will meet at least one time per year through a conference call. Other calls or meetings can be arranged as the Finance and Budget Committee deems necessary.

***Charter for Fundraising Committee***  
*As Amended and Approved February 9, 2004*

**Background**

This Charter is consistent with the River Management Society (Society) Constitution, Bylaws, Mission, and Five-Year Strategic Plan. It provides for the establishment and effective structure of fundraising efforts which may include, but are not limited to, grants, cooperative agreements, partnerships, contracts, consulting, scholarships, planned giving programs, and financial support.

**Purpose**

The primary purpose of the Fundraising Committee is to support the mission, goals, and programs of the Society by identifying and securing multiple sources of monetary and non-monetary support. The Committee will develop both an organizational structure for effective fundraising, and key partnerships in support of the Society.

**Actions**

The following goals guide the Committee's activities:

Short-term goals:

- Identify and pursue funding for RMS annual work plan priorities and/or projects;
- Prepare an annual fundraising budget for the Committee consistent with the strategy, goals and annual work plan;
- Generate and maintain a list of fundraising sources from both inside and outside the organization; and
- Market and pursue sources of financial support matched with the needs of the Society.

Long-term goals:

- Develop a fundraising strategy, policy, and long-range goals consistent with the Society's Five-Year Strategic Plan; and
- Develop a fundraising packet that can be easily distributed to likely sources as well as when opportunities for financial support arise.

**Membership**

The Fundraising Committee will consist of no more than five members while utilizing other RMS members, paid staff, and other volunteers as appropriate. Committee members will serve a minimum two-year term via staggered appointments for continuity.

**Meetings**

The Fundraising Committee will meet at least four times per year through conference calls. Other calls or meetings can be arranged as the Fundraising Committee deems necessary.

**Annual Report**

The short-term and long-term goals described in the Actions section will serve as part of the Annual Report, along with a summary of accomplishments and future recommendations which will be presented no less than 30 days prior to the annual Board meeting.



***Charter for Public Policy Committee***  
*As Amended and Approved November 1998*  
*As Approved February 9, 2004*

**Background**

The society can influence public policy on river management issues by being the voice of river management professionals.

As a professional organization, the Society can provide expertise and professional opinions on public policy issues dealing with river and watershed management.

**Committee Purpose**

The Committee will serve as the Society's eyes and ears on public policy matters. It should bring significant issues and trends to the attention of the Executive Committee in a timely fashion, along with any recommendation for appropriate action. Significant issues include those decisions or proposed actions which will have widespread impact on any of the following: protection of rivers and watershed values; professional river managers; public perceptions and support; and financial resources available for rivers and watersheds.

The Committee will accomplish its purpose through the monitoring and investigation of river and watershed legislative proposals and major policy decisions; dialoguing with fellow professional organizations, nonprofit citizen groups, and others to assess their impacts on rivers and watersheds; and discussing strategies to positively influence public policy decisions. While the Society should make its professional opinions known to policy makers and the public, it should not allow itself to take actions which make it appear to be a lobbying organization.

The Committee shall restrict its activities to those issues which have, or are likely to have, major impacts of a general or widespread nature. Except in unique circumstances which meet the above standard, the Society will not take a position on specific or local issues, such as state or federal scenic river designation, dam construction or reauthorization, or user allocations.

**Actions**

The Committee will identify and evaluate a significant public policy issues and recommend action on the issue(s) to the Executive Committee. Proposed actions can include, but are not limited to, the following: immediate telephone call by the President and/or others; letter from the President to the appropriate decision maker(s); presentation to the decision-making body; sending an action alert to the Society membership; and formation or joining with other groups in a coalition dedicated to the issue.

## **Partnerships**

The Committee shall establish and maintain a dialogue and working relationship with other professional organizations and national nonprofit groups, as appropriate. This also may include subscribing to their newsletters, list serves and bulletin boards; serving on committees; and/or participating in their meetings or conference calls.

## **Membership**

The Committee will consist of a total of seven persons and should include a representative of the following: federal government; state government; local government; nonprofit organizations; and the private sector. A Chair, appointed by the President, will lead the Committee. A member of the Board shall serve as Committee Advisor and liaison to the Executive Committee.

## **Terms**

Members will serve a minimum of three years with staggered appointments.

## **Meetings**

While the majority of the Committee's work can be accomplished through conference calls, individual telephone and e-mail communications, the Committee should strive to get together in person at least once every two years.

## **Annual Report**

The Committee shall prepare an annual report for presentation to the Board at least 30 days before the annual Board meeting. The annual report shall include the following: a summary of any trends that seem to be developing and their perceived impacts on river and watershed management; a brief description of the major policy initiatives and decisions identified and examined by the Committee, along with the actions recommended and taken by the Society, the decision maker, and others on each issue; and any recommendations for future actions by the Board and its membership.

## **Budget**

Accompanying the Committee's annual report will be an accounting of the monies spent in the past year and a proposed budget for the upcoming fiscal year.

## ***Travel and Funding Assistance Policy***

*Approved June 12, 2002*

*Amended February 9, 2004*

*Amended January 2, 2008*

*Amended and Approved November 5, 2008*

*Amended and Approved February 6, 2014*

### **I. Background**

The River Management Society (RMS) has traditionally provided financial assistance (on a justified need and approval basis) for:

- A. National **Board member** attendance at the annual meeting.
- B. National **Board member** (including Chapter Presidents or their designee) attendance (travel, registration and/or waiver of fees) at RMS biennial symposiums. Limited support for Board members not supported by their employers, e.g., retirees. Support may be via “complementary” guest rooms provided by the lodging facility as a part of the biennial symposium contract.
- C. National **RMS President** (or his/her designee) **participation/speaker** at professional meetings or conferences in order to represent RMS. Funds are from the RMS operating budget.

### **II. Definitions and Terms:**

#### Travel

- A. **Airfare:** Early planning is encouraged for the lowest price possible; encourage use of personal credit cards and frequent flyer coupons. Receipts of actual costs are required for reimbursement.
- B. **Lodging:** (including taxes as applicable) Encourage sharing rooms, camping, park facilities, etc. to ensure the lowest reasonable cost. Receipts of actual costs are required for reimbursement.
- C. **Mileage:** A minimum of 15 cents per mile or up to and not to exceed the authorized Internal Revenue Service (IRS) allowance when a person chooses to use their own vehicle instead of an available government vehicle.
- D. **Per Diem:** Meals/food may be partially or fully reimbursed on a case-by-case basis depending on destination, isolation, and related factors. Applicant justification is required.
- E. **Rental vehicles:** Rental vehicles are generally not encouraged but may be partially or fully reimbursed on a case-by-case basis depending on destination,

isolation, and related factors. Carpooling or ride sharing is encouraged where possible. Applicant justification is required.

Assistance:

- A. Symposium registration/fees (refer to Symposium Budget, as applicable)
- B. Excluded (not covered by RMS):
  - Field trips (including any associated transportation, meals, or associated costs).
  - RMS Symposium costs for guests (except those included in and inseparable from registration).
  - Taxi or parking fees (except those included in and inseparable from lodging requirements).

### **III. Eligibility and Use**

Travel and funding assistance (as defined above and subject to availability, justification, and approval) for RMS Board members:

- A. National Board member attendance at the annual meeting.
- B. National RMS President (or his/her designee) participation/speaker at professional meetings or conferences in order to represent RMS (see annual RMS operating budget).
- C. Board member (including Chapter Presidents or their designee) travel to RMS biennial symposiums subject to availability of funds in the Symposium Budget.
- D. Board member (including Chapter Presidents or their designee) registration assistance and/or waiver of fees at RMS biennial symposiums subject to availability of funds in the Symposium Budget.
- E. Board members living outside of the United States will receive travel assistance no greater than the highest travel rate requested by a board member living in the United States.

### **IV. Application (e-mail/fax) and Approval Process (Submit information as applicable to provide justification)**

- A. National board members must submit a travel assistance request and estimated costs to attend the annual fall board meeting no later than 45 days prior to the meeting for **approval by the RMS Executive Committee**.

- B. RMS President (or designee) must submit a travel assistance request and estimated costs no later than 45 days (with exceptions) prior to the scheduled event for **approval by the RMS Executive Committee**.
- C. Board members needing travel or registration and/or fee waiver assistance to biennial symposia must submit a travel assistance request and estimated costs no later than 45 days prior to the symposium for **approval by the RMS Executive Committee**.
- D. The RMS Executive Committee will consider requests for travel assistance and notify the applicant(s) of the amount(s) approved no later than 7 days after the request deadline.

## **V. Funding and Reimbursement**

- A. All receipts must be submitted to the **Treasurer** within 30 days of completion. Recipients will be reimbursed only for either actual expenses incurred (supported by receipts) and/or mileage and per diem allowances up to and including the amount authorized by the RMS Executive committee.
- B. Invoices/receipts generated on personal computers are generally not acceptable. If this is the only receipt available, the vendor's name, address, and phone number must appear on the statement and the vendor must sign and date the statement.
- C. Airfare purchased in advance of making a travel request, or within 7 days of notification of approval, will be reimbursed for the actual cost of the ticket. Airfare purchased after that time will be reimbursed only up to the amount approved by the Executive Committee or the actual cost of the ticket, whichever is lower. However, with prior notification to the RMS Executive Committee, some flexibility in this 7-day timeframe will be allowed to accommodate any additional approvals required by some government agencies (i.e., ethics approval process, etc.).
- D. Board members should endeavor to find the lowest cost airfares when making estimates and seeking reimbursement. Choosing a fare that has an unreasonable schedule (e.g., has multiple layovers, requires an additional night's travel, or a redeye component) if there are other shorter options, is not required. However, Board members are urged to avoid high-priced dates, times and flights. The Executive Committee may request Board members to provide additional information to support their request.
- E. If a Board member attaches RMS travel to other travel (personal or business), their reimbursement request may not exceed the lowest cost airfare available on the date of purchase, as documented by web search results or comparable travel service.

- F. River Management Society Staff and authorized representative's travel as is provided for by funds approved in the annual operating budget, and may also expend funds for travel and lodging to exercise an approved program contract or sponsorship. Staff should follow the same guidelines relating to least reasonable cost alternatives as provided for board travel.

## ***Sponsorship Policy***

*As Amended and Approved February 9, 2004*

### **I. Background**

The River Management Society (RMS) encourages sponsorships from a variety of agencies, companies, organizations, individuals, etc. for the use in support of its mission, strategic plan, and goals and objectives. Sponsorships at and above \$500.00 will be reviewed and approved by the RMS Board before acceptance of the sponsorship occurs. Sponsors will have demonstrated, through their goals and past activities, support of the overall RMS mission. No sponsorships will be accepted that may in any way jeopardize the non-profit status of RMS. Request to provide support and sponsorship of RMS can be made to any member in good standing, who in turn will provide that request to an RMS Board Member or Chapter President for review. Examples of sponsors could include local, state, and federal agencies, quasi federal agencies such as the Tennessee Valley Authority, private corporations such as Idaho Power Corporation, Duke Energy, and Northwest River Supply and other organizations and societies such as Idaho Rivers United.

### **II. Types of Sponsorships**

#### **A. Symposium and Conferences Sponsorship**

These sponsorships support symposiums, conferences, and workshops and are generally the most significant sponsorships in terms of financial and other tangible assistances. Examples of support include field trips and/or breaks, special sessions, presenters and/or keynote speakers, personnel assistance and support for organizing and holding the event.

#### **B. Special Projects Support**

Special projects support generally includes support of the local or regional events held by RMS or which RMS is a participant of. Such events could include Pass the Paddle (national event support on a local basis) and local or regional float trips or workshops. Sponsorships could be financial, equipment or personnel assistance, and/or service assistance. Examples include boating equipment, entertainment, food and drink items, travel assistance, and financial assistance.

#### **C. Scholarship Programs**

Scholarship support provides assistance to RMS to further the purposes of the RMS Scholarship Policy. Scholarship support could also include outright sponsorship of an RMS member(s) to attend an educational or professional function at the cost of the sponsor. Sponsorship is usually financial or through a value added method such as frequent flyer miles, hotel voucher or other.

#### **D. Website Sponsorship and Advertising**

The RMS website at [www.river-management.org](http://www.river-management.org) allows sponsors to link their website to the RMS site through the "Our Sponsors" link on the opening page. The "Our Sponsors" links to a second page which provides the logos of each sponsor,

which, when double clicked, will bring the RMS website visitor to the sponsor's website. The presentation of the sponsor's website must be determined to be compatible and appropriate with the RMS mission. The fee for linking to the RMS website is \$25.00 per year per site linkage. Depending on the purpose of the linkage and the amount of revenue potentially generated the \$25.00 annual fee could be waived.

E. RMS Auction and Donations In-Kind

Items may be donated to the RMS for use in its auctions held in conjunction with RMS events. Items may be anything that is appropriate for sale at a public auction.

F. Other

RMS is open to any sponsorship suggestions.

### III. Process

A. Securing the Sponsor

An RMS member solicits a sponsor or is approached by a potential sponsor.

B. Approval of the Sponsor

The RMS member submits the sponsor information to an RMS Board member or for sponsorships of less than \$500.00 and of a local nature submits the information to the Chapter President. Sponsorships are then reviewed formally by the RMS Board and approved or denied by the RMS Board for values of \$500.00 or greater. For sponsorships of \$500.00 or less and of a local nature, the Chapter officers review and approve/deny the sponsorship. The appropriate sponsor contact (Chapter Presidents, RMS contact, Symposium Chair, Committee Chair, etc.) will coordinate acceptance of the sponsorship. Should the sponsorship not be accepted, the sponsor contact will mail a letter of rejection with an explanation to the potential sponsor. For RMS auction items and donations in-kind (Sponsorship Type E) the auction chair will use their good judgment in accepting or denying an item.

C. Sponsorship Recognition and Benefits

Within three weeks of RMS receiving the sponsorship and the event occurring, the sponsor contact will send a thank you letter to the sponsor. With permission and agreement of the sponsor and RMS, RMS or the sponsor will publicize the sponsorship in a manner deemed appropriate by both RMS and the sponsor. If a sponsor wishes to remain anonymous that wish will be respected. It is understood that sponsors may wish to promote their business or cause through partnering sponsorships and this wish will be respected and developed within simple guidelines established by the RMS Board for each sponsor.

Approved sponsors will benefit from being able to inform clients and potential clients that they have been accepted as "approved sponsors of RMS", thereby making their organization or business stand out as a champion of sound river



management practice across North America. Sponsorship categories will be classified as the following levels for those wishing to use such classifications:

River Champion	\$50,000 and greater
River Protector	\$25,000-\$50,000
River Defender	\$10,000-\$25,000
River Sustainer	\$5,000-\$10,000
River Partner	\$1,000-\$5,000

***Professional Development and Student Scholarship Fund Policy***

*As Approved September 9, 2003*

*As Approved February 9, 2004*

*As Amended July 12, 2004*

*As Amended and Approved October 14, 2005*

*As Amended and Approved May 6, 2010*

*As Amended and Approved March 7, 2013*

**I. Background**

With financial assistance from various sources, the River Management Society (RMS) provides professional development and scholarship funds for students, lifetime, and professional members in good standing (for at least 12 months) for attendance at professional conferences, meetings, workshops and trainings. Since October 1, 2000, professional development funds have been available through a competitive selection process to cover travel, lodging and tuition/registration costs, as an incentive and mechanism for RMS members to benefit from and share the latest management techniques, river science, and/or expertise.

**II. Eligibility and Use**

1. Professional development and scholarship funds are available to lifetime, professional, and student members in good standing for travel, tuition/registration, and lodging costs to attend conferences, meetings, workshops, training, and/or RMS biennial symposia. Student scholarship funds may be provided for tuition/registration expenses, unless someone else is covering those expenses, and then RMS could assist with travel/lodging (but not exceed the tuition/registration expense). Associate members in good standing may be eligible immediately upon converting/upgrading their membership to the professional status/level. All funding is subject to the following provisions:

- a) Meals will NOT be funded, except those included in, and inseparable from, base registration/lodging costs;
- b) Field trips and auxiliary workshops will NOT be funded, except those included in, and inseparable from, base registration costs and
- c) RMS Board members cannot apply or use professional development funds to attend RMS biennial symposia, chapter workshops or float trips.

- d) Student members cannot apply or use scholarship funds to attend RMS biennial symposia, chapter workshops or float trips (unless the event has budgeted funds allocated or targeted for student specific use).
- 2. Professional development funds are available up to \$1,500, but generally do not exceed 75% of the total cost of attending the event. Wages will not be considered part of the matching cost of attending an event.
- 3. Eligible members may receive no more than one funding award in any twelve-month period.

**III. Application Process**

- 1. Professional development and student scholarship fund applications will be reviewed in January, April, July, and October by the RMS Selection Committee (Committee). The Committee is comprised of the Chapter Presidents, National Vice President, and Executive Director with the National Vice President serving as chair.
- 2. Applications must be received by midnight of the last day of each quarter to be considered at the next review. Applications can be submitted in any quarter before the event. At a minimum the event must be at least one month later than the end of the quarter.

For example:

<u>Application Deadline</u>	<u>Review by Committee</u>	<u>Event Occurs After</u>
December 31	January	Feb. 1
March 31	April	May 1
June 30	July	August 1
September 30	October	November 1

- 3. Applications must be submitted using the online professional development and scholarship funding request form provided via the RMS website.
- 4. Applications must be filled out in full. Applicants MUST include the total estimated cost of attending the event (by category), AND the amount (if any) being contributed by the applicant or his/her employer/organization for each category. Applicants should consult with their Chapter President if they do not have a contributing employer/organization or are unsure about how to fill out the application properly.
- 5. Late or incomplete applications will NOT be accepted for the current quarter. They will be held for review in the next quarter or pending completion if the application is incomplete.

**IV. Selection Criteria**

1. In determining the merits of each proposal and award amount, the Committee will consider the following:

- a) cost-effectiveness of the application, and the applicant's ability to use or leverage other funds;
- b) whether the scholarship will enhance the applicant's program, river resource, and/or professional career;
- c) whether the information and knowledge gained by the recipient is of value to the broader RMS membership;
- d) whether the applicant has previously received any RMS professional development or student scholarship(s), and if so, the amount of the award(s) and whether the applicant fulfilled their obligations;
- e) number of years that the applicant has been a member of RMS, and the applicant's volunteer service history for RMS during that time;
- f) number of applicants for a particular event;
- g) variety of symposia, workshops or other events for which funding is requested during the quarter;
- h) equitable distribution of funds throughout RMS, including geographic and organizational distribution; and
- i) availability of funds, in consultation with the RMS Treasurer.

#### **V. Decision and Notification Process**

1. The Committee will seek consensus in approving applications; however, if consensus cannot be reached, a simple majority of those participating will prevail.
2. The Committee Chair will notify the applicant and his/her Chapter President of the funding award/rejection within one week of the decision being made, and whenever possible, at least two weeks prior to the event being applied for. The award decision (and the funding amount approved – subject to actual expenses incurred and receipt of accompanying invoices) will serve as documentation for RMS records.
3. The Committee Chair will keep records of the funds that it awards, including names of recipients, amounts awarded, names of events, dates awarded and will notify the national Treasurer of the amount awarded.

#### **VI. Funding and Reimbursement**

1. Recipients will be reimbursed only for actual expenses.
2. Valid receipts for items authorized by the Committee are required.
3. Invoices/receipts generated on personal computers are generally not acceptable. If this is the only receipt available, the vendor's name, address, and phone number must appear on the statement and the vendor must sign and date the statement.

4. All receipts must be submitted to the Executive Director within 30 days of completion of travel.

5. The RMS Treasurer will issue reimbursement checks for actual costs incurred (supported by receipts) up to the amount authorized by the Committee. If a personal vehicle is used for travel, the recipient may submit for mileage reimbursement – at rate not to exceed the current federal government allowance – in lieu of an actual receipt.

## **VII. Reporting and Representation**

1. Recipients must report to the membership by writing a narrative overview of the event (appropriate to be used as a RMS Journal article) covering relevant topics, major issues, new technologies, written materials received, and any other information the recipient believes will benefit other members. Recipients may respond alternatively to having received a scholarship by contributing to the Society via specific tasks as requested by the Committee.

2. Reimbursements will not be distributed until the written report is received or alternate service has been performed.

3. Recipients are considered ambassadors of RMS (in accordance with employer or college/university ethics requirements) while attending conferences and training for which they have received funds. It is expected that they display and distribute RMS materials at the event, and/or volunteer time by staffing the RMS table.

4. The Committee may permit/require an applicant(s) to submit an alternate newsletter article, or to perform alternate volunteer service in lieu of the above requirements, if the Committee deems that doing so would avoid redundancy in event reporting, or would otherwise be of greater benefit to RMS.

*Scholarship Grant Application Form*

**Conference Scholarship Grant Application**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position/Series: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

1) Is the applicant responsible for designing, implementing, managing, or supervising a river-related work program?

Yes

No, the application is ineligible for a scholarship

Briefly Describe:

2) Percent of time applicant spends on river-management activities:

- Greater than 50%       Less than 50%

3) How will this training/event benefit my agency or myself in the performance of my job?

4) Please describe how this training/event is pertinent to topics that are of interest to the broader membership of RMS.

5) RMS has an obligation to make the best and most cost effective use of its scholarship funds. Please describe your proposed travel plans, lodging costs, tuition / registration fees, etc.

6) Summarize your proposed costs by item in the table below. Please breakdown funds by source.

Item	RMS	Yourself/Agency	<b>Total</b>
Airfare			
Rental Car			
Ground Transportation			
Hotel/Lodging			
Tuition/Registration			
Meals			
<b>Total</b>			

7) Please describe any way in which you have, or are able to, reduce overall costs. Please indicate any agency contributions as well.

8) Total Application \$ \_\_\_\_\_

I have read the RMS Scholarship Policy, and I understand and agree to all of its terms, including the written report requirement. I further understand that in order to be reimbursed, the written report must be filed.

***Policy regarding “Consultant Yellow Pages” and Consulting Projects***  
*As Amended and Approved May 23, 2005*

*[Note: the following replaces the policy as amended and approved December 15, 1999 and re-approved on February 9, 2004.]*

## **I. Background**

It is common for federal, state, regional or local governmental agencies and some non-governmental organizations to contract with consultants to conduct river research, planning, or management projects. The River Management Society (RMS) is interested in helping agencies or organizations find and develop connections with consultants that have experience or skills to conduct or assist with these projects. In some cases, RMS may also be willing to facilitate contracting between agencies and consultants by developing and administering a contract with a consultant (after receiving agency funds for this purpose).

RMS goals in enacting this policy are to:

- Help agencies find competent consultants.
- Help consultants advertise their expertise among agencies.
- Increase interest in RMS among consultants.
- Facilitate contracting for agencies and consultants, when appropriate.
- Utilize fees from “Consultant Yellow Pages” or from administering contracts to enhance RMS budgets.

This policy guides RMS involvement in these activities, including:

- Policies regarding a “River Consultant Yellow Pages” program, including potential fees, requirements, and the format for consultant listings.
- Policies for RMS to administer “pass-through” consulting projects, including criteria for involvement and administration fees.

### **“River Consulting Services” Resource**

RMS allows consultants to list their experience or skills with different types of river research, planning, or management projects for a fee. This information is available to the public on the RMS website.

Major components of the “Consulting Resources” program:

- RMS does not have the resources to “assess and certify” consultants, so information for each consultant will be limited. The goal is to ensure equivalent basic information from all consultants.
- RMS will develop the one-page electronic form that consultants will be allowed to complete. In general, the form will provide for consultant contact information, regions where they work, key areas of expertise, example projects, key staff with river expertise, and a limited list of references. An example form is attached.

- RMS will not be responsible for the accuracy of consultant information; however, it reserves the right to remove or edit information that it learns is inaccurate.
- An appropriate disclaimer will note that RMS does not recommend or endorse consultants on the list, and that the list is not intended to be exhaustive.
- Fees will cover administration costs of posting the information. Initial and annual renewal fee for a listing is \$50.
- Consultants will be allowed to make changes to their listing as they change staff, develop new expertise, or want to highlight recent projects. There is no charge for changes.
- Listing information will be available to the general public via the website.
- To be on the list, consulting firms must have an RMS organizational membership or have at least one staff person who is an RMS member in good standing.
- Any names of staff provided in the listing must be RMS members in good standing.

### **RMS administration of “pass through” consulting contracts**

RMS has occasionally contracted directly with consultants to conduct river research, planning, or management projects after receiving funds from an agency for that purpose. One goal of these “pass through” contracts is to facilitate contracting between agencies/organizations and appropriately-skilled consultants. A second goal is to produce revenue for RMS to further organizational goals. In order to ensure that these contracts are in concert with RMS goals, the following criteria will be applied before RMS will participate:

- Consultants must have an organizational membership in RMS *or* have at least one staff member as a member in good standing throughout the length of the contract, and the firm must be listed in the RMS Consultant Yellow Pages.
- Consultants must have general business liability and “errors and omissions” insurance coverage of \$500,000.
- The agency/organization providing funds or RMS may be responsible for choosing the consultant. However, this must be documented via a transparent competitive bidding process or through an explicit statement that the agency/organization would like the contract directed to a particular consultant.
- The agency/organization providing funds must provide clear objectives for the project, and those must be in sync with RMS organizational missions and objectives. The executive committee will review any proposed contract to ensure that the project is 1) primarily focused on rivers, 2) related to important river management issues; 3) will provide a good example of a research, planning, or management project of a certain type; and 4) is likely to reflect well upon RMS.
- The agency/organization providing funds is responsible for assessing whether the consultant has performed up to standard, and will explicitly document progress of the project to RMS before payments are made.
- RMS participation in the project will be prominently displayed on the cover of the project report and on the title page.
- Consultants must agree to write a summary of the project upon completion for publication in the RMS newsletter.



Contract logistics and finances:

- Each pass-through contract shall be negotiated and formalized with the contractor by considering expenses associated with the project. These could include travel, supplies and materials, staff salaries, and consultant overhead, and will be detailed on a case-by-case basis. The sum of these shall be referred to as the “direct expenses” of the project.
- An administration fee equal to 10% of the sum of these direct expenses shall be assessed by RMS for all contracts.
- Up to one-half of the administration fee (5% of the direct expenses) may be directed to an individual or organization that is managing the contract for RMS (processing invoices, negotiating the initial contract, etc.). The rest will be returned to RMS for general use.

**Consultant Form**

Name of consulting firm:

Primary contact:

Primary mailing address:

Primary daytime phone:

Alternative daytime phone:

Primary email address:

Primary website address:

Regional scope or limitations:

- Regional only (specify states or area):
- United States
- North America

Key areas of expertise (check all that apply).

- Carrying capacity /visitor impacts
- FERC relicensing
- Recreation facility design
- Recreation inventories
- Visual resource management
- Urban river / greenway planning
- Economics of river recreation
- Recreation survey research
- River restoration
- Fisheries management
- Hydrology and geomorphology
- Meeting facilitation
- Recreation planning
- Wild and Scenic studies
- Wild and Scenic management
- Allocation / permitting

Key staff and experience (list names, years of experience, education level):

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Example projects (list names, year):

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Example references (list name, agency, contact number or email):

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## ***Planned Giving Program for Friends of the River Management Society***

*As Approved February 11, 2003*

*Version 10, March 2003*

*As Approved February 9, 2004*

*As Approved March 13, 2006*

*As Approved March 7, 2007*

### **Summary**

The River Management Society (RMS) encourages supporters to consider including our organization into your planned giving. Congress has structured our nation's tax laws to promote gift giving to tax-exempt charitable organizations like the RMS and, if properly structured, can reduce both your income tax and taxes on your estate. Congress has authorized the use of various trusts which qualify for both deductions to income and estate taxes while providing an income stream to donors, and ultimately, a gift to the RMS. These trusts can also work in reverse to provide income to the RMS with a transfer to your children or other beneficiaries upon your death. Trusts can provide you with immediate income tax relief and substantially reduce the tax on your estate. These tax breaks can reduce out-of-pocket costs of gifts to the RMS. If you are interested in avoiding taxes and supporting the RMS, you should examine the comprehensive discussion which follows this summary. Remember to always discuss your plans with a qualified financial, legal, and tax advisor before you commit to any planned giving program.

"To give away money is an easy matter and in any man's power. But to decide to whom to give it, and how large, and when, and for what purpose and how, is neither in every man's power nor an easy matter." - Aristotle

"Estate planning - once reserved for the wealthy or elderly - is now a good idea for everyone."

"Every man just as he determines in his heart, so let him give; not grudgingly, or of necessity: for God loves a cheerful giver." 2 Corinthians 9.7

"Choice, one of our greatest freedoms and time the keeper of decisions--our lives are but a reflection of choices made." - Gary G. Marsh

The River Management Society (hereafter referred to as RMS) Fundraising Committee provides this Planned Giving Program and website for your use.

**ALWAYS SEEK COUNSEL.** Regardless of how worthy your intentions are, it is always wise to discuss your charitable gift plans with financial, legal, tax, and charitable organization advisors, especially the more complex transactions concerning tangible personal property, remainder interest in residences/farms, gift by estate distribution, or bargain sale options. There is no better way to ensure your wishes are both realistic and prudent. Be prepared to confidentially address financial and personal goals with regard to

your charitable giving interests, what you want to give, the timing of your gift and how a gift is to be made. By asking many questions, you can better determine what suits your needs while benefiting the RMS. Since this program and its associated guidelines is new to the RMS, it will take time to mature in terms of sophistication and expertise. Each donation and donor will be evaluated on a case-by-case basis.

## **Introduction**

Americans have a long history of philanthropy. It is estimated that some 90 percent of American households report making charitable contributions on an annual basis. But too often, people give with little forethought. They may feel pressured by a telemarketer, respond to advertisements on a purely emotional level, or continue to give because they have in the past. While the spirit of giving is commendable, giving in a haphazard way could mean a gift may not have the impact it could. Think of your charitable giving as a part of your financial planning. Just as you research your investments and personal finances, you may want to weigh the RMS to make the best use of your contributions.

If you are between 42 and 60 years of age, the National Association of Baby Boomers calls you one of its own. By some estimates, \$41 to \$136 trillion will be passed down to you from the estates your parents distribute. At some point, we all reflect on the past and look to the future in ways we can contribute to our families, our jobs, our society, and our legacy. Many seek to make a lasting contribution or impression through our families, avocations, hobbies or interests. One of the best ways to perpetuate a legacy is through planned giving to important causes or organizations.

## **YOU CAN PERPETUATE YOUR LEGACY!!!**

Through this program you have a full range of options and types of donation opportunities to the RMS. Through sound financial planning and individual portfolio assessment, members may use their wills, trusts, endowments, retirement and tax benefit options. Listed below are established mechanisms and guidelines within the RMS Planned Giving Program. Also refer to the “Ten Charitable Resolutions for the Philanthropically Inclined,” contained at the end of this webpage.

## **RMS Scholarship Fund**

Agencies, institutions, or individuals may contribute funds to the RMS (members only) scholarship account. This account provides RMS members (professional and lifetime members only) opportunities (travel/per diem) to attend professional conferences, meetings, workshops and/or training which may enhance river programs, river resources, and/or their career. The fund is managed by a RMS scholarship selection committee (made up of the RMS Chapter Presidents, RMS Executive Director and National Vice-President who is chair of the committee) who award funding grants after an evaluation of the merits of the application, cost-effectiveness, and ability to leverage funds. Applicants

must meet requirements and submit their nomination(s) via e-mail three to six months in advance through their Chapter President. Applications are reviewed quarterly (in January, April, July and October) by the RMS Scholarship Selection Committee. Members can visit the website at <http://www.river-management.org/scholarships.asp>.

## **Sponsorship**

RMS accepts and encourages sponsorships from agencies, companies, organizations or individuals which are supportive of the RMS Mission (To support professionals who study, protect, and manage North America's rivers), Strategic Plan, goals and objectives. Sponsorship requests at and above \$500 must be reviewed and approved by the RMS Board of Directors. Requests may be made to any RMS member, officer, or Chapter President or through contacting the RMS Main Office. RMS hosts a biennial symposium and in alternate year's supports interagency and agency river management workshops or ranger rendezvous meetings. RMS has significant expertise in planning, organizing, conducting and/or hosting meetings, symposia, and/or workshops involving river management issues. Sponsorships also include special projects, in-kind or other financial support including equipment, entertainment, lodging, travel assistance, financial assistance, and other logistical support. Sponsors may promote their business or causes via linking to the RMS website (where compatible and appropriate with the RMS Mission) for a minimal fee. Sponsorship categories from \$1,000 to \$50,000 (or greater) are available.

## **Internships**

RMS often seeks qualified college and graduate students who would like to work on river management projects to complement or supplement their academic course work. Seasonal and part-time internships may be available to assist the RMS Executive Director in any given year. Administrative duties may also be followed by in-the-field opportunities with a river manager. Contact the RMS Executive Director at P.O. Box 5750, Takoma Park, MD 20913-5750, Phone (301) 585-4677 or e-mail [rms@river-management.org](mailto:rms@river-management.org).

## **Volunteerism**

RMS is a volunteer organization for the most part and ranks high with members and officers of the organization. Feel free to contact any member, Chapter or Board Officer or RMS Executive Director at any time for participating in chapter activities and other ongoing projects.

## **Gifts of Cash**

Click on the "Donate to RMS" button at the top of this site for payment by check, purchase order, or credit card. Donations by cash, check, money order, or credit card are deductible if you itemize your taxes in the year you make the contribution - up to 50 percent of your adjusted gross income (AGI). By timing your gift before December 31,

you will see a tax break for the year you itemize deductions on your tax return. The postmark date (for checks) or the day the credit card charge is authorized is considered the gift date. Any excess deductions can be carried forward for the next 5 years. If you are in the 28 percent tax bracket, the cost of a \$10,000 cash gift is only \$7,200 because your taxes are reduced by \$2,800. If you typically make annual cash donations, you might want to consider endowing your gift, which allows it to continue in perpetuity (see chart below).

How to turn an annual donation into a forever gift (these figures reflect a 5 percent annual return on your investment)

If you annually donate:	You can perpetuate your donation with a gift of at least:
\$100	\$2,000
\$200	\$4,000
\$300	\$6,000
\$500	\$10,000
\$1,000	\$20,000
\$2,000	\$40,000
\$5,000	\$100,000

Q. What is the federal gift tax and how does it work?

A. The federal government places a tax on gifts you make to other people during your lifetime. Each year, however, you may give up to \$12,000 to as many people as you like (\$24,000 for "split gifts" by a married couple) and not be subject to a gift tax. Under current tax law, any gift tax liability for gifts above \$12,000 is sheltered by the unified credit of \$2,000,000 of gifts and of your estate from gift or estate tax liability. The exclusion amount remains at \$2 million until 2009 when it will increase to \$3.5 million. Generally, the donor, not the recipient – is responsible for the tax, and must file a gift tax return, but unless the exclusion amount is exceeded, no tax is due. If required, your gift tax return is due the same time as your income tax return. The good news is that all transfers to your spouse or to a non-profit organization, such as the RMS, can be made tax-free.

### **Gifts of Merchandise**

Visit the RMS online store for acquiring merchandise items and gift certificates.

### **Gifts of Securities or Property**

Gifts of appreciated securities (individual stocks, bonds, mutual funds, or certain types of appreciated property held for longer than one year) are a great way to support the RMS and receive multiple tax benefits at the same time. If you are considering a significant

charitable gift, you should look first to your stock portfolio. Not only are stocks generally deductible from income tax at full fair market value, giving in this way enables you to bypass capital gains tax otherwise due if the donated assets were sold. For example, say you want to donate a stock you could deduct the entire market value of the stock, including the capital appreciation. Your result is a lower income tax (because you have deducted the gift amount from your income) up to a limit of 30 percent of your AGI, with a five-year carryover for any excess.

Other tax advantages when donating stock, as opposed to selling it, are: 1) If you believe the stock will continue to increase in value; you may donate it and use the cash you might have used to repurchase the same investment. In so doing, you continue to own the same security, but enjoy a new, higher cost basis. As a result, you could have less gain to report on a future sale at a higher value. 2) You may also benefit from deducting losses should the security decline in value in the future. By contrast, when you donate the stock to a non-profit organization such as the RMS, you are not subject to any capital gains tax on the appreciation. Securities held for more than a year make good charitable gifts because the donor receives a charitable income tax deduction for their full fair market value.

Stocks are easy to transfer. Instruct the broker to notify the RMS when the stocks have been transferred (mailed or electronically transferred to the RMS bank account) which can be done by creation of a temporary account in the RMS' name. Another method is for the donor to provide an RMS account number to which the stocks should be sent. The date of the gift is when the securities are considered beyond the donor's power to regain control. Should the donor have actual possession of the physical securities (which is rare), they can be either hand-delivered or mailed to RMS. If mailed, the stock certificates and the stock power must be sent separately. The date of the gift is the day the envelopes are postmarked. If you use a private carrier to send them, the date of the gift is the day the RMS actually receives the stocks.

If you own investments that have decreased in value since you have owned them, consider selling them and making a charitable gift of all or a portion of the cash proceeds. In addition to an income tax deduction for the cash contribution, this creates a loss you may be able to deduct from other taxable income. The combined amount of the deductible loss and the charitable deduction could actually total more than the current value of the investment. Whether you make your gift in the form of cash or other property, deductions may reduce your taxes in as many as six years.

### **Outright Gifts**

Many circumstances can motivate one to consider a gift of stock. Illustrated below are the possible savings which could result from a charitable donation using appreciated stock versus cash. Assume you have stock (held for more than one year), which you could sell for \$5,000, and it originally costs \$3,000. Due to appreciation, you have an untaxed capital gain of \$2,000. If your marginal income tax rate is 30 percent (20 percent on capital gains), the difference in net cost between giving cash or the stock can be significant:

## Example

	Giving Cash	Giving Appreciated Stock
Value of gift	\$5,000	\$5,000
Tax saving from use of deduction (30 percent rate)	(\$1,500)	(\$1,500)
Tax savings from avoidance of capital gains (20 percent rate)	N/A	(\$ 400)
Net cost of cash gift	\$3,500	\$3,100
Cost as % of gift	70%	62%

If you have more appreciation in the contributed stock, or are in a higher combined federal and state tax bracket, your savings increase and the cost of your gift decreases. It also makes sense to use appreciated securities for charitable gifts, instead of cash, if you want to keep the securities as an investment. If this is the case, you could donate the securities to RMS and then buy new securities thus obtaining a new cost basis equal to the fair market value.

## Charitable Trusts (Introduction)

The purpose of a trust is to set aside money or other assets to accomplish some financial objectives without the worry of money management. Charitable trusts offer the additional advantage of tangible economic benefits for the donor while providing for the RMS after the death of the donor(s). Some gift options produce income for the donor or the donor's named beneficiaries. Cash or other assets are donated to the charitable trust with the donor or other beneficiary(ies) receiving an income interest for life or a term of years. Charitable trusts come in several types, each of which are designed to accomplish specific donor objectives and are discussed below.

The four most common charitable trusts are:

- Charitable Remainder Annuity Trust (CRAT)
- Charitable Remainder Unitrusts (CRUT)
- Revocable Living Trusts
- Charitable Lead Trusts

## Charitable Remainder Annuity Trust (CRAT)

To establish a Charitable Remainder Annuity Trust (CRAT), the donor transfers cash or appreciated assets to a trustee to be held for the benefit of the RMS. During the donor's lifetime, the trustee makes guaranteed fixed payments (determined at the time the trust is established) to the donor. The donor may also be designated a second surviving beneficiary to receive the payments.



The CRAT is tax-exempt by virtue of the fact if there is a charitable beneficiary of the remainder interest, RMS becomes the beneficiary. Because of its versatility, the CRAT is one of the most popular life income vehicles.

Advantages include:

- \*You are entitled to an income tax deduction for the present value of the remainder interest.

- \*Any capital gain on appreciated assets is bypassed.

- \*You or other beneficiaries receive an income interest for life or a term of years.

- \*You help river managers by providing needed resources for services and programs.

You can use many different kinds of property and assets to fund CRATs. They are life income instruments where you or your trustee, financial advisor, or attorney retains control over the trust assets, within limits of the agreement. While CRATs are tax-exempt, the income produced is not necessarily so, depending on the type of asset producing the income. CRATs pay a fixed amount annually while the charitable remainder unitrusts (CRUTs - discussed below) pay a variable amount annually.

Rather than paying a percentage of the net fair market value of trust assets (revalued each year), the CRAT pays a fixed dollar amount, based on the initial fair market value of the property placed in the trust. CRATs are for those who want a fixed sum and do not want to worry about the vagaries of the market. This strategy can be carried even further if the trustee purchases high-quality corporate bonds. The purchase of tax-exempt bonds will yield tax-exempt income. In the CRAT, no matter how much the corpus grows, the annuity amount never changes, so it may not be appropriate where the funding assets are expected to appreciate. In general, CRATs are popular with conservative donors with conservative assets producing predictable income. Although circumstances vary, CRATs seem to favor older donors who are not worried about the ravages of inflation.

If you wish to reduce your dependence on equities, secure an increased and steady income and make a gift to the RMS, this might be the alternative for you. Of course, you would prefer to make this change without erosion due to capital gains tax. An appropriate and efficient solution is to select your most highly appreciated assets, or those with the least potential for further growth, and transfer them to a CRAT. You must specify a set amount of annual income you (or another income beneficiary) would like to receive from the trust, which may actually end up being two or three times the dividend rate of the stock you transferred.

The income could last your lifetime (plus the lifetime of a subsequent income beneficiary, i.e., your spouse) or a term of years. A CRAT is a tax exempt trust that pays income to the donor's designee. After the trust term ends, the charity you name, e.g., the RMS receives the remainder of the assets in the trust. The year you establish the CRAT, you receive an income tax charitable deduction. This amount depends on the number of beneficiaries named to receive income from the trust, their life expectancies, the amount of income the CRAT will distribute to them (including how frequently the payments are made), and the current interest rate.

Examples: Jamie, age 75, places \$100,000 of stock currently generating \$1,200 per year (cost basis, \$70,000) in a one-life CRAT paying 6 percent in semi-annual installments (with an applicable federal interest rate at the time of 6 percent). So, she will receive \$6,000 annually. She is allowed a charitable deduction of \$55,948, which in her 30 percent tax bracket saves her \$16,784 of income tax. In addition, she avoids the capital gains tax on her \$30,000 appreciation in value, which amounts to a \$6,000 savings at the 20 percent tax rate. The net cost of the \$100,000 gift was only \$77,216, and she increased her income by \$4,800, or five times the original income stream.

Mr. and Mrs. Shaver, ages 65 and 60, use \$100,000 of appreciated stock to fund a six percent CRAT. They will receive an immediate income tax deduction for the present value of the remainder interest of the trust. They also will begin receiving payments of \$6,000 per year which will continue for as long as either one of them lives. After their deaths, the trust will terminate and the proceeds will be distributed to the RMS.

### **Charitable Remainder Unitrusts (CRUT)**

A Charitable Remainder Unitrusts (CRUT) is similar in concept to a CRAT, but one key difference is unitrust payment amounts vary from year to year. CRUTs provide payments to the donor for life or a term of up to 20 years. At the end of the term, the remaining assets in the trust pass to the RMS. Once you establish a CRUT, the RMS must begin making regular payments to you, at least annually. They are determined by multiplying the percentage stipulated in the trust by the fair-market value of the assets which are revalued each year.

Example: If Mr. and Mrs. Jay had funded a CRUT instead of a CRAT (example above), they would still receive six percent of the total funds each year, but the amount of their payments would vary as the value of the assets in the trust increased or decreased. By the end of the first year, assuming the value of the trust assets had grown to \$105,000, the Jones' payments would have increased to \$6,300. If the value of the assets had decreased to \$95,000, their payment would have gone down to \$5,700.

CRUTs come in three basic flavors:

\*The straight percentage unitrust (CRUT) pays a fixed percentage of the net fair market value of the trust assets valued annually.

\*The net income unitrust (NICRUT) pays the lesser of net income or the fixed percentage of the net fair market value.

\*The net income with makeup trust (NIMCRUT), pays the lesser of net income or the fixed percentage, but adds a twist -- in years when the trust's net income is less than the fixed percentage there is a deficit account established, and the deficit is "made up" in years when the net income is greater than the fixed percentage. Another variation, the flip trust, allows the trust to "flip" from a NICRUT or NIMCRUT to a straight CRUT upon

the occurrence of some triggering event, i.e., birth, death, or the sale of certain trust assets. The trust is often funded with appreciated assets that are delivering a low yield.

The tax benefits for a CRUT are similar to those of a CRAT. They include:

- \*An immediate charitable income tax deduction
- \*Avoiding capital gains taxes on long-term appreciated property used to fund the trust
- \*Payments for the life of the donor, and if desired, a secondary beneficiary, each of which could receive favorable tax treatment determined by trust activities.
- \*A legacy to the RMS to help perpetuate a commitment to the profession of river management

### **Charitable Lead Trusts**

This type of trust would name RMS as a current beneficiary of an irrevocable trust. RMS would receive payments on an annual basis from the trust as determined by the donor at the time the trust is created, and the donor's named beneficiaries receive the remaining assets when the trust ends. Some donors could support RMS by using income from assets they eventually want returned to their family. The Charitable Lead Trust is the perfect vehicle for this type of gift. These types of trusts are typically designed to leverage the benefit of giving to both RMS and to the heirs of the donor(s). A gift tax charitable deduction for the actuarial value of any payment stream to RMS will reduce the gift tax value of the transfer to any heirs.

Example: A donor may state that RMS is to receive 4 percent of the value of the assets in the trust for 20 years, after which the remainder of the assets will be given to the donor's child. The RMS could use the payment each year to support a specific RMS need. If the donor wishes, the RMS could accumulate the money for a designated endowment fund in the donor's name or in the name of some other family member.

This trust option has some tax benefits which are dependent upon the terms of the trust when it is created. At the end of the period, the donor would have three options:

- \*The donor could have the principal of the trust returned
- \*The donor could renew the trust for another five years and receive another income tax deduction
- \*The donor's economic situation might permit transferring the entire principal of the trust to the RMS to establish an endowment.

### **Revocable Living Trusts**

Many individuals are interested in making a substantial gift to the RMS, but feel more comfortable having access to their funds. This may be accomplished through a Revocable Living Trust. Because the gift is revocable, the donor does not receive an income tax deduction, but whatever funds eventually go to the RMS are deductible for estate tax purposes, if applicable.

Example: Nate Gibson, age 60, has been making small contributions to the RMS for a number of years. He would now like to make a \$25,000 commitment, but is concerned he may need the money if he were to become ill or disabled. Through a revocable trust agreement, he could transfer the \$25,000 and retain the right to receive the income from the trust each year for as long as he lives. The trust would contain a clause allowing him to withdraw his assets at any time during his lifetime. Following his death, the trust assets would be distributed to the RMS.

### **Closely Held Stock in a Family Business or Corporation**

If you are an owner of stock that is highly appreciated yet not readily marketable, such as shares in a family business, you may have the opportunity to be philanthropic at a minimal cost. You could make an outright charitable gift of stock in your corporation. The corporation, preferring to keep its stock closely held, may subsequently offer to buy the stock back from the RMS at its appraised value and the RMS, preferring to hold marketable securities or usable cash, would more than likely agree to sell to the corporation. However beware: no sale between the RMS and the corporation can be pre-arranged if you wish to avoid the capital gains tax. If you are the sole stockholder, you will still own 100 percent of the equity if the corporation buys back the stock and retires it as treasury stock. From the corporation's point of view, excess profits have been distributed without a penalty tax. An alternative is for younger family members and key employees to purchase the stock. In addition to supporting the RMS, you will have effectively transferred some of the ownership without a capital gains tax or receipt of constructive dividends.

### **Charitable Gift Annuities**

Under the terms of a gift annuity, donors can make a charitable gift of cash or other property as receive fixed payments for life. The frequency and amount of payments are determined at the time the annuity is funded. The payments never change and continue regardless of how long the donor and/or other recipients live. Depending on the volatility of the stock market and/or in times of declining interest rates, many look for ways to ensure reliable income for either themselves or their loved ones. Charitable gift annuities, part gift and part annuity, are simple contracts between one or two donors and the RMS. Depending on the solvency (financial health) of the RMS, the contract (negotiated with the RMS) could require the RMS to pay a predetermined stream of income (never decreasing in size regardless of economic conditions) to you (or a person you name), for life (or term specified), in exchange for the gift. After that time, the remainder of your gift goes to the RMS. The older the annuitant (donor) at the time of the gift, the higher the payment (annuity) rate. Rates in 2003 range from 5.7 percent (age 60) up to 9.5 percent for those over age 85. Gift annuities may not be available in all states or from all organizations - including the RMS.

Example: Alley Jay, age 77, gift amount: \$10,000. The charitable gift annuity is an agreement between the donor, Alley Jay, and the RMS. In exchange for an irrevocable gift, the RMS agrees to pay Alley a fixed lifetime income, or annuity. With Alley's age

of 77, her annuity rate is, say, 7.6 percent. (The annuity rates may vary from year to year and on other factors – see note below). The income and tax benefits for a gift amount of \$10,000 would include a charitable deduction of \$4,165.90 for federal income tax purposes in the year of her gift. The annual payment would be \$760.00 to her with some \$525.92 (amount of the annual payment) considered tax-free for federal income tax purposes. The rest would be reported as ordinary income. After 11.1 years, Alley’s entire payment is considered ordinary income.

The older you are when you establish the donation, the higher the annuity rate. Other benefits include:

- \*Annuity payments partially tax-free;
- \*Charitable tax deduction in the year you make your gift;
- \*Potential capital gain savings and estate tax benefits; and
- \*Satisfaction in knowing you are providing support for river management professionals and North America’s rivers.

Note: Rates of payment for gift annuities with RMS are based on prevailing rates prepared by actuaries of recognized insurance companies, taking into account current life expectancies and prevailing economic conditions. Note: Because prevailing rates may shift up or down, be sure to request the latest rate information (and age category) before making your gift.

### **Deferred Gifts - Cash, Stock, or Mutual Fund Shares**

Donations of these items can be put in a deferred gift annuity with the annuity payments beginning at a future date of the donor’s choice. The tax deduction is immediate for a significant portion of the gift. The deduction can be used to shelter higher earnings, bonus, or reportable income from exercising nonqualified stock options. Sample annuity rates for individuals ages 40-60 who choose to start payments at age 65 are as follows:

Age Now	Annuity rate
40	20.4%
50	15.3%
60	8.8%

Defer the payment longer and the rate may increase dramatically, e.g., if a 60 year-old elects to have payments begin at age 70, the annuity rate increases from 8.8% to 12.4%. Any gift will help the RMS meet its goals and objectives for future generations.

Note: Rates of payment for gift annuities with RMS are based on prevailing rates prepared by actuaries of recognized insurance companies, taking into account current life expectancies and prevailing economic conditions. Note: Because prevailing rates may

shift up or down, be sure to request the latest rate information (and age category) before making your gift.

### **Tangible Personal Property Gifts (works of fine art, rare books, jewelry, coins, stamps, antiques, collections or similar valuables)**

Any personal property or collectible may have appreciated substantially in value when compared to its original cost and can make a satisfying charitable gift (often sold without capital gains tax). Give property that will result in the greatest capital gain if/when sold by the RMS. RMS is greatly enriched by any item of sentimental value that often has more than monetary value (please call to see if the item can be put to good use or enjoyed in perpetuity). For appreciated tangible personal property to be tax-deductible at full fair market value, the RMS must be able to use the item in ways related to its organizational mission and goals. Otherwise, the deduction is based on the donors' tax basis. Appraisal and/or inspection of the gift(s) may be necessary prior to transfer/donation.

Collectibles can also be combined with cash or securities in order to meet minimum requirements (determined by tax laws). Sales proceeds can be reinvested for the donor's benefit. The donor can choose a percentage payout and receive income for life. The gift can be partially tax-deductible. After the lifetime of the donor, the principal could go to the RMS and the gift would help the organization for future generations.

### **Gifts-in-Kind - An Alternative Gift Asset**

A gift-in-kind is typically an item or a service that you donate to a non-profit organization. Such gifts are likely to be tangible assets - things you can put your hands on, carry or place in your residence, as opposed to cash, stocks, or real estate. Commonly, people donate tangible personal property (see above). Rules governing gifts-in-kind differ from other assets, such as cash or securities. The key is for the donor to know if the receiving organization can use the gift to further their exempt purposes. For example, a museum often accepts works of art and will use the asset instead of selling it, the donor can then deduct (within limits related to their income) the entire value of the asset. [See IRS Publication 561 for advice in determining the value of the asset] If the asset does not have a "related use," a purpose related to the RMS' mission, the donor is permitted to deduct only the cost basis of the asset. Contributions of personal services are not deductible, however you may deduct any out-of-pocket expenses incurred in the course of performing services away from home for the RMS (e.g., meals, lodging and/or travel expenses), as long as there is no significant element of personal pleasure, recreation, or vacation connected to the travel.

### **Gifts of Life Insurance**

Life insurance can be an attractive option for charitable giving, even in the case of policies for which you are still paying premiums. You may own policies that have built up cash but are no longer needed for the purpose for which they were intended. If the policy is paid, your tax deduction is usually the cost basis or the replacement value of the

policy, whichever is less. By donating a policy it will remove it from your taxable estate and provide you with an immediate income tax deduction. Or, you can buy a new policy and make the RMS the owner and beneficiary. In either case, the future premium costs can be tax-deductible. Donating or purchasing life insurance includes the following advantages:

1. You save taxes through an income tax charitable deduction when you name the RMS as the owner and beneficiary or the irrevocable beneficiary. Your deduction is limited to your cost basis (what you originally paid) even if the fair market value of the insurance is higher.
2. You can make a gift of your policy and continue paying the premiums, which allows you to claim the premium amount as an annual tax deduction.
3. Gifts of all or a portion of the value of life insurance may result in significant estate tax savings.

A gift of life insurance is easier to arrange than many other types of deferred gifts, e.g., you can transfer ownership of an insurance policy to the RMS without the legal expense of preparing a will or codicil. We realize that if you still need your life insurance for your future financial security or that of someone in your family, those concerns will always come first. But here are some ways you can safeguard personal requirements and still keep the RMS in your thoughts:

\* Name the RMS as the contingent beneficiary, and then the RMS would receive the proceeds should your primary beneficiary predecease you.

\* Name the RMS as beneficiary, but you retain ownership and retain control of your policies.

\* Create a trust (revocable, irrevocable, or unitrust) to receive the policy proceeds. Then any funds are invested for a family member's support after your lifetime; when that person dies, the trust remainder can be paid to the RMS.

These plans will not entitle you to an income tax deduction, but they will satisfy your natural desire to use the policies for personal and family responsibilities as long as required and to support the RMS's mission later.

### **Demutualization of Life Insurance Companies (Shares of Stock)**

Many of the nation's insurance companies are mutual companies which are owned by policy owners. These companies raise capital by selling policies, thus creating additional cash flow. Many have "demutualized" or are in the process of doing so in order to raise capital through the sale of shares of stock. These companies are giving the policy owners shares of stock based on the value of their policies. Many people find themselves in a position of owning paid-up life insurance they no longer need. In the case of demutualized insurance, the stock they were given has a zero cost basis and if the shares

were redeemed, the entire proceeds of the sale are taxable. However, if one donates the shares of stock to a qualified non-profit organization, like the RMS, the individual receives a charitable tax deduction for the full market value of the shares on the date of the donation. Some limits may apply. Qualified non-profit organizations are not subject to taxation upon the sale.

### **Gifts of Real Estate**

Thinking of selling land or a building? You may be surprised to find that your personal residence, farm, vacation home, commercial property, or parcel of undeveloped land, held for more than one year and debt-free, can be a tax-smart donation. A present or future gift of real estate offers valuable income tax and estate tax savings. Donors can usually receive a federal income tax deduction for its fair market value of up to 30 percent of the donors' AGI, with a five-year carryover for any excess. Many donors find themselves with non-income producing real estate which requires cash to maintain and may be costly to dispose of at their death. They would like to sell the asset but learn significant capital gain taxes might be owed once sold. You can also free yourself of burdensome management and the problems involved in selling the property or leaving it to estate liquidation. A property inspection and appraisal will be required before the gift is made, so allow ample time for any transfer if you are seeking a tax deduction for a particular year. The day the RMS receives the signed deed is the date of the gift. If your state law requires recording the deed to fulfill the title, then the date of recording is the gift date. There are several ways to donate properties that have appreciated in value without incurring tax on the appreciation. You can give the entire property, a portion of the property (undivided interest), use the property to establish a charitable remainder trust, or donate with conditions (retained life estate gift), i.e., retain residency rights.

A gift of land or developed property to the RMS, with a fair market value above the cost basis, produces the same double tax savings as a gift of securities, and certain types of real estate are favorable for unique reasons.

- \* Agricultural land, for example, tends to return a low percentage of its market value.
- \* Real property, such as land or a vacation home that is no longer used, has a cost of ownership.
- \* An older commercial building may be fully depreciated, costly, and time-consuming to manage.
- \* Developed investment or commercial property on which straight-line depreciation was taken may provide significant capital gains savings.

### **Remainder Interest in a Residence or Farm**

A general rule of tax law is that no charitable deduction is usually allowed for the gift of a partial interest in property. However, an exception exists for a remainder interest in a



personal residence or farm in which you retain a life estate. In a retained life estate situation, you deed the property to a charitable organization, but you (and/or others you name) still have lifetime use of the property. You continue to maintain and insure the property and pay property taxes.

Because this donation is irrevocable, you are allowed a current income tax charitable deduction equal to the market value of the property, reduced by your life income interest. This strategy is especially valuable to those donors who will not pay estate tax under the new estate tax structure, since it allows the donor to receive a current tax deduction for the gift.

### **Gift by Estate Distribution**

Lifetime transfers of appreciated real estate to a charitable organization have the advantage of two tax savings:

- \* An income tax charitable deduction and avoidance of capital gains tax. Yet not everyone is willing to give away property during life. Depending on your circumstances, a charitable gift through a will or living trust may be the better choice.

- \* A single property thus removed from your taxable estate may eliminate a federal estate tax, if applicable, and it avoids the costly process of selling the real property in order to obtain proceeds for distribution in an estate, as well. In addition, leaving property to a charitable organization in your estate plan allows you to retain access to the market value during your life should it ever be needed.

A major charitable gift based on real estate can prove highly satisfying. However, there are special aspects of such gifts you should consider, particularly if you are considering using mortgaged property. Thus, it is important to discuss with the RMS and your tax advisor the nature of your gift of property. Each piece of real estate (and situation) is unique.

One property may sell readily, while another may require time to realize its full market value. A delay in sale of the gift is significant when the gift calls for an income distribution to the donor or person named by the donor. When real estate is contributed to a charitable remainder trust, it may be best to use a charitable remainder unitrust (CRUT), which is a trust that pays the individual beneficiaries a percentage of annual market value rather than a fixed annuity amount. The CRUT is generally structured to limit annual distributions to the lower of actual income of the designated payment amount until the property is sold.

If you make a gift of real estate now, assuming you itemize deductions on your return, you will get a substantial income tax deduction. Plus, you will have the satisfaction of seeing the results of your generosity. Instead, you may want to use the property a while longer or even retain lifetime use. In any case, you can still make the necessary arrangement now and benefit from a sizable current income tax deduction. When you make an outright gift of real property, you obtain an income tax charitable deduction

equal to the property's full fair market value (if held long-term) instead of the lower cost basis -- to the extent the property would produce long-term capital gain if sold.

This deduction allows you to reduce the cost of making the gift and frees up cash that otherwise would have been used to pay for taxes and upkeep. Also, you avoid tax on the property's appreciation, the transfer is not subject to the gift tax and the gift reduces your taxable estate.

### **Bargain Sale**

The bargain sale as a charitable giving method or option and used when the value of appreciated gift property exceeds the value of the intended gift and it is impractical to divide the property into a portion to be given and another to be sold. A potential alternative is to sell the property to a qualified charitable organization at a negotiated price significantly below its fair market value. The difference between the sale price and the higher market value is the deductible value of a charitable gift. Here is an example:

Fair market value of gift property	\$50,000		100%
Bargain price (sale portion)	(35,000)		70%
Charitable deduction (gift portion)	\$15,000	\$15,000	30%
Marginal tax rate	<u>X .30</u>		
Tax savings from deduction	\$ 4,500	\$ 4,500	
Fair market value of gift property	\$50,000		
Less cost basis	(20,000)		
Total long-term appreciation	\$30,000		
Sale share of transaction	<u>X .70</u>		
Capital gains taxed	\$21,000		
Capital gains tax rate	<u>X .20</u>		
	\$4,200	(4,200)	
Net tax savings from deduction	\$ 300		
Capital gains not taxed	\$9,000		
Capital gains tax rate	<u>X .20</u>		
Capital gains tax avoidance	\$1,800	\$1,800	
NET TAX SAVINGS	\$2,100		

**The capital gains tax is partially avoided since you must recognize only the gain attributable to the sale portion of the transaction. If the charitable gift portion of a bargain sale is valued at more than \$500, you must file IRS Form 8283 with your Form 1040. When the gift portion of a bargain sale is valued at more than \$5,000, a qualified independent appraisal may be required. By law, the appraisal is the seller's responsibility and may be a tax-deductible expense.**

## **Retirement Plan Assets (Low-Risk, Tax-Smart Gifts)**

If someone wants to make a charitable gift to the RMS for individuals aged 70 and ½ or older, or after their death, the best option may be donating some or all of the proceeds of an Individual Retirement Account (IRA) or other qualified retirement plan, such as a 401(k) or Keogh plan. Some might be tempted to leave the money in the retirement plan to their family or other loved one, but that creates one huge disadvantage - the IRS can tax these benefits twice or even 3 times after the individual's death. Except for one's after-tax contributions, the individual's plan's death benefits are subject to federal income and estate taxes - and possibly generation-skipping taxes. Worse yet, some states levy taxes on these benefits, too. If your surviving spouse is the beneficiary of plan assets, he or she can likely receive these benefits estate tax-free, thanks to the estate tax marital deduction. But at your spouse's death, the funds will be included in his or her gross estate - unless they are spent or donated. In any event, retirement plan assets paid to your spouse are subject to income tax. With special planning, an individual other than a spouse who is the beneficiary of plan assets can benefit from a slight tax break. By itemizing on the federal income tax return, he or she can deduct any federal estate tax paid on the proceeds.

Tax-saving tactics - Charitable contributions of retirement plan proceeds are popular because they escape both estate and income taxation. Generally, if your estate is large enough to provide an inheritance for your loved ones and make charitable gifts, your best strategy is to give your non-retirement plan proceeds to qualified non-profit organizations like the RMS.

Example: Ann is a widow with one child, Alan. Her net estate of \$4 million consists of a \$2,000,000 rollover IRA plus \$2,000,000 in other assets. She decides to give half of her estate to Alan and the other half to the RMS. If she were to die and leave each asset equally divided between the two beneficiaries, her estate would not have to pay any federal estate tax because the unified credit exempts the first \$2 million and the unlimited deduction (gift to the RMS) exempts the balance of \$2,000,000. But half of her IRA (\$1 million) would be taxed in Alan's 36 percent federal income tax bracket. Following the advice of her attorney, Ann instead decides to leave her entire IRA to the RMS and the other assets to Alan. The income tax on the IRA is avoided because the RMS can accept the gift tax-free. Alan avoids paying income tax on his inheritance.

In this example, the unified credit is sufficient to exempt Alan's share of the estate from estate tax. But if an individual's share exceeds this credit, there will be a tax as high as 55 percent. Retirement plan assets left to grandchildren may incur a generation-skipping tax, as well. Even if your estate won't be exposed to estate taxes, income taxes can be avoided by using retirement plan assets for your bequest (gift) to the RMS and leaving other assets to family members.

Example: If you are 70 ½ or older, under the Pension Protection Act of 2006, individuals can make a lifetime gift (direct transfer, free of taxes) using their IRA funds without tax complications. Previously individuals had to report money taken from their IRA as taxable income, take a charitable deduction for the gift, but only up to 50 percent of their

adjusted gross income. Some donors actually paid more in income taxes than if they didn't make a gift. Now individuals can make a gift while living and able to witness the benefits of their generosity. While individuals will not pay income tax on the amount, they cannot claim a charitable deduction. You may contribute funds this way if: you are 70 and ½ or older; the gift is \$100,000 or less each calendar year; you make the gift on or before December 31; you transfer funds directly from an IRA or Rollover IRA; and you transfer the gift outright to the RMS. Be sure to contact a tax professional and your IRA custodian if you are considering a gift under this new provision.

### **Naming Charitable Beneficiaries**

To leave your IRA or other retirement plan outright to the RMS upon death, simply fill out the plan's beneficiary designation form. If your estate is the beneficiary of your plan, an alternative is to include in your will, codicil, trust, amendment, or endowment fund specific language directing your personal representative to make charitable gifts using assets most likely to incur taxes if given to non-charitable beneficiaries. An attorney should be consulted to provide the required wording. If you are married and your spouse approves naming the RMS as beneficiary, he or she must sign a waiver of rights to the retirement plan benefits. On the other hand, if you want your spouse to be the primary beneficiary, consider naming the RMS, or other organizations, as the contingent beneficiary - in case your spouse doesn't survive you (or for some reason, the RMS should not be able to accept the gift(s)).

A little known term you may want to investigate is income in respect of a decedent, or IRD. A IRD is taxable income earned during a lifetime, not received before death, never included on an income tax return, and may be in the form of an IRA or 403(b) plan, accrued interest on certificates of deposit and savings bonds, nonqualified stock options, deferred payments of capital gains, or other earned income but not acquired. At death, most retirement plans are subject to an estate tax, as well as an income tax. The maximum federal estate tax rate, at present, is 46 percent, thereby consuming nearly half of a retirement plan's value. Add in federal income taxes, potential state death taxes, and state income taxes, the total tax bill on IRD assets could exceed 65 percent. Much of this IRD tax burden can be reduced, if not eliminated, through a carefully planned charitable gift. For every dollar which is donated to the RMS, the cost to the heirs is approximately 35 cents – a good value by any standard. Leaving your IRD to the RMS at your death not only allow your heirs to avoid both estate and income taxes on these assets, but allows the certainty that 100 percent of your bequest supports the RMS mission and objectives. A word of caution, avoid making a donation of IRD assets during your lifetime. Doing so would be the same as receiving the asset yourself – along with the tax burden accompanying it. Instead, change the beneficiary designation on your retirement plan to the RMS.

The IRS has simplified distributions from an IRA during the owner's lifetime and permit a designated beneficiary of the assets to be named as late as the end of the year following the owner's death. If you are considering donating your IRA to the RMS at your death, be sure to consult with your professional advisors concerning the status of these regulations.

## **Creating a Memorial**

If you are looking for a loving way to memorialize someone who is dear to you and who supports the RMS -- then creating a memorial gift may be the perfect solution. You'll enable RMS to pay tribute to your loved one and you'll further our mission. Establishing a memorial is as simple as giving a gift in honor of the person you wish to memorialize. The memorial may be funded through a variety of assets, e.g., appreciated stock or cash, or you can leave a percentage of your estate. With smaller bequests, your loved one's name could be printed in a report or symposia program. For larger gifts, the honoree's name could be permanently inscribed on a plaque, poster, or have an annual event or award named after him or her.

## **Creating an Endowment**

An endowment is a "forever" gift – a permanent fund established by a donor in which the principal is invested and all or part of the earnings are used by the RMS in perpetuity to assist in carrying out the mission and goals the donor chooses to support. Establishment of an endowment allows the donor to name the fund and gives RMS an opportunity to recognize the donors' generosity – a gift that will make a difference for generations. Donors may want to use this method to memorialize a family member or special individual, or say thank you to a loved one or RMS. This can be a scholarship given in a person's name, a research fund for a particular river management issue in the name of a friend. Endowments can be established in the donor lifetime or through a charitable bequest via a will, codicil, trust, or related amendment(s). Donors can request endowments with a single gift or series of gifts. Consider creating a collective endowment funded with cash, appreciated stocks, real estate, life insurance, retirement plan assets, deferred gifts from trusts or annuities, or personal property. Generally, a minimum donation is required to establish an endowment – as a guarantee the income from the fund is adequate to achieve the donors' intent. The RMS would use the memorial fund's income as you specify (subject to Board approval) and any principal from the fund could be invested to provide income to the RMS in perpetuity. Possible options to choose among several funds, e.g.:

\*Unrestricted Fund – gift allows RMS to make specific funding recommendations

\*Designated Fund – the donor determines in advance what programs or services desired for the donation to support

\*Advised Fund – the donor recommends how the proceeds from the endowment are to be spent

Specific details included with the type of endowment the donor selects will be incorporated into a written description of the endowment and the written document must be approved by then donor and the RMS. Regardless of the type of endowment established, the satisfaction associated with charitable giving is enormous.

## NOTE

Donors should ignore any e-mail asking for money. Check with the RMS Main Office and make use of non-profit watchdog groups, e.g., Guide-Star ([www.guidestar.org](http://www.guidestar.org)), the Wise Giving Alliance ([www.give.org](http://www.give.org)), or Charity Navigator ([www.charitynavigator.org](http://www.charitynavigator.org)) to avoid predatory requests and cyber scams.

The options and discussion listed above are not intended to be exhaustive or complete. Be sure to obtain expert advice from your professional advisor(s) when considering your

### **Ten Charitable Resolutions for the Philanthropically Inclined**

1. I will give without being asked.
2. I will draw upon the key people, experiences, and influences in my life when deciding where to give.
3. I will study the best methods for making donations. For example, I might make charitable gifts outright, as opposed to deferred, from assets rather than from income.
4. I will seek no influence from my giving. I may want to restrict some gifts for specific purposes, but I will place no other conditions on my giving.
5. I will make charitable giving an integral part of my estate planning. I will consult my estate planner and tax advisor for assistance.
6. I will make "challenge gifts" so as to involve others in worthwhile funding campaigns.
7. I will evaluate the business of a cause before I support it. I will look beyond emotional appeal to the financial efficiency of a charitable organization.
8. I will emphatically oppose unprofessional appeals.
9. I will encourage others to give to worthy causes. I will teach my children and urge my friends to select causes and support them in return for their relationships and for the good of the communities in which we live.
10. I will consider my financial responsibility to the health, education, and welfare of my family as I design my charitable giving. I cannot support all causes. My first cause is my family. I will learn to graciously say, "No, thank you," when I must.

### **RMS Policy**

It is the policy of the RMS to evaluate all potential gifts offered through this program to determine the appropriateness of accepting each gift. While it is the intention of the RMS to accept all gifts and donations, if the donation requires administrative costs and/or

expertise beyond the capabilities of the RMS, the gift may not be accepted. The RMS may reconsider acceptance if the donor desires to establish an endowment for the gift to offset incurred costs. Potential donors are encouraged to work closely with the RMS before making gifts which may require more complex, technical, and/or administrative expertise. You may choose to pay your total gift in installments by pledging. You may request that monthly installments be charged to your credit card until the total pledge amount is paid or you may choose to receive a reminder each month.

Should you need further information from the RMS Planned Giving Committee, please contact our Planned Giving Committee, any RMS Chapter President, or the RMS Headquarters at P.O. Box 9048, Missoula, Montana 59807-9048; 406-549-0514

***Merchandise Policy***  
*As Amended and Approved February, 14, 2005*

**Purpose**

The River Management Society offers merchandise for sale to help accomplish the following goals:

1. Create an identity and foster the benefits of belonging to RMS. These items are intended for sale primarily to RMS members and associates through RMS events and may be available via the website. Examples include clothing bearing the RMS logo.
2. Further the RMS mission in providing information and education about rivers and the use of river resources. These items are made available to the general public; examples include *River Logs*, *bumper stickers*, and “Leave No Trace” hang tags.
3. Increase recognition of RMS and its mission by providing distinctive products. These products may teach river science, ethics and safety, or increase the recognition of RMS expertise and experience by providing “value-added” entertainment and/or skills development. Examples include the *RMS Cookbook*.

Items that do not fall into one of these functional areas are prohibited from being sold by RMS. There will be no merchandising of items solely for the purpose of raising funds, because sales are not a primary business of RMS.

**Financial Objective**

In meeting the primary goals identified above, a secondary financial objective of the merchandise program is to provide sustainable cash flow and a positive return on investment. Marketing decisions will reflect this principle.

**Policies**

***RMS Logo Clothing and Accessories.*** RMS logo clothing will generally only be available at RMS events and on the website. The website will clearly note that clothing sales are limited to stock on hand. For website orders, the cost of handling and shipping may be charged to the purchaser.

***Individual Return Policy.*** RMS offers a 100% satisfaction guarantee on its merchandise. Items may be returned for full refund, or credit. In cases where the merchandise is defective, or the incorrect item was shipped, RMS will pay for return shipping and send the proper replacement if it is available, or issue a refund or credit. All other returns of merchandise will be accepted for credit or refund with the return shipping paid by the customer.

***Chapter Purchases.*** Chapters may purchase RMS merchandise items for use or sale at Chapter events. Sales to Chapters will be at RMS cost, plus 5%, plus packaging and shipping costs. Chapters may return unused merchandise for a refund of the RMS cost. All shipping is paid by the Chapter.



***Use of Retailers.*** To increase distribution of RMS educational merchandise items, the RMS may enter into agreements with retail shops and catalogue distributors to sell or distribute RMS merchandise. Such arrangements will be non-exclusive unless exclusive use is specifically approved by the Board and is in the best interest of the Society.

***Chapter Developed Merchandise.*** Chapters are not authorized to develop their own, unique merchandise items. The National organization retains the sole authority to develop and distribute RMS merchandise items.

***Use of the RMS Name and/or Logo.*** Use of the RMS name and/or logo on any merchandise item must be approved in advance by the executive committee. This includes items developed by Chapters.

***Requests for Funding Policy***  
*As Amended and Approved July 11, 2005*

**I. Background**

The River Management Society (RMS) receives requests both from RMS members and/or from individuals or organizations not affiliated with the RMS for monetary donations to support various causes, projects or events which are independent of the RMS's Scholarship, Sponsorship, Grant Distribution, or Planned Giving policies and/or programs.

Article VI, Section 4 of the RMS Bylaws provides for acceptance of gifts/bequests on behalf of the RMS, provided that such donations do not carry any implication of any special consideration toward any outside interest group regarding river management policy and are subject to approval by the Executive Committee. However, the Bylaws are silent on the reverse, i.e., requests for the RMS to provide funding in support of causes deemed worthy of such contributions. Until the Bylaws are amended, this policy addresses this issue.

**I. Request for Funds Process**

Requests for funds may be made by RMS members or non-RMS members. All non-RMS member requests must be co-sponsored and signed by an RMS professional member in good standing.

1. A written request for funds should be sent via e-mail, fax or postal service to either the RMS Executive Director or appropriate Chapter President (if sent only to the chapter, then the applicant must submit a copy to the RMS to prevent duplicate funding requests).
2. The Executive Committee will process requests for funding from National RMS. The appropriate Chapter President and chapter officers will process requests for funding from chapters. The RMS Executive Committee and RMS Chapter Officers follow the same process for making funding determinations
3. All requests forwarded to the Executive Committee or the Chapter President shall be received at least 60 days before any anticipated expenditure of funds.

**II. Selection Criteria**

In determining the merits of each proposal and funding amount to be awarded, if any, the Executive Committee or chapters officers will evaluate the following:

- a) The extent to which the donation of funds from the RMS will enhance the RMS's mission, objectives, strategic and annual work plans;
- b) Availability of funds, in consultation with the Treasurer;
- c) The nature, amount, and purpose of the monetary request, and the applicant's efforts to apply (or previous applications) for non-RMS funding sources;
- d) The extent to which the donation of funds from the RMS will be of value to the Chapter or broader RMS membership;

- e) Whether the applicant has previously applied or received a Chapter or national RMS monetary donation, scholarship, contract, sponsorship, or grant and if so, the amount and whether or not the applicant fulfilled their obligations; and
- f) Number of similar requests.

### **III. Decision and Notification Process**

1. The RMS Officers (either the Executive Committee or Chapter Officers) will seek consensus in approving requests; however, if consensus cannot be reached, a majority vote of appointed members will prevail.
2. The Executive Director or appropriate Chapter President will notify the applicant of the award/rejection in writing along with the terms and conditions surrounding the decision. The decision will serve as documentation for the RMS's records.
3. The respective Chapter and/or the RMS Executive Committee will maintain records of the awards/rejections, including the name, date, and type of request, funds awarded, and date/rationale of why the request was rejected or awarded.

### **IV. Funding and Reimbursement**

Either the Chapter Treasurer or RMS's national Treasurer will disburse funds via check to awardees in the exact amounts approved. Payment will be made only after receipt of invoice and/or demonstration of proof that funds were appropriately used in funding (all or in part) the applicable project and/or program.

### **V. Reporting and Representation**

In further fulfillment of, or as a condition of the recipient's obligations, the Chapter or the national RMS Executive Committee may also request recipients furnish news clips and/or media articles related to the award and/or submit an article for the RMS's quarterly newsletter.

## ***Ethics, Conflicts of Interest and Standards of Conduct Policy***

*As Approved September 3, 2008*

*As Amended and Approved June 3, 2010*

*As Amended and Approved October 12, 2013*

### **Purpose**

To provide standards of ethical conduct to guide members and enable them to identify and eliminate any conflicts of interest or the appearance of conflicts involving the River Management Society (the Society). Conflicts of interest or conduct issues can be avoided by adhering to these standards specifically for federal employees, but may serve to guide other members working for state or private entities. Federal members must reference the Office of Government Ethics rulemaking per 5 Code of Federal Regulations Part 2640 [78 Federal Register (FR) 14437-14442, March 6, 2013; related to Title 18 of the U.S. Code, Section 208] and exercise sound judgment.

The Society relies on the professional leadership and example of its members to prevent conflicting situations. All Society members are subject to their respective employers' ethics laws and regulations.

### **Responsibilities and Relationships**

The Society is the only international nonprofit organization supporting professionals who study, protect and manage North America's rivers. Much of the work of the Society is accomplished by volunteers who may be employed by other nonprofit organizations, academia, businesses, government agencies and the private sector.

The Society's members, Board members, Chapter officers and staff must honestly and prudently administer all affairs of the Society, exercising their best care, skill and judgment to further the Society's benefit.

No Society member (including officers, directors, trustees, or advisors) shall derive any personal profit or gain, directly or indirectly, by reason of their participation with the Society. Each Board member must disclose any affected personal interest, or if affiliated with an organization doing business with the Society, shall identify such affiliation and shall not participate in any decision that could create a conflict between the Society's interests and those of the member or other organization affiliated with the member.

Possible conflicts of interest do not preclude doing business with the Society, but affected Board members, Chapter officers, or staff members shall not participate in any decision involving transactions affecting their personal or family interest, or their employer.

A key principle of tax-exempt status is a ban on private inurement of organizational benefits to any individual person. Private inurement can occur when a nonprofit organization conducts business with an individual who has any personal, substantial or imputed financial interest, or with a member of that individual's family.

## **Benefits to employers, including federal and state agencies, and the Society**

The primary benefits of an employee's service as a member of the Society include, but are not limited to:

- State-of-the-art technical information about river research and resource management contributing to their professional stature, career and performance.
- Knowledge about organizational arrangements, partnerships, projects, and relationships of organizations to enhance the working relationships between the employer and other such organizations.
- Knowledge, full exchange and improved programmatic information, understanding of varying viewpoints and current issues in river research and resource management in an intellectually stimulating and productive work environs which complement employer's missions and operations.
- Professional networks and channels to gain and disseminate information and ideas relevant and necessary to the accomplishment of employer missions.
- Facilitate employer's missions, functions and processes, through meetings, conferences, symposia, workshops, training, and professional papers and publications.

### **Specifically Federally-employed members**

Many of our nation's rivers are administered and managed by federal employees. Society affiliation is important to these professionals and essential to their career to stay abreast of current issues, state-of-the-art technical information, research, and the dissemination of information relevant to federal river research and resource management programs.

To avoid ethical or fiduciary violations in the Society, the following limitations apply to federal employees:

- Employees (subject to the evaluation and discretion of their agency) may or may not be allowed to participate and/or serve as an officer, director or trustee of the Society in particular matters where the employee has a disqualifying imputed financial interest. The term "particular matter" encompasses only matters that involve deliberation, decision, or action focused upon the interest of specific persons (applications, contracts, grants, determinations), or a discrete and identifiable class of persons. Such a matter is covered by law even if it does not involve formal parties and may include governmental action, i.e., legislation or policy-making which is narrowly focused on the interest of such a discrete and identifiable persons. The term does not extend, however, to the consideration or adoption of broad policy options that are directed to the interests of a large and diverse group of persons (18 U.S.C. 203, 208 (a); 5 C.F.R. 2635.402(b) (3).
- Employees, in their "official capacity," are governed by laws and regulations while serving in any position as an officer, director, liaison (ex-officio or advisor), or trustee. Employees are deemed in their official capacity when: on duty, assigned by a superior, during work hours, on travel paid for with government funds, or in an official uniform; invited by the Society to participate based on his/her official position or by their official

title; where the Society by-laws specify a reserved position for an agency employee; or if the employee has not previously participated with the Society in a personal capacity. Employees who have questions about this part or any supplemental agency regulations in their particular situations should seek advice from their agency ethics official. (18 U.S.C. 208).

- If the Society receives funding from a federal agency under a written cooperative agreement, it must identify the responsibilities of each party in carrying out that agreement. Any federal employee involved negotiating or implementing the agreement as a part of their official duties shall not participate in Society decisions regarding the agreement. Agency employees may only work on matters subject to the terms of the agreement and must also adhere to their own respective agency ethics laws and regulations.
- Employees may generally participate if their involvement is in a volunteer or personal capacity and not a part of their official duties.
- Employees cannot work as paid staff for the Society, e.g., Staff, Staff Assistant, Program or Executive Director under the dual compensation law. Employees cannot supervise any Society paid staff or employees on a day-to-day operations basis. They may supervise volunteers under a volunteer agreement in a personal (non-official) capacity.
- Employees are prohibited from instigating or generating lobbying activity of any kind on any issue pending before, and of interest to, Congress (18 U.S.C. 1913).
- Employees cannot engage in fundraising nor work on a fund-raising activity on behalf of a non-Federal organization in the federal workplace as a part of their official capacity unless specifically authorized by law, order or regulation (E.O. 12674 and 12731; 5 C.F.R. 950 and 2635).
- Employees cannot represent the Society during the development of an agency/Society partnership or cooperative agreement.
- Employee Society members cannot act as a Society representative to a federal agency in oral or written communication with the intent to influence federal actions as they relate to the Society's interests or endorse any product or services of the Society (5 C.F.R. 2635).
- Employees shall not directly or indirectly, solicit or accept any gift or item of monetary value from the Society or from any Society member seeking official action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employees duties; Employees may accept meals and unsolicited gifts having an market value of \$20 or less per occasion provided the aggregate market value of individual gifts from the Society does not exceed \$50 in a calendar year. Employees should never accept cash. (18 U.S.C. 201, 203; 5 C.F.R. 2635).

## **The Society**

Shall not use federal appropriations to contract or hire a grant writer per Office of Management and Budget cost principles for cooperative agreements nor use federal appropriated funds to advertise; and

Shall not elect or hire any federal employee as a Society officer (chapter or national) if the employee is involved in an action with the Society as part of his/her official duties or has an interest in a “particular matter” as defined above.

## **Joint Society and Federal Agency Relationships**

Any relationship between the Society and the Federal government shall be in writing and intended to enhance service to the American public through more efficient application of Federal programs.

The Society and federal agencies will maintain a list of deliverables and projects under written partnership agreement for the respective fiscal or calendar year in case of an audit.

The Society and federal employees may use federal appropriated funds to contract or hire a technical specialist for certain projects.

Any internal federal agency meetings held in conjunction with Society symposiums or workshops must occur outside of normal working hours, i.e., evenings or during a working lunch and incur no travel costs to the government. Such meetings can be held the day before or the day after such symposiums or workshops if the federal employee is on annual or administrative leave and the employee covers his own travel and subsistence costs.

### ***National Officer Roles***

*As Approved November 12, 2002*

*As Amended February 9, 2004*

*As Amended April 10, 2006*

*As Amended February 6, 2008*

The **President** represents the Society in external matters; coordinates and presides over Board and Executive Committee meetings; oversees or delegates supervision of paid staff; and negotiates and signs contracts and agreements on behalf of the Society and may serve as a committee liaison.

The **Vice President** shall carry out the duties of the President in the absence of the President; is chair of the Scholarship Committee; a member of the Finance and Budget Committee; and may serve as a committee liaison.

The **Secretary** shall keep the Society's historical records, correspondence, and other documents related to the business of the Society. The Secretary shall record and present to the Board minutes of Society and Board meetings. The Secretary, with assistance from staff, shall develop an annual report of the affairs of the Society for the Board and members. The Secretary shall ensure advance distribution of notices of all Society and Board meetings. The Secretary may serve as a committee liaison.

The **Treasurer** shall be responsible for all financial transactions of the Society, including deposits into the Society's account, payroll transactions, and payments on behalf of the Society. The Treasurer shall make payments and disbursements as directed by the approved budget or upon direction by the Board and shall keep accurate and up-to-date records of all receipts and disbursements of the Society. At least quarterly, the Treasurer shall submit for Board review and approval a listing of payments, disbursements and transfers of funds and shall present an annual financial report to the Board. The Treasurer shall coordinate with the Society's accountant for all audits and Internal Revenue Service transactions. The Treasurer is a member of the Finance and Budget Committee and may serve as a committee liaison.

The **Ex Officio Advisors** shall assist the Society in an ex-officio (non-voting) consultation capacity and may serve as committee liaisons. Advisors are appointed for their expertise in organizational, legal, financial, facilitation, conflict-resolution, mentoring and/or needed skills to maintain the Society's vision and integrity. Advisors provide objectivity, counsel, continuity, and self-evaluation in order to ensure consistency with the Society's constitution/by-laws, policies and procedures. Advisors may be used to assist the board with interpersonal and organizational conflicts to promote society effectiveness. Some government agencies may choose to identify agency liaisons to serve as Advisors with Board consent.



**Chapter Officer Roles**  
*As Approved September 9, 2003*  
*As Amended February 9, 2004*  
*As Amended February 6, 2008*

**President**

The President shall preside at all the meetings of the Chapter and shall represent the interests of the Chapter members. The President shall provide direction to other Chapter officers.

*Chapter Responsibilities:* The President is responsible for overall communication with Chapter members, contacting new members; coordinating two Chapter events (with assistance from other officers and/or Chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

*Society Responsibilities:* The President is responsible at the national level for attending national Society events; serving on the scholarship committee; serving as a committee liaison; participating in conference calls with the Board; attending Board meetings (or finding a replacement); and providing a written report of Chapter activities to the Board at its annual meeting.

**Vice President**

*Chapter Responsibilities:* The Vice President shall be responsible for contacting Chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, shall write Chapter news and activities updates for Chapter members twice during a calendar year. The Vice President shall promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; and actively pursue articles of interest and coordinate with the Executive Director when the Chapter is the focus of the newsletter. The Vice President shall organize Chapter elections or a process for selection of officers. The Vice President shall assist the President in planning and coordinating Chapter activities as requested.

*Society Responsibilities:* The Vice President shall serve as a member of one national committee or shall recruit a Chapter member to do so.

**Secretary**

*Chapter Responsibilities:* The Secretary shall be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary shall record and compile minutes from officer and Chapter meetings

and conduct timely mailing of minutes to the Chapter membership. As requested by Chapter officers, the Secretary shall also conduct mailings of Chapter news, activity updates, etc. The Secretary shall assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the Chapter is the focus of the newsletter. The Secretary shall track any Chapter displays and events for the Society's national display and keep records of events the Chapter is involved in. The Secretary shall manage seasonal training opportunities or job shares within the Chapter and notify Chapter members of these opportunities. The Secretary shall assist the President in planning and coordinating Chapter activities as requested.

*Society Responsibilities:* The Secretary shall serve on the national Society Membership Committee or shall recruit a Chapter member to do so. The Secretary shall forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records.

### **Treasurer**

*Chapter Responsibilities:* The Treasurer is responsible for maintaining accounts and paying any of the Chapters bills. The Treasurer shall keep records documenting the approval or rejection of fund expenditures and acceptance or rejection of funds due to or donated to the Chapter (see Article VI). Upon adoption of a Chapter budget, the Treasurer shall manage that budget. The Treasurer shall help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer shall submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds and shall provide an annual financial report to the Chapter membership through the December issue of the Society's newsletter. The Treasurer shall assist the President in planning and coordinating Chapter activities as requested.

*Society Responsibilities:* The Treasurer shall serve on one national committee or shall recruit a Chapter member to do so.

## ***Program Director Position Description***

*As Approved February 9, 2004*

The Program Director serves as the initial point of contact for the River Management Society and is responsible for its daily internal operations, including maintenance of the official business office and records. He/she serves at the discretion of the Board of Directors and reports to the Executive Director or, in the absence of an Executive Director, the Executive Committee through the President.

**RESPONSIBILITIES:** The primary role of the Program Director is to support and assist the Board of Directors and the Executive Director in implementation of the Society's Strategic Plan. This will be accomplished through the following specific duties:

- *Membership* - Works with the Membership Committee to develop and implement a plan for membership growth and development, including recruitment strategies and the development of brochures, displays, speeches and other appropriate materials. Provides member services on a daily basis, including the processing and maintenance of membership applications and database of member.
- Organizational development, including membership programs, membership outreach, volunteer program development, and leadership development.
- *Publications* - Assists the Publications Committee in the production and distribution of publications and information resources, including the home page on the World Wide Web.
- Development and maintenance of the electronic bulletin board.
- Design, layout, writing, and editing of quarterly newsletter and other Society publications.
- Coordination of Society meetings, including a biennial national symposium.
- *Board of Directors* - Provides support and assistance to the Board and committee chairs as required.
- Performs other duties as assigned by the Executive Director and/or the Executive Committee.

**SETTING:** The Program Director will operate out of his/her home. The Society will cover the following business expenses specifically related to the position:

- Travel.
- Utilities and postage.
- Supplies and equipment.
- Computer equipment purchase or rental and maintenance.
- Rental of office and storage space.

**BENEFITS:** The Program Director is a full-time employee of the River Management Society and will receive the following benefits:

- Salary.
- Health insurance.
- Paid holidays (6 – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas).
- Vacation (2 weeks annually, can be accumulated up to 30 days annual carryover).
- Sick leave (5 paid days annually, accruing and available until employment ceases).
- Other expenses as approved by the Board.

### ***Executive Director Position Description***

The Executive Director serves as the chief executive officer for the River Management Society, representing the organization and being responsible for its external relations. He/she serves at the pleasure of the Board of Directors and reports to the Executive Committee through the President.

**RESPONSIBILITIES:** The primary role of the Executive Director is to support and assist the Board in implementation of the Society's Strategic Plan. This will be accomplished through the following specific duties:

- *Partnerships* - Maintains strong cooperative relationships with other professional organizations, national nonprofit groups, institutions of higher learning, and federal and state agencies. Pursues appropriate joint projects, events and other efforts.
- *Promotion and Communications* - As directed, represents the Society at national and regional meetings, workshops and conferences and serves on committees and advisory groups. Arranges for Board member participation and representation at regional, state and local functions as appropriate.
- *Fund Raising* - Works with the Fund Raising Committee in pursuit of cooperative agreements, grants and other financial support from federal, state and local governments, colleges and universities, foundations, private corporations and other sources. Prepares and markets grant applications, administers grants received, and provides professional consultant services as necessary and appropriate.
- *Administration* - Implements general policies of the Executive Committee in the following areas:
  - 1) Budget programming and control in concert with the Treasurer, drafts the annual budget, approves and tracks daily expenditures, ensures fiscal responsibility, and assists the accountant and Treasurer in the preparation of the year-end financial report and tax filing.
  - 2) Personnel management provides general supervision to staff and consultants providing professional services to, or on behalf of, the Society.
  - 3) Drafts position descriptions for all Society staff.
  - 4) Negotiates and administers contracts with professional consultants to the Society.
- *Board of Directors* - Provides support and assistance to the Board and committee chairs as required. Works closely with the President to ensure follow through on commitments made by Board members and committee chairs and that those deadlines are met. Performs other duties as assigned by the Executive Committee.

**SETTING:** The Executive Director will operate out of his/her home. The Society will cover the following business expenses specifically related to the position:

- Travel.
- Utilities and postage.
- Supplies and equipment.
- Computer equipment purchase or rental and maintenance.
- Rental of office and storage space.
- Other expenses as approved by the Board of Directors.

**BENEFITS:** The Executive Director is a full-time employee of the Society and will receive the following benefits:

- Salary.
- Health insurance.
- Paid holidays (6 - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas).
- Vacation (2 weeks annually, can be accumulated up to 30 days annual carryover).
- Sick leave (5 paid days annually, accruing and available until employment ceases).

### ***Legal Advisor Position Description***

*As Approved January 10, 2005*

The legal advisor for the River Management Society (Society) serves at the pleasure and discretion of the Board of Directors and reports to the President, or in the absence of the President, to the Executive Committee, through the Vice-President. The legal advisor assists the Society in an ex-officio (non-voting) consultation capacity to provide legal expertise.

**Responsibilities:** The primary role of the legal advisor is to support and assist the national Board of Directors, Committees, and Chapters in matters involving, but not limited to: tax matters, contracts, planned giving, compliance with IRS guidelines for tax-exempt organizations, i.e., the Society, engaged in public advocacy, and assist individual Society members to avoid conflict of interest issues with their employer.

- Ethics and Conflicts of Interest - Assists in developing a template from the Memorandum of Understanding used by all RMS members in conjunction with their employers to avoid any real (or perceived) conflict of interest.
- Contracts, Grants, Partnerships, Assistance Agreements - Assists in reviewing all contracts and/or contract modifications as directed by the RMS Board.
- Planned Giving - Assists the Executive Director (to be determined - TBD), Fundraising Committee and Planned Giving Coordinator (TBD) relative to policies, laws, guidance concerning fundraising, gifts, and donations to or from the Society relative to rules and regulations and federal/state tax laws.
- Board of Directors - Serves at the request of and coordinates with the Board and committee chairs as appropriate.
- Will review policies that may affect the mission of the Society.

#### **Qualifications:**

- Licensed Attorney
- General knowledge of non-profit accounting, tax filing and reporting, and compliance requirements.
- General knowledge of IRS 501(c)(3) compliance requirements, federal conflict of interest codes and regulations governing employees, and knowledge of federal codes and regulations and policies regarding advocacy by tax exempt organizations.
- General knowledge and experience with estate planning and fund giving tax strategies.

- Communication skills (Oral and Written).

**Benefits:** Ability to assist the Society in promoting sound river management policies and participation in field trips and other society functions.



## ***RMS Financial Advisor – Position Description***

*(As Approved February 14, 2005)*

The Financial Advisor for the River Management Society (Society) serves at the pleasure and discretion of the Board of Directors and reports to the President or, in the absence of the President, the Executive Committee through the Vice President. The Financial Advisor assists the Society in an ex-officio (non-voting) consultation capacity in the arena of financial and fundraising expertise.

**RESPONSIBILITIES:** The primary role of the Financial Advisor is to support and assist the national Board of Directors, Treasurer, Committees and Chapters in matters involving, but not limited to: bookkeeping, accounting and disbursement procedures, auditing, filing of periodic reports ( taxes, audits, financial), investments, fundraising, planned giving, sales merchandise, sponsorships, partnerships, cooperative agreements, marketing and advertising, long-term financial/budget strategies, and related matters. Specific duties include:

- Finance and Budget – Works with the Finance and Budget Committee, Treasurer, and Executive Committee in drafting and presenting an annual budget, filing of reports (taxes, audits, financial), coordinating policies and procedures related to income and disbursements, ensuring fiscal responsibility, and related matters. Provides professional consultant expertise as necessary or appropriate.
- Fundraising – Works with the Fundraising Committee, Planned Giving Coordinator (TBD), and partners of the Society in drafting strategic and annual work plans. Assists in the pursuit of cooperative agreements, contracts, grants, scholarships, sponsorships, marketing, advertising, and gifts to the Society. Provides professional consultant expertise as necessary or appropriate.
- Board of Directors – Serves at the request of and coordinates with the Board and committee chairs as appropriate.

### **QUALIFICATIONS:**

- Current knowledge of accounting, bookkeeping, finance, tax filing and reporting, auditing, and banking practices.
- Specific knowledge of fiscal practices and evaluation, investment alternatives and options (mutual funds, money market, certificates of deposit, stocks, bonds, annuities, etc.), computer spreadsheet software, non-profit organizations.
- Experience and expertise in investment consulting, options for developing sources or “revenue streams,” auditing, banking, bookkeeping, accounting, finance, tax preparation and/or filing, for-profit and non-profit organization administration and related fields.

- Communications skills (Oral and Written)
- Objectivity and fortitude to tell it like it is

**BENEFITS:** Ability to assist the Society in promoting river management policies and participation in field trips and other Society functions and events

*Sample Contract*

*Sample Contract for Service  
Between River Management Society and River Expert  
Regarding \_\_\_\_\_*

This Agreement is made effective as of, by and between the River Management Society, of Post Office Box 9048, Missoula, Montana 59807-9048, and RIVER EXPERT, of \_\_\_\_\_.

In this Agreement, the party who is contracting to receive services shall be referred to as “RMS”, and the party who will be providing the services shall be referred to as “RIVER EXPERT”.

RIVER EXPERT has a background and expertise in \_\_\_\_\_ and is willing to provide services to the RMS based on this background and expertise. The RMS desires to have services provided by RIVER EXPERT.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** RIVER EXPERT will be responsible for the following: \_\_\_\_\_
2. **PERFORMANCE OF SERVICES.** The manner in which Services are to be performed and the specific hours to be worked by RIVER EXPERT shall be determined by RIVER EXPERT. The RMS will rely on RIVER EXPERT to work as many hours as may be reasonably necessary to fulfill his/her/their obligations under this Agreement. Include **DURATION OF SERVICES**, if applicable.
3. **EXPENSE REIMBURSEMENT.** RIVER EXPERT shall be entitled to reimbursement from the RMS for the following “out-of-pocket” expenses:
  - travel expenses, at federal government per diem rates;
  - applicable postage, printing and copying costs; and
  - applicable long-distance telephone calls and faxes.
4. **PAYMENT.**

*Scenario A:* The RMS will pay a fee to RIVER EXPERT for the Services at the rate of \_\_\_\_\_% of net contracting organization (NPS, BLM, American Rivers, etc.) payments (gross payment less expenses made to RIVER EXPERT per Article 3 above). This fee shall be payable in a lump sum upon completion of the Services and receipt of payments from contracting organization.

Upon termination of this Agreement, payments under this paragraph shall cease; provided however, that RIVER EXPERT shall be entitled to payments for services provided prior to the date of termination and for which RIVER EXPERT has not yet been paid.

*Scenario B:* The RMS will pay a fee of and to RIVER EXPERT based upon specifically negotiated deliverables (time frame, performance, delivery, etc.). (Example: The RMS will pay a fee to \_\_\_\_\_ of \$ \_\_\_\_\_ for performance of the Services of this Agreement. \$ \_\_\_\_\_ (\_\_\_\_%) of this fee shall be payable upon completion and submission of the grant application to the \_\_\_\_\_. The remaining \$ \_\_\_\_\_ (\_\_\_\_%) shall be payable to \_\_\_\_\_ upon announcement of the grant award according to the following schedule:

- \$ \_\_\_\_\_ if the grant is for an amount equal to or in excess of \$ \_\_\_\_\_;
- \$ \_\_\_\_\_ if the grant is for an amount more than \$ \_\_\_\_\_ but less than \$ \_\_\_\_\_; or
- \$ \_\_\_\_\_ if the grant is for less than \$ \_\_\_\_\_, or if the application is unsuccessful.

Upon termination of this Agreement, payments under this paragraph shall cease; provided however, that RIVER EXPERT shall be entitled to payments for services satisfactorily provided prior to the date of termination and for which he/she/they has (or have) not yet been paid.

5. **NEW PROJECT APPROVAL.** RIVER EXPERT and the RMS recognize that RIVER EXPERT's services will include working on various projects for the RMS. RIVER EXPERT shall obtain the approval of the RMS prior to the commencement of a new project for which payment is to be provided.
6. **TERM/TERMINATION.** This Agreement shall terminate automatically upon completion by RIVER EXPERT of the Services required by this Agreement. This agreement may be terminated by either the RMS or RIVER EXPERT upon at least 15 days formal written notice.
7. **RELATIONSHIP OF PARTIES.** It is understood by the parties that RIVER EXPERT is an independent contractor with respect to the RMS and not an employee of the RMS. The RMS will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of RIVER EXPERT.
8. **DISCLOSURE.** RIVER EXPERT is required to disclose any outside activities or interests that conflict, or may conflict, with the best interests of the RMS. Prompt disclosure is required under this paragraph if the activity or interest is related, directly or indirectly, to any activity that RIVER EXPERT may be involved with on behalf of the RMS.

9. **INJURIES.** RIVER EXPERT acknowledges his/her/their obligation to obtain appropriate insurance coverage for the benefit of RIVER EXPERT (and RIVER EXPERT's employees, if any). RIVER EXPERT waives any rights to recovery from the RMS for any injuries that RIVER EXPERT (and/or RIVER EXPERT's employees) may sustain while performing services under this Agreement and that are a result of the negligence of RIVER EXPERT or RIVER EXPERT's employees.
10. **ASSIGNMENT.** RIVER EXPERT's obligations under this Agreement may not be assigned or transferred to any other person, firm or corporation without the prior written consent of the RMS.
11. **INTELLECTUAL PROPERTY.** Specify details, or note "Not applicable".
12. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail postage prepaid, addressed as follows:

<i>For RMS:</i>	<i>For</i>
River Management Society	<i>RIVER EXPERT:</i>
_____, President	RIVER EXPERT
Post Office Box 5750	_____
Takoma Park, MD 20913-5750	_____

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

13. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
14. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
15. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision be deemed to be written, construed and enforced as so limited.

16. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

17. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Ohio.

*Party receiving services:*

River Management Society

By: \_\_\_\_\_  
President

*Party providing services:*

RIVER EXPERT

By: \_\_\_\_\_



**10. Justification for Noncompetitive Federal Assistance:**

- a. Does the Applicant Have a Capability Which Is Important to the Specific Effort and One That Makes Them Clearly More Desirable than Another Organization in the Same General Field? If yes, what are they?

Yes. They are the only nonprofit professional society for river managers in North America

- b. Does the Applicant Possess Prior Experience of a Highly Specialized Nature, Not Possessed by Others, Which Is Vital to the Effort? If yes, what are they?

Yes. RMS since formation in 1988 has over 14 years experience in the river management business which no other organization possesses

How Was this Determined?

A number of river organizations were surveyed and investigated and although have similar interests, do not possess the specialized focus around management versus strictly training or conservation for rivers.

Describe specialized experience.

Specific focus is on river management expertise and professional development of its members as opposed to conservation, acquisition, fund-raising, advocacy, training, or environmental causes. Having conducted 6 national biennial symposiums and multiple co-sponsored workshops they the best experience in agenda/conference development and facilitation, efficient logistical/planning skills, and membership networking greater than any one river management federal (e.g., BLM) or state agency.

- c. Does the Applicant Have Personnel Considered Predominant Experts in the Particular Field, or Facilities and Test Equipment Which Are Specialized and Vital to the Effort? If yes, who what are they?

Members are technical matter experts in a broad array of disciplines: recreation, planning, fisheries, hydrologists, stream restoration, ecologists, wildlife biology, watershed analysts, management, water quality, consulting, monitoring, rangers, law enforcement, etc. Many have advanced degrees and have extensive experience.

- d. Does the Applicant Have a Substantial Investment of Some Kind Which Would Have to Be Duplicated at Government Expense by Another Firm Entering the Field? If yes, explain?

Yes. BLM would have to rely on other agencies and their staffs to pull together each year a system of networking to include related conferences/workshops to maintain the current level of expertise and collaboration



- e. Is the Effort a Continuation of a Previous Effort Performed by the Applicant? If yes, explain?

This is a longstanding agreement, first conceived in 1992 (10 years) and now will be the third renewal of a 5 year agreement.

- f. Are There Any Unique Factors to Be Considered? If yes, what are they?

No.

Assistance Representative: \_\_\_\_\_

Signature

Date

## I. Statement of Joint Objectives

A. Purpose. This agreement is made and entered into by the Department of the Interior, Bureau of Land Management, Washington Office (BLM), and the (River Management Society), for the purpose of conducting and facilitating specific river management projects, publications (both hard-copy and web-based), forum for exchanging technologies, training, and symposiums related to river management.

B. Objective. This agreement will serve to inform, educate, and assist river managers and other individuals relevant to the opportunities, challenges, programs, use and policy issues associated with the planning, management, and operation of rivers administered by the BLM. Additionally, it will serve as a forum and catalyst to ensure river managers maintain technological expertise thereby benefiting the floating public and associated watershed users. This also will enhance coordination, collaboration, communication cooperation in providing service through river conservation efforts and addressing numerous emerging issues over the next decade.

C. Authority. The basis for this agreement is found on support or stimulation of a public purpose authorized by the following Federal statute(s):

Federal Land Policy and Management Act of 1976 (Public Law 94-579, Section 307 (b)).

D. Benefits. The activity(ies) to be undertaken under this agreement are in furtherance of the BLM and the River Management Society mission by providing the following benefits:

1. Benefits to BLM include: A more informed and educated river management employee which stays abreast of the latest cutting-edge technologies and advanced methods relating to their profession in river and watershed management. This organization provides to only river management networking opportunity for both interagency and intra-state entities along with academia and river management publics and user groups. BLM benefits from an active on-line internet forum and biennial meetings which serve as a catalyst ensuring river managers are abreast of numerous emerging issues.

2. Benefits to RMS include: Funding support to hold symposia, develop river management publications and web-based information concerning river management information and outdoor ethics. Helps to broaden the organization's diversity in membership and breadth of western river management issues facing BLM and other similar federal river-administrators. Provides national points of contacts (speakers, facilitators, and policy makers) as opposed to only local or regional contacts thereby increasing the magnitude and scope of expertise for the organization.

3. Benefits to the public include: A more informed, educated, and better served public with respect to river management, e.g., web-based publications and technical papers, on-line registration for key conferences, telephone directory of key agency contacts, quarterly newsletter, listserver which can answer technical site-specific questions pertaining to their river management issue or problem, river permit information and stipulations, river ethics and minimal impact information, expertise from highly trained agency and citizen-based members.

## II. Definitions.

A. Agreement: This cooperative agreement.

B. Assistance Officer (AO): The BLM's Assistance Officer. The AO is the only individual authorized to obligate funds, award, modify or terminate the agreement or any TO thereto. The AO is responsible for issuing TOs, monitoring the agreement and TOs for compliance, enforcing the agreement provisions, issuing timely performance and payment approvals, terminating the agreement or any TO thereto and closing out the agreement.

C. Assistance Representative (AR): The BLM's Assistance Representative. The AR will be designated for the purpose of administering the technical aspect of the agreement. The AR is authorized to clarify technical requirements, and to review and approve work which is clearly within the scope of the work specified in this agreement. The AR is not authorized to issue changes or in any other way modify this agreement.

D. BLM: The Bureau of Land Management. May also be referred to as Bureau.

E. CFR: The Code of Federal Regulations.

F. Fiscal Year (FY): The Federal fiscal year which extends from October 1 of one year through September 30 of the following year.

G. RMS: means the River Management Society. May also be referred to as recipient, a nonprofit corporation in the State of Washington under IRS code 501(c)(3).

H. Not-to-Exceed (NTE) Amount: The maximum Federal funding amount.

I. OMB: The Office of Management and Budget.

J. Project Inspector (PI): The BLM's project inspector. At the time of award, a BLM employee(s) may be appointed as the PI. If appointed, the PI will be responsible for providing on-site inspection of the work and for giving the BLM representative any special instructions, guidance, or training necessary to complete or perform the work. The PI will not be authorized to issue changes or in any way modify the agreement.

K. Project Manager: The recipient's Project Manager. \_\_\_\_\_

L. Responsible Official: The recipient's Responsible Official. The responsible official is the individual who is authorized to act for the recipient's organization and commit the recipient to compliance with the terms and conditions of this agreement.

### III. Project Management Plan.

A. The RMS agrees to:

1. Select dates, locations, facilities for symposiums/conferences and develop agendas, including the selection of speakers, facilitators, and logistical arrangement to fulfill appropriately the purpose of the symposium, conference, workshop, and/or training;
2. Promote the meeting/conference through selected mailings, advertising, or similar notices in appropriate publications and campaign to obtain sponsorship, contributions, and promotional activities from appropriate corporate and other business concerns;
3. Design, produce, and assist in the distribution of materials, or products as will be developed, to promote river ethics, leave no trace, river stewardship, management, or conferences related to river management;
4. Arrange, coordinate, and schedule conference facilities, space, audio-visual equipment, handout materials, room accommodations, travel arrangements for speakers or participants, or other materials as needed to conduct the conference and/or training;

B. The BLM agrees to:

1. Support the planning and conducting of symposia, conferences, training by providing funding support;
2. Assist in the development of conferences and products by participating in the development, discussion, meetings, identification of issues, displays, case studies, and facilitators;

3. Ensure agency co-sponsorship and provide relevant agency materials for attendees as well as river publics of BLM's river management responsibilities;

4. Provide payments to the RMS in accordance with Section V.C., Financial Support, and Section VI, Payments, of this agreement and applicable OMB and Treasury Regulations.

IV. Term of Agreement. This agreement shall become effective on the date of signature of the BLM Assistance Officer and shall remain in effect during FY 2002, unless terminated in accordance with the provisions of 43 CFR Subpart F, Section 12.961. This agreement may be renewed for subsequent FYs (NTE a total of five), subject to the availability of Federal funding, by mutual written modification signed by both parties to this agreement.

V. Financial Support.

A. This agreement shall be funded each FY based on the availability of BLM funding. The RMS hereby releases the BLM from all liability due to failure of Congress to appropriate funds for this agreement.

B. Funds obligated but not expended in one FY can be carried forward and expended in the subsequent FY.

C. \$\_\_\_\_\_ represents the NTE amount for which the BLM will be responsible under the terms of this agreement. The BLM shall not be obligated to pay for nor shall the AO be obligated to perform any effort that will require the expenditure of Federal funds above the NTE amount.

D. Cost sharing for this agreement shall be in accordance with 43 CFR, Subpart F, Section 12.923.

VI. Payments.

A. Electronic Funds Transfer Payments

1. Payment under this agreement will be made by the Government by electronic funds transfer (through the Treasury Fedline Payment System (FEDLINE) or the Automated Clearing House (ACH)).

2. After award, but no later than 14 days before an invoice or agreement financing request is submitted, the Recipient shall designate a financial institution for receipt of electronic funds transfer payments (SF-3881), and shall submit this designation to the following address:

Bureau of Land Management  
National Business Center, BC-630  
Denver Federal Center, Bldg. 50  
PO Box 25047  
Denver, CO 80225-0047

3. If a designation has been submitted to the BLM under a previous agreement it is not necessary to complete another SF-3881 unless you are changing your designation of financial institution.

B. The RMS shall be entitled to reimbursement or advance payment at least quarterly upon submission of an original Request for Advance or Reimbursement, Standard Form (SF) 270 to the AR. Payments shall be governed by the provisions of 43 CFR Subpart F, Section 12.922 and 12.952.

C. If advance payments are made the RMS must submit a Federal Cash Transaction Report, SF 272 to the Assistance Officer 15 working days following the end of each quarter.

D. Advance payments shall be made only in amounts necessary to meet current disbursement needs and shall be scheduled so that the funds are available only immediately prior to their disbursement.

#### VII. Property Management and Disposition.

Any BLM property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 43 CFR, Subpart F, and Section 12.930 through 12.937.

#### VIII. Deliverables and Reports.

Submit one copy of an annual performance report to the Assistance Representative within 90 days after the end of the FY. The performance report must be prepared in accordance with 43 CFR, Subpart F, Section 12.951 and address items such as a comparison of actual accomplishments with established goals, reasons why goals may not have been met, cost overruns and any other pertinent information.

IX. Key Officials.

- A. Assistance Officer (AO)
- B. Assistance Representative (AR)
- C. Project Inspector (PI) Same as Assistance Representative (AR)
- D. Responsible Official
- E. Project Manager

X. Special Terms and Conditions.

A. Order of Precedence

Any inconsistency in this agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 43 CFR Part 12; (d) special terms and conditions; (e) all Agreement sections, documents, exhibits, and attachments; and (f) all TO sections, documents, exhibits, and attachments.

B. Modifications

This agreement may be modified by written agreement signed by both a RMS official and the Assistance Officer. Administrative changes (i.e. AO name change) which do not change the project management plan, NTE amount, etc. or otherwise affect the recipient may be signed unilaterally by the AO.

C. Endorsement

Recipient shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press articles, manuscripts or other publications) which state or imply governmental, Departmental, Bureau, or government employee endorsement of a project, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work products to be superior to other product or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

“The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute

their endorsement by the U.S. Government.”

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any Bureau or employee (by name or title). The specific text, layout photographs, etc., of the proposed release must be submitted with the request for approval. A recipient further agrees to include this provision in any subaward to any subrecipient, except for a subaward to a state government, a local government, or to a federally recognized tribal government.

#### D. Procurement Procedures

It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

#### E. Deposit of Publications

Two (2) copies of each applicable publication produced under this agreement shall be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication, and states that the publication is intended for deposit in the Natural Resources Library. Publications shall be sent to the following address:



U.S. Department of the Interior  
Natural Resources Library  
Interior Service Center  
Gifts and Exchanges Section  
1849 C Street, N.W.  
Washington, D.C. 20240

F. Minority Business Enterprise (MBE) Utilization Information to the Assistance Officer within 15 days following the end of each Federal fiscal quarter (December 31, March 31, June 30 and September 30) if this agreement involves the procurement of supplies, equipment, construction or services in excess of \$\_\_\_\_\_. The information to be reported will include the number of sub-agreements or contracts awarded to minority enterprises and the dollar value of those awards.

#### XI. General Provisions.

A. National Policy Requirements and Administrative Management Standards. All applicable national policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

B. 43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs is incorporated by reference.

C. OMB Circular A-122, Cost Principles for Nonprofit Organizations is incorporated by reference.

D. 43 Code of Federal Regulations (CFR) Part 12, Appendix A to Subpart D, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transaction and completed Form DI-2010 are incorporated by reference.

E. 43 CFR Part 12, Appendix C to Subpart D, Certification Regarding Drug-Free Workplace Requirements, Alternate I (Grantees other than individuals) and completed Form DI-2010 are incorporated by reference.

F. 43 CFR Part 12, Appendix C to Subpart D, Certification Regarding Drug-Free Workplace Requirements, Alternate II (Grantees Who are Individuals) and completed Form DI-2010 are incorporated by reference.

G. 31 U.S.C. 1352, Certification Regarding Lobbying and completed Form DI-2010 are incorporated by reference.

H. Single Audit Act Amendments of 1996, Public Law 104-156, 110 Stat. 1396,

31 U.S.C. 750 1-7 and 43 CFR, Part 12, is incorporated by reference.

I. Compliance with Buy American Act. Pursuant to Sec. 307 of the Department of the Interior and Related Agencies Appropriations Act of 2000, Public Law 106-113, be advised of the following:

1. None of the funds made available in this agreement may be expended by a recipient unless the recipient agrees that in expending the funds the recipient agrees that in expending the funds the recipient will comply with sections 2 through 4 of the Act of March 3, 1933 (41 U.S.C. 10a-10c; popularly known as the "Buy American Act").
2. Purchase of American-made equipment and products. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.
3. Recipient also agrees to follow the procedures in 43 CFR Part 12, Subpart E, and Section 12.700 - Buy American Requirements for Assistance Programs.

J. Opposition to Any Legislation. Recipient shall not use any part of the Government's funds for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

K. Increasing Seat Belt Use in the United States. Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

L. Grant/Cooperative Agreement Provision. Recipient shall not use any part of the appropriated funds from the Interior and Related Agencies Appropriation Act, FY 2001, for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

BUDGET INFORMATION - AGREEMENTS			
OBJECT CLASS CATEGORIES	BLM FUNDING	RECIPIENT FUNDING	TOTAL
DIRECT LABOR - SALARIES	HOURS RATE /hr TOTAL	HOURS RATE /hr TOTAL	
FRINGE BENEFITS ( %)			
TRAVEL/TRANSPORTATION			
EQUIPMENT			
SUPPLIES			
PRINTING			
COMMUNICATION			
TRAINING			
TOTAL DIRECT CHARGES			
INDIRECT COSTS (MUST HAVE COPY OF NEGOTIATED RATE AGREEMENT)			
TOTALS (SUM OF ABOVE)	\$	\$	\$

## *Symposium Planning Guidelines*

### **Purpose**

The purpose of the Society's biennial symposium is to:

- Promote the Society and sound river management practices to a wide audience of students, professionals and the general public.
- Bring professional river managers together to share information and exchange expertise.
- Be interactive with as many members as possible.
- Expand Society membership and recognition.
- Provide funding to support Society activities.

The Symposium should be listed in agency training catalogues.

### **Historical Record**

In order to ensure that future symposium planners may benefit from the experiences of others (and to provide benchmarks for those future planners) it is important that accurate, concise records be kept of all symposia. These records should reside with the Executive Director. Historical records should include, but are not limited to:

- Preliminary budget.
- Final detailed budget (post-symposium).
- Hotel/conference center contracts.
- Room nights (proposed for contract).
- Room nights (actual).
- All other contracts.
- All printed material.
- Attendance figures:
  - Society members.
    - Early registrants.
    - Late registrants.
  - Nonmembers.
    - Early registrants.
    - Late registrants.
  - Student registrants.
  - Single-day registrants.
  - Other.
- Scholarships.
  - Number and value of waived registrations and fees.
  - Travel costs.
- Honorariums.
- Registration fees (and rationale if pertinent)
- Conference evaluation summary

### **Timeline**

While each symposium is different the following planning calendar is recommended:

- 48 months (4 years) - Site selection by the Board.
- 36 months (3 years) - Symposium Chair and committees selected.
- 12 months - Formal timeline prepared by the symposium committees and presented to the Board.
- 12 months - Budget submitted to the Board for approval.

## **Budget**

The symposium budget is a critical part of the pre-planning, concurrent and post-planning process. The responsibility for initial development and recommendation of the budget lies directly with the Symposium Chair with approval authority resting solely with the Board.

Budget development steps include:

- Designation of a Symposium Chair.
- Designation of a Symposium Comptroller.
- Review of historical records of past symposiums.
- Development of a preliminary budget.
- Approval of preliminary budget by the Board.
- Final budget development and recommendations.
- Approval of final budget by the Board.
- Development of post-symposium reconciled budget.

The symposium budget should consider and detail all of the applicable items listed below:

- Budget development strategy (funding to support the symposium).
- Funding sources.
- Registration fees.
- Publication costs.
- Speaker fees and related costs.
- Facility costs (hotel, meeting rooms, etc.).
- Catering (including breaks).
- Equipment rental (audio-visual, etc.).
- Field trip costs.
- Transportation.
- Social event fees.
- Symposium hand-outs (free gift).
- Board travel.
- Scholarships.
- Symposium Planning Committee awards.
- Other applicable items related to issues and locale of specific symposiums.

## **Organizational Structure**

The Symposium Committee should include:

- Symposium Chair.
- Past Symposium Chair.
- Program Chair.
- Keynote Speakers Chair
- RMS Executive Director.
- Other suggested committees:
  - Publications.
  - Field trips.
  - Transportation.
  - Audio-visual.
  - Activities/entertainment.
  - Silent auction.
  - Fund raising.
  - Marketing/media relations.
  - Proceedings Coordinator/Editor.

## **Field Trips**

Field trips have proven crucial to the success of past symposia. If they are part of the plan, they should be:

- Related to river management or watershed management issues.
- Open to symposium attendees only (spouses will be allowed on a space-available basis).
- Provide an educational or training component (include handouts, presentations, speakers, etc.)

Historical information about field trips should include:

- Total number, individual descriptions and prices of field trips offered.
- Interest in individual trips.
- Cancelled trips and the reason for the cancellation.

## **Proceedings**

Professional proceedings will be published for each symposium.

## **Social Events**

Any Society-sponsored social event may include, but is not limited to:

- Awards ceremony.
- Outdoor setting.
- Food and/or beverage.
- Entertainment.

- Silent auction
- Raffle
- Other events associated with the symposium theme or locale.

### **Symposium Contractor**

In the past, some of the symposiums planning duties have been contracted out. If this is necessary, a request for proposal and a payment schedule will be required. If needed, historic records should be reviewed where an outside symposium planner was used, and that Symposium Chair should be contacted directly before committing.

### **Lessons Learned**

Lessons have been learned by previous Symposium Committee members. Some suggestions have also been made on evaluation forms. A record of the lessons learned should be kept by the Executive Director. These should include:

- The lesson learned and who said it.
- Summary of evaluations.

### **Past Symposium Chairs**

A record (complete with contact information) will be kept of all past Symposium Chairs so that they may be contacted for assistance/guidance.

### **Optional Considerations**

Although each symposium is different, other additional activities can be added to the agenda. Optional things to consider which have been offered at past symposiums include:

- Pre- and post-symposium training or workshops.
- Offering Continuing Education Units (CEUs).
- Silent auction.
- Raffle.
- Exhibitors / posters.
- Agency training credit.
- Scheduling the symposium so as not to conflict with holidays, competing conferences, etc.

### **Location**

Symposium locations should:

- Be selected by the Board meeting 48 months in advance.
- Achieve a balance between geographic regions.

## Symposium Evaluation

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6) I attended:

The entire symposium

I only attended: (Check all that apply)

Wednesday  Friday  
 Thursday  Saturday

### Satisfaction

2a) Did the symposium meet your expectations? (Check one)

<i>Did Not Meet</i>	<i>Met</i>	<i>Exceeded</i>
(1)    (2)	(3)	(4)    (5)
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

2b) Explanation?

3a) Overall, what did you think of the following. (Check one per item)

	<i>Disappointing</i>		<i>Average</i>		<i>Excellent</i>
	(1)	(2)	(3)	(4)	(5)
Keynote speakers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concurrent session speakers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderators .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plenary session (Snake River).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field trips.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Symposium planning/organization .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silent auction.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boise as the symposium setting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3b) Comments?

4a) Please rate the following features of the Boise symposium facility.

	<i>Disappointing</i>		<i>Average</i>		<i>Excellent</i>
	(1)	(2)	(3)	(4)	(5)
Lighting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio-visual equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustics/sound .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of seating.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating arrangement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4b) Comments?



5) Does having a plenary session on local river issues help you in your job?  Yes  No

6a) How would you rate the following events held in \_\_\_\_\_?

	<i>Disappointing</i>		<i>Average</i>		<i>Excellent</i>	<i>N/A</i>
	(1)	(2)	(3)	(4)	(5)	
Keynote luncheon.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening reception.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening reception.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday evening banquet .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6b) Comments?

7a) If you went on a field trip, were the presentations/materials associated with your trip adequate?

Yes  No  No Opinion  N/A

7b) Comments?

8) What aspects of the symposium were most useful or interesting?

9) What aspects of the symposium were most unproductive?

10) What else should be changed for 200\_?

### Timing

11) The current length of the symposium (3-1/2 days) is:

Too long  Too short  
 Just right  No opinion

12) When would you like to see the conference begin and end? (Indicate days of week and times.)

13) If the symposium stays at the current length, on which day should we schedule field trips?

First Day  Second Day  Third Day  Fourth Day

14) Currently, there are four evenings available in a symposium for scheduling social events. On which evenings should we schedule events? (Check as many as you like.)

First Day  Second Day  Third Day  Fourth Day

15a) Each speaker presenting a paper is guaranteed 30 minutes. Is this enough time?

Yes (skip to #16)  No

15b) If not, how much time should each speaker be allowed? \_\_\_\_\_ minutes

16) How many months in advance do you need to receive registration materials?  
 \_\_\_\_\_ months

## The Future

17) In choosing the location for future RMS symposia, rate the importance to you of the following:

	<i>Not Important</i>		<i>Somewhat</i>		<i>Crucial</i>	<i>N/A</i>
	(1)	(2)	(3)	(4)	(5)	
Travel distance/time .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airport access (shuttles, car rentals) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hotel rates .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per diem rates .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airline prices .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban setting (access to amenities) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rural setting .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18a) For government employees only: In the past, we have scheduled agency meetings in association with the symposium. Should we do this at future symposia?

- Yes                       No (skip to #19)

18b) When would you like to see the meeting scheduled?

- Over lunch  
 In the evening  
 The afternoon before the symposium opens; I don't want to miss any sessions  
 During the symposium – having fewer speaker presentations would be fine

20) What topics would you like to see discussed at the 200\_ symposium?

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## Value

21) With regard to registration, costs were:

- Too low                       Just right                       Too high

22) How much do you enjoy receiving the symposium poster as part of registration?

<i>No Opinion</i>				<i>It's Great</i>
(1)	(2)	(3)	(4)	(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23) Knowing that production of a symposium poster adds to registration costs (\$5), do you think we should continue to produce a poster?

- Yes, the cost is minimal, and I enjoy the poster.  
 No, I'd rather save the money.  
 No opinion.

24) How much do you enjoy receiving a symposium gift as part of registration?

<i>No Opinion</i>				<i>It's Great</i>
(1)	(2)	(3)	(4)	(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25) Knowing that production of a symposium gift adds to registration costs (\$2–12), do you think we should continue to provide this item?

- Yes, the cost is minimal, and I enjoy a reminder of the symposium.
- No, I'd rather save the money.
- No opinion.

**26) How much do you enjoy the symposium luncheon on the opening day?**

<i>No Opinion</i>				<i>It's Great</i>
(1)	(2)	(3)	(4)	(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**27) Knowing that the luncheon adds approximately \$20 to the cost of registration; do you think we should continue to have the luncheon?**

- Yes, the luncheon provides useful information and/or an opportunity to interact with attendees.
- No, I'd rather save the money.
- No opinion.

**28) How much do you value a symposium proceeding?**

<i>No Opinion</i>				<i>It's Great</i>
(1)	(2)	(3)	(4)	(5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**29) In what format would you prefer to receive the proceedings?**

- On the web.
- Bound publication (additional \$20 cost built into registration).
- CD-ROM (additional \$5 cost built into registration).
- I don't want proceedings.

**30) Final Comments?**

**Name:** \_\_\_\_\_  
**Donation of Time, Material & Assets Recording Form**

The River Management Society (RMS) has been determined by the Internal Revenue Service (IRS) to be a 501(c)(3) nonprofit organization under the tax laws of the United States. Donations of money, materials, professional services and other assets of monetary value are subject to the taxable income deduction regulations of the IRS.

The recording of donations of these assets, as well as the volunteering of time, is important to the RMS and is collected every quarter (March, June, September, and December). Many grants require that the recipient provide an accounting of assets and in-kind services. Please take a moment to provide us with the following information. This information is confidential and will not be distributed.

**Period Covered:** January 1, 2013 to December 31, 2013    **Other:** \_\_\_\_\_

<b>Activity</b>		<b>Hours Donated</b>
<i>RMS Administration</i>		
<i>Committee Duties:</i>		
<i>Public Policy</i>		
<i>Fund Raising</i>		
<i>Awards &amp; Elections</i>		
<i>Membership</i>		
<i>Scholarship</i>		
<i>Merchandise, Sponsorship &amp; Endorsement</i>		
<i>Board of Directors Meetings</i>		
<i>Event Planning</i>		
<i>Special Projects (specify)</i>		
<i>Web Assistance</i>		
<i>Other (specify)</i>		
<b>Total hours</b>		

		<b>Value (\$)</b>
<i>Materials Donated (specify) (e.g., office supplies, postage)</i>		\$
<i>Services Donated (specify) (e.g., financial planning)</i>		\$
<i>Equipment Use (specify) (e.g., copiers, backhoes)</i>		<b><i>\$Error! Not a valid bookmark self-reference.</i></b>

Please return this form to: Helen Clough – [hcloughak@gmail.com](mailto:hcloughak@gmail.com)

**Board Meeting Evaluation**

**Evaluating the RMS Board**

Please rate the RMS board in the following topic areas by typing a score in the far right column for each item. Please provide additional comments in a separate file (organized by topic area).

	Not relevant	Poor	Mediocre	Good	Excellent	Score
<b>Board Selection and Composition</b>						
Skills and expertise of individuals	0	1	2	3	4	
Energy and commitment of individuals	0	1	2	3	4	
Representative of membership?	0	1	2	3	4	
Gender, race, class, age diversity	0	1	2	3	4	
Balance of new and old members	0	1	2	3	4	
Recruitment of new members	0	1	2	3	4	
<b>Orientation and Training</b>						
Orientation for new board members (personal contact)	0	1	2	3	4	
Written orientation materials (roles and responsibilities)	0	1	2	3	4	
Training opportunities (improve skills)	0	1	2	3	4	
<b>Structure and Organization</b>						
By-laws and meeting procedures are clear & appropriate	0	1	2	3	4	
Number of committees	0	1	2	3	4	
Committee responsibilities (clarity, appropriateness)	0	1	2	3	4	

Relationships between board and executive committee	0	1	2	3	4
Relationships between staff and board	0	1	2	3	4
<b>The Board at Work</b>					
Frequency of meetings/calls	0	1	2	3	4
Preparatory materials for meetings/calls	0	1	2	3	4
Meetings/calls stay on schedule & agenda	0	1	2	3	4
Leadership at meetings/calls	0	1	2	3	4
Open discussion at meetings/calls	0	1	2	3	4
Decision-making at meetings/calls	0	1	2	3	4
Minutes, other materials from meetings	0	1	2	3	4
Activity level of committees	0	1	2	3	4
Committee follow-through and deliverables	0	1	2	3	4
Individuals stay within areas of expertise	0	1	2	3	4
Individual follow-through and deliverables	0	1	2	3	4
Sense of camaraderie/teamwork	0	1	2	3	4
Integrity of board members	0	1	2	3	4

### Evaluating the 2003 RMS Board Meeting

Please rate the 2003 RMS board meeting in the following topic areas by typing a score in the far right column for each item. Please provide additional comments in a separate file (organized by topic area).

	Not relevant	Poor	Mediocre	Good	Excellent	Score
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<b>Facilities and Location</b>					
Rooms and general facilities	0	1	2	3	4
Food and beverages	0	1	2	3	4
Availability of after-work activities	0	1	2	3	4
Individual travel time & costs	0	1	2	3	4
Organizational costs / value	0	1	2	3	4
Overall facility/location rating	0	1	2	3	4
<b>The Meeting</b>					
Preparatory materials	0	1	2	3	4
Schedule (length of day, ability to stay on schedule)	0	1	2	3	4
Agenda (appropriate topics, length of time for each)	0	1	2	3	4
Process (fair and appropriate?)	0	1	2	3	4
Leadership	0	1	2	3	4
Open discussion (was it encouraged?)	0	1	2	3	4
Decision-making (were they clear, documented?)	0	1	2	3	4
Sense of camaraderie/ teamwork	0	1	2	3	4
Overall meeting evaluation	0	1	2	3	4

Please list any specific components of the board meeting that we should...

<b>Keep Doing</b>	<b>Start Doing</b>	<b>Stop Doing</b>



# ***River Management Society***

## **Chapter Account Form**

The River Management Society (RMS) has been determined by the Internal Revenue Service (IRS) to be a 501(c)(3) nonprofit organization under the tax laws of the United States. To facilitate accounting, auditing and Transfers of Chapter funds, each Chapter should submit this form to the National RMS Treasurer at the end of every calendar year and when changes are made to accounts.

Chapter \_\_\_\_\_

Officer Responsible for Banking Account \_\_\_\_\_

Responsible Officer Title \_\_\_\_\_

Additional Chapter Officers (and Titles) on  
Account \_\_\_\_\_

Bank Account Held at \_\_\_\_\_

*(If More than One Banking Institution, use Multiple Forms)*

Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Account Numbers(s):

Checking \_\_\_\_\_ Savings \_\_\_\_\_

Other (Number & Type) \_\_\_\_\_

Routing Number (for Electronic Deposits) \_\_\_\_\_

Has the National Treasurer been added as an account signatory?  Yes  No

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

***Please return this form to the National Treasurer.***



## ***RMS Volunteer Position Management and Selection Process***

*As Approved July 9, 2006*

### **Introduction**

The River Management Society (RMS) relies on voluntary service from members to accomplish much of the work of the Society. Members may carry out short term tasks, such as serving on a steering committee for the biennial symposium, or may take on longer term positions integral to the functioning of RMS. The longer term positions require that those who assume them are also committed to the task, competent in executing the work and appropriately supported. The following outlines the process to identify, fill and support these positions.

### **1. Identifying and Creating RMS positions**

**a. Position Proposals:** Positions may be proposed by RMS members, Board of Directors, Executive Committee, cooperating agencies or others. Proposals may arise from an organizational need or function. Proposals shall be submitted to the Executive Committee for consideration and identify:

- 1) The need;
- 2) The benefit to RMS;
- 3) The cost to RMS, and
- 4) Any supporting information such as length of time the position is needed, or alternative ways to meet the need besides filling a position.

Proposals shall be submitted to the Executive Committee for decision.

**b. Position Descriptions:** The Executive Committee determines whether or not a proposed position has merit, and, if so, assigns the writing of a position description, program of work and budget. This work is typically assigned to the one proposing the position. The position description shall include at a minimum:

- 1) Position duties;
- 2) Responsibilities of the position;
- 3) Skills needed to be successful;
- 4) Duration;
- 5) The program or scope of work;

**c. Position budget:** the funding necessary to accomplish the work shall be included in the proposal.

### **2. Evaluating the merits of the proposed position**

#### **a. Executive Committee decision process**

Based on the information gathered in a-c above, the Executive Committee shall decide whether or not to create the proposed position. Criteria to make the decision shall include:

- 1) Relationship of the proposed position with existing positions;

- 2) Funding available to appropriately support this work (and the cost benefit of its accomplishment);
- 3) Whether or not a candidate can be likely found in RMS membership; and
- 4) Need for the position.

**b. Decision**

If the Executive Committee decides to create and fill a position they will direct the Executive Director to initiate a recruitment process to fill the position. If the Executive Committee decides against creating the position, it shall direct the Executive Director to inform the proponent of said decision.

**3. Terminating RMS positions**

The Executive Committee shall have sole authority to terminate a position for any reason it determines, by a simple majority vote of the committee, is in the best interest of RMS.

**4. Recruiting and filling RMS positions.**

a. The Executive Committee shall fill vacant volunteer positions in the following manner:

1. The Executive Committee directs the Executive Director to advertise to the entire membership that a position is open or vacant. The notice shall be distributed in a fair and equitable manner helping to ensure all members have a reasonable chance of being informed. At a minimum, existing forms of membership communication such as the listserv, and mailings shall be used.

2. The Executive Director may recruit outside of the RMS membership if the Director and/or Executive Committee determine the position may be filled in that manner. In such case a waiver of membership dues may be used as an incentive for non-member to become active in the Society.

3. The notice of the position shall inform prospective volunteers of how to apply. Interested candidates are requested to submit brief applications by a due date according to the application instructions in the notice of vacancy.

4. The Executive Committee and Executive Director shall review applications and choose the person who, as determined by a simple majority vote of Executive Committee members, would serve in the best interest of the RMS.

**5. Positions Terms**

Each position shall be filled for an established term. The length of term shall be set by Executive Committee. Criteria establishing the term may include: length of time the need will exist; the expected rate of change in duties; continuity in the position; and budget. Established terms allow for:

1. Those accepting positions to know their expected minimum length of commitment.
2. The Executive Committee to make changes in positions as warranted.
3. The Executive Committee to “re-up” those who are successful and desire to continue for another term.

#### **6. Position Budget**

a. Each position shall have an annual budget, if appropriate. A proposed budget shall be submitted to the Board for consideration at the Board’s annual meeting. The budget shall be written in collaboration with the RMS Treasurer. The budget is based on the annual work program, and identifies the expectations for support. The budget is proof that RMS values the work performed by the position. The budget shall include all position related cash and in-kind revenues and expenses.

#### **7. Responsibility and Accountability**

All volunteer positions shall be directly responsible to the Executive Director. The Executive Director shall assign duties and provide direction as needed on the day-to-day duties of the position. The Executive Director shall provide progress reports or updates to the Executive Committee as requested. If the volunteer needs to or wants to address the Executive Committee for any reason he/she may do so by requesting from the President a time allotment on the Executive Committee meeting agenda.

#### **8. Volunteer Rewards**

a. RMS members who serve in these positions should be rewarded for their efforts. The Executive Committee and Executive Director together shall determine the appropriate recognition.

#### **9. Annual Review**

The Executive Committee shall review the roster of positions and budgets annually. The Committee shall consider needs, effectiveness, and alternatives to the position. Changes may result in, proposals for new positions, alterations to existing position descriptions to align with new needs, or termination of existing positions.

#### **10. Incorporation into Bylaws**

Upon approval by simple majority vote of the River Management Society's Board of Directors this document shall be incorporated as Article X of the RMS bylaws as approved on February 9<sup>th</sup> 2004.

## **Existing RMS Positions**

### **1. RMS Merchandise Coordinator**

**Position Term:**

**Position Description/Duties:**

- Store RMS merchandise
- Keep an inventory list of products (sizes, colors, styles)
- Make recommendations regarding reorders, new items, close out items
- Receive orders by phone or email
- Package and ship orders by USPS, UPS or FedEx as necessary
- Send invoice/payment information to Executive Office and buyer via email
- Fulfill any refund or exchange orders
- Assist (when able) with merchandise sales / RMS store at RMS symposia, Interagency Meetings, etc.
- Assist with/make recommendations to Board on new merchandise (product, quantity, color, sizes, etc.)

**Budget (2006):**

### **2. RMS Website Coordinator**

**Position Term:**

**Position Description/Duties:**

(Estimated Time Commitment: 1 to 2 hours per week.)

- Responsible for managing all aspects of the RMS website including development, administration and content.
- Serves as chief information architect and system administrator.
- Maps website navigation and location of new and existing content.
- Maintains/edits site email addresses.
- Works with the Executive Director to ensure that all website requests are fulfilled in a timely manner including award nominations, event postings, member information updates, job postings, membership applications, membership renewals, and password requests.
- Coordinates with programmers to design and post new content, as required.
- Ensures that website content, layout, and navigation is backed up on a regular basis by the Internet service provider (ISP) or programmers.
- Works with programmers to resolve any coding errors or bugs. Verifies completion of work invoiced by programmers and contractors, prior to payment.
- Works with Executive Director to ensure that information on the website is kept current and updated in a timely manner including the list of organization officers, newsletter volumes, annual work plans and accomplishments, symposium proceedings, and business documents.
- Works with Executive Director, programmers, and other contractor(s) to develop and post online agendas, registrations and other information for

Biennial RMS Symposium, Interagency Workshops, and River Ranger Rendezvous.

**Budget (2006):**

**3. RMS Professional Purchase Coordinator**

**Position Term: As needed**

**Position Description/Duties:** The Professional Purchase Coordinator develops and maintains terms and processed for coordinating member purchases with select vendors such as manufacturers and distributors of river equipment. This person acts a RMS agent to facilitate preferred rates for members, while streamlining the transaction process for the vendor. Additionally, the Coordinator will encourage purchasers to donate 5% sale to RMS as an acknowledgement of the savings offered by the program.

Annually, the Coordinator will report total sales by vendor.

## RIVER STUDIES AND LEADERSHIP CERTIFICATE

The **River Studies and Leadership Certificate (RSLC)** is awarded by the River Management Society to undergraduate students who complete a program at partner institutions.

### **River Studies and Leadership Program Description**

The *River Studies and Leadership Certificate* is a program designed to offer undergraduate students who have become inspired to join the next generation of river professionals a foundation of knowledge, skills and experience in river-based science, policy, conservation, education, and recreation. Utah State University, Colorado Mesa University, University of Utah, University of Idaho and Prescott College offer courses that fulfill the certificate requirements. Faculty members from these institutions collaborate with students to design and complete a personalized academic program that empowers them to address the real world challenges facing our nation's rivers. Each student's program is vetted by industry professionals, practitioners, and academics from both RMS and the partnered institutions.

The coursework required by the *River Studies and Leadership Certificate Program* is focused specifically on river systems, yet it is interdisciplinary in nature; students explore and study river systems in ways that integrate the life and earth sciences, policy and conservation, socio-cultural and economic factors, as well as education and recreation. Ultimately, the RSLC adds valued focus to a student's degree and presents employment advantages through networking with the River Management Society. Available on the RMS website are these documents:

- *Certificate*
- *Certificate, Accepted Courses matrix, Courses Leading to the River Studies and Leadership*

### **RSLC Coordination**

RMS is the awarding agency for the RSLC. Its responsibilities are as follows:

1. Coordinate updated versions of the Accepted Classes and matrix, which will be reviewed annually for updates;
2. Coordinate the addition of new colleges and universities: as the group grows in number, a communications forum or listserv may be employed;
3. Develop and maintain a page or section of [www.river-management.org](http://www.river-management.org) that can be a primary resource for RSLC information;
4. Produce and mail a certificate of completion when a student's sponsoring institution confirms that they have met the RSLC requirements.
5. Maintain a current list of RSLC awardee names, award dates institution on the RMS website.



### **RSLC Student Support**

Students are required to share aspects of their river studies with the RMS community by either presenting at the annual RMS Symposium or publishing an article in the RMS Journal. RMS will support current RSLC participants as follows:

1. Award a one-year student membership to the River Management Society, which includes a subscription to the *RMS Journal*, a quarterly publication, and access to national and regional chapter events
2. Invite current RSLC students to attend and present at upcoming symposia or workshops for which their conference registration fees are waived.
3. Consider applications for scholarships from RSLC students to assist their symposium and workshop participation.

While there is no fee to participate, RSLC universities and colleges:

1. offer the participation of at least one faculty member on the RSLC Coordinating Committee, and;
2. maintain a membership in good standing in the River Management Society by the RSLC advising faculty or the institution.

This program will become effective with the 2014-2015 academic year and the related outreach that is employed during the spring and summer of 2014.

# **ALASKA CHAPTER BYLAWS RIVER MANAGEMENT SOCIETY**

## **ARTICLE I- MEMBERSHIP**

### **VI. Section 1: Eligibility**

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY (from now on to be represented in this document by the initials RMS), and who resides within the State of Alaska will be considered a member of the Alaska Chapter. All members in the professional category will be granted the rights and privileges, including but not necessarily limited to voting, printed materials, service on chapter committees, and nomination and election to any office as provided by these bylaws.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Organizational members will be entitled to any chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Individuals in the student category of RMS membership will be entitled to all chapter periodicals and may attend meetings and workshops sponsored by the chapter.

### **VII. Section 2: Resignations and Terminations**

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Executive Director, who will in turn notify the chapter officers.

### **VIII. Section 3: Suspensions**

Any suspensions from RMS will concurrently result in suspension from the subsequent chapter.

## **ARTICLE II - MANAGEMENT OF THE CHAPTER**

### **IX. Section 1: Administrative Structure**

The elected Officers of the Chapter will be a President, Vice-President, Secretary, and Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers. The chapter president will serve as a member of the National RMS Board of Directors.

Officers will hold office for a period of three years, preferably under staggered terms. All officers will hold office until their respective successors are elected. Terms are limited to two full successive terms for each office.

### **X. Section 2: Election of Officers**

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category members from the chapter may vote in chapter elections.

**XI. Section 3: Elections**

Elections will be called annually by the chapter president based on staggered terms. Chapter officers will administer the election with the help of the (national) Executive Director. Ballots will be done by electronic means, with hard paper ballots available as needed and sent to each member of voting status.

**XII. Section 4: Vacancies of Office**

Any vacancy occurring in the chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS Board of Directors for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

**XIII. Section 5: Expenses of Chapter Officers**

The chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the chapter president.

**ARTICLE III - POWERS AND DUTIES OF THE CHAPTER OFFICERS**

**XIV. Section 1: President**

The President will preside at all chapter meetings and will represent the interests of chapter members. The President will provide direction to other chapter officers.

The President is responsible for coordinating two chapter events. The President will submit quarterly updates for the RMS national newsletter, organize conference calls with chapter officers and appropriate National officers, and will participate in quarterly conference calls with the RMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

**XV. Section 2: Vice-President**

The Vice-President will be responsible for welcoming new members and sending them a copy of Chapter membership list. The Vice-President will send out two mailings annually that promote chapter issues. The Vice-President will represent the President in his/her absence.

The Vice-President will organize chapter elections or the process for selection of chapter officers as needed by the chapter.

**XVI. Section 3: Secretary**

The Secretary will be responsible for maintaining current and past two years membership lists including email and phone numbers. The Secretary will be responsible for maintaining lists of river outfitters, commercial guides, private boating groups, and other related groups as deemed necessary by a majority of the chapter officers. The Secretary will track chapter displays and events, and will assist the President with mailings. The Secretary will manage seasonal training opportunities or job shares within the chapters. The Secretary is responsible for taking and distributing notes of all meetings or finding a substitute when not available.

**XVII. Section 4: Treasurer**

The Treasurer will be responsible for maintaining accounts and paying any of the chapter bills from chapter funds. The Treasurer will seek funding sources and manage fundraising efforts with help from chapter officers and general membership. The Treasurer will assist the President with organizing events and developing professional purchases.

**XVIII. Section 5: Executions of Instruments**

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the President, providing that all expenditures involving monies or obligations over \$1,000 (one thousand dollars) must first be submitted to and approved by the Alaska Chapter officers.

**ARTICLE IV - CHAPTER OFFICER PROCEEDINGS**

**XIX. Section 1: Meetings**

Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings.

**XX. Section 2: Decisions**

A simple majority of the voting officers shall comprise a quorum. No proxy votes are allowed.

**ARTICLE V - COMMITTEES**

**XXI. Section 1: Structure**

The President will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will be advisory and report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

**XXII. Section 2: Duties**

The chapter officers as appointed will determine duties of each standing committee and other special committees. The committees as needed will make reports to the officers.

**ARTICLE VI - FINANCES**

**XXIII. Section 1: Fiscal Year**

The fiscal year of the chapter will coincide with the calendar year.

**ARTICLE VII - AMMENDEMENT OF BYLAWS**

The chapter officers must ratify the bylaws. Amendments may be made to the bylaws by a simple majority vote of the Alaska Chapter members. Any amendments must be consistent with the constitution of RMS.

**CONSTITUTION OF THE CANADIAN  
RIVER MANAMGENT SOCIETY  
AN AFFILIATE OF THE AMERICAN RIVER MANAMGENT SOCIETY  
(as Reconstituted as the RIVER MANAMGNENT SOCIETY)**

**Article I  
NAME**

The legal name of the Canadian affiliate of the American River Management Society is “The Canadian River Management Society herein after referred to as “CRMS”. The American River Management Society will herein after be referred to as “ARMS” and the River Management Society as “RMS”.

**Article II  
PURPOSE**

It is the shared purpose of CRMS and RMS:

- . To educate their respective memberships;
- . To aid in the development of recommendations with public and scientific support concerning river resources;
- . To advance the practice of river management by serving as broadly - based forums for river resource managers, researchers and interested individuals, working together in the development and application of river management concepts through a sharing of information;
- . To produce and issue scholarly and information publications;
- . To hold meetings and workshops;
- . To provide assistance to research; and,
- . Through other appropriate means, to promote and encourage the professional development of river managers.

No activity of CRMS will be authorized which will aid or assist any commercial activity or business in such a way that could be construed to contravene the established purposes, articles and principles as set down in the Constitution of the Canadian River Management Society. Further, CRMS is not a special interest, river issue, advocacy group.

**Article III  
BOARD OF DIRECTORS**

ARMS (reconstituted as RMS) is an autonomous organization divided into chapters representing the eastern and western United States and Canada.

Its affiliate, CRMS, consists of an Executive comprised of a President, one or more Vice-Presidents, a Secretary, a Treasurer (or a Secretary-Treasurer) and a Board of Directors consisting of 12 members, one from each of the provinces and territories of Canada. The day-to-day responsibilities and activities of CRMS will be carried out by an Executive Committee composed of the President, Vice Presidents, and Secretary-Treasurer, under

the direction of the Board. The Board of Directors shall also have the responsibility for representing the interests of CRMS and making decisions regarding matters of policy.

#### **Article IV MANAGEMENT**

The affairs of CRMS shall be managed by officers, duly elected in accordance with the by-Laws of CRMS.

#### **Article V MEETINGS**

The CRMS Board of Directors shall meet at least every two years or more frequently to address policy matters that may come before it. The meetings shall be held at such time and place as the Board(s) may prescribe. The Executive Committee shall meet at least once per year and then as necessary to conduct such business as may properly come before it. The meetings shall be held at such time and place as the Committee may prescribe. The officers of CRMS shall meet in person or by conference call at least once per year to conduct such business as may properly come before them.

Officers of the Executive Committees of CRMS and ARMS (reconstituted as RMS) shall meet as necessary to conduct such business as is appropriate between them, at a mutually agreeable time and place. The suggested venue is the biennial ARMS conference (RMS conference).

#### **Article VI TAX-EXEMPT STATUS**

The affairs of CRMS shall, at all times, be managed in such a way as to preserve and safeguard its status as a registered charity under the Income Tax Act of Canada. Similarly, the affairs of ARMS (reconstituted as RMS) shall, at all times, be managed in such a way as to preserve and safeguard the tax-exempt status under the laws of the United States of America.

#### **Article VII BYLAWS**

Bylaws not consistent with this constitution shall be adopted by CRMS and may be amended as therein provided.

#### **Article VIII AMENDMENTS**

Amendments to the constitution of CRMS shall be ratified by the CRMS Board of Directors.

**Effective Date:**

The effective date for this constitution shall be December 1, 1995

**Signatures:**

<b>Name:</b>	<b>Michael Greco</b>	<b>Signature:</b>	<b><i>Original signed on</i></b>
<b>Office:</b>	<b>President</b>	<b>Date:</b>	November 27, 1995

**BYLAWS  
OF  
THE CANADIAN RIVER MANAGEMENT SOCIETY**

**Article I  
MEMBERSHIP**

**Section 1: Eligibility**

Any person currently involved in river management or river-related research, planning, science, or management activity is eligible for full membership in the Canadian River Management Society. All such members shall enjoy full membership rights and privileges, including, but not necessarily limited to voting, subscriptions to society periodicals, service on committees and nomination and election to any office as provided in these bylaws.

Membership is also open on an Associate or other category basis. Individuals ineligible to become full members may apply to become non-voting associate members. Associate members shall be entitled to society periodicals, and may attend meetings and workshops sponsored by the Society, but will not have voting or other service privileges.

All memberships of Canadian River Management Society shall be accepted following the American River Management Society (reconstituted as the River Management Society) fee schedule at par value. For example, a \$ 20 (in US funds) membership will cost the Canadian River Management Society members \$ 20 (in Canadian Funds). For the purposes of consistency, Canadian River Management Society members will be considered Associate members of the American River Management Society (now a \$ 20 US RMS membership), and will be granted full Associate membership privileges in the American River Management Society (now RMS), with the exception of no voting privileges. CRMS members will be registered as Associate members of the Canadian Affiliate of the River Management Society and as full voting members of the Canadian River Management Society.

**Section 2: Applications**

Applications for membership shall be transmitted to the Secretary (or Secretary - Treasurer) on forms provided by the Canadian River Management Society.

**Section 3: Resignations**

Resignations from membership shall be transmitted in writing to the Secretary (or Secretary-treasurer). A member who has resigned in good standing may re-apply for membership by writing directly to the Secretary or Secretary-Treasurer). Such members will retain their original date of membership.



## **Section 4: Suspensions and Terminations**

Members of the Canadian River Management Society may be suspended or terminated by the Executive Committee for non-payment of dues (refer to Article V, Section 3) or for conduct deemed adverse to the interests of the CRMS. Prior to taking action, the Executive Committee must notify the member and offer an opportunity for the member to explain his or her actions. A member whose dues are in arrears for six (6) months will be automatically suspended.

## **Article II MANAGEMENT OF THE SOCIETY**

### **Section 1: Management**

The President, Vice-Presidents, Treasurer and Secretary (or Secretary-Treasurer) of the Canadian River Management Society (CRMS) shall be responsible for the management of the affairs of the CRMS.

### **Section 2: Board of Directors**

The Board of Directors of the Canadian River Management Society shall consist of an Executive comprising the President, Vice-Presidents, Secretary, Treasurer (or Secretary-Treasurer) and twelve (12) Provincial and Territorial Directors, one representing each province and territory. Interim directors, appointed by the President from among the Provincial and Territorial Directors shall serve until such time as a fully operation Board of Directors has been established, at which time the Directors shall be elected by the voting members from their own constituencies for a term of three (3) years.

Directors shall have staggered terms to allow for the election or re-election of one-third of the Directors each year. One Director shall be elected by the Board of Directors as Chairman and another as Vice-Chairman, with the expectation that the Vice Chairman shall succeed to the Chairmanship upon the retirement of the Chairman.

The Executive Committee of the Canadian River Management Society shall consist of the President, Vice Presidents, Secretary and Treasurer (or Secretary-Treasurer).

### **Section 3: Officers**

The elected officers of the Board of Directors of the Canadian River Management Society shall consist of the President, Vice Presidents, the Secretary and the Treasurer (or Secretary-Treasurer), and up to three (3) Trustees,. Trustees may be appointed by the Executive Committee on an interim basis at an appropriate date. Neither officers nor trustees shall be paid for acting tin that capacity.

#### **Section 4: Election of Officers**

The President, Vice Presidents, Secretary and Treasurer (or Secretary-Treasurer) of the Canadian River Management Society shall be elected by the general membership at least three months prior to expiration of their current term of office from a list of candidates forwarded by a Nominating Committee. The Nominating Committee shall consist of a Chairperson and two other members to be appointed by the Board of Directors.

Additional candidates may be nominated by petition of ten members of the Canadian River Management Society, provided that such nominations reach the Chairperson of the Nominating Committee at least 30 days prior to the election. All full members of the Canadian River Management Society shall be eligible for election to any office, except that the President and Vice-Presidents may not be employed by the same agency and must have at least five years of full-time or other related experience in river-related planning, management, research or science in Canada.

Officers thus elected shall serve three (3) year terms.

#### **Section 5: Re-elections**

All elected officers shall be voted in by the general membership every three (3) years. Members of the Board of Directors shall be elected by members of the Canadian River Management Society resident in their respective province or territory, or shall be appointed by the President on an interim basis until a reasonable provincial/territorial election can be made.

#### **Section 6: Vacancies**

Any vacancy occurring in the Executive Committee shall be filled by presidential appointment from a list of candidates submitted by the Nominating Committee. Should the position of President be vacant, said office shall be filled by one of the Vice-Presidents, or failing that position, the Secretary and then Treasurer, (or Secretary-Treasurer), in that order, until such time as a majority vote of the Executive Committee can be arranged to elect a President from a list of candidates submitted by the Nominating Committee. The term of an appointee shall coincide with the remaining term of the previous office holder.

#### **Section 7: Executive Committee Meetings**

The Executive Committee of the Canadian River Management Society shall meet in person or by conference call at least once per year to conduct such business as may properly come before the Society. Such meetings shall be open to the entire membership of the CRMS. A simple majority of the Executive Committee shall constitute a quorum. If less than a quorum is in attendance, no official business shall be conducted and the meeting shall be adjourned.

## **Section 8: Expenses of Executive Committee**

The Executive Committee may be reimbursed from the funds of the Canadian River Management Society for their traveling expenses for the purpose of attending meetings and conferences with advance approval of the Board of Directors.

## **Article III**

### **POWERS AND DUTIES OF CANADIAN RIVER MANAGEMENT SOCIETY OFFICERS**

#### **Section 1: The President**

The President shall preside at all meetings of the Canadian River management Society and shall represent all the interests of the Canadian River Management Society including, but not limited to, providing direction to and managing Canadian River Management Society operations and paid staff, if any. In addition, the President is responsible for liaison with respect to the American River Management Society, (reconstituted as the River Management Society).

#### **Section 2: The Vice-President(s)**

The First Vice-President shall assist the President by acting as liaison between the Canadian River Management Society and the American River Management Society (as reconstituted as RMS). The First Vice-President shall serve to coordinate the affairs of the Canadian River Management Society and to disseminate information, actions, and needs to the Canadian Board of Directors and perform similar functions with respect to the American River Management Society (or RMS) through the respective Executive Committees.

A Second and/or Third Vice-President position may be established as the Executive Committee sees fit to further the goals of the Canadian River Management Society, for example, for the furtherance of Communication and Technology.

#### **Section 3: The Secretary**

The Secretary shall be responsible for correspondence and preparation of the minutes of Canadian River Management Society meetings, and shall have authority and responsibility to review and approve membership applications submitted under the Bylaws, Article I, Sections 1 and 2, and shall also assist the Executive Committee in dealing with resignations, suspensions, and terminations under Bylaw Article 1, Sections 3 and 4, all subject to the review of the Executive Committee and upon request of the Committee.

## **Section 4: The Treasurer**

The Treasurer, under the direction of the President, shall collect and disburse all funds of the Canadian River Management Society, except those for which other provision shall have been made in the Bylaws or through vote of the Executive Committee. All funds, securities, and other investments of the Canadian River Management Society shall be deposited in the name of the Canadian River Management Society in the custody of a bank or trust company designated by the officers. The Treasurer shall keep records of all receipts and disbursements and other financial transactions and of the funds, securities, and other investments of the Canadian River Management Society.

The Treasurer shall submit quarterly status reports and an official annual report to the President. A status report shall be published quarterly in the Canadian River Management Society Newsletter. The annual report shall be made available to members upon request, at the member's own expense.

## **Section 5: Execution of Instruments**

Agreements, conveyances, transfers, obligations, certificates and other instruments and documents may be executed and delivered or accepted on behalf of the Canadian River Management Society by the President, or his/her representative provided, however, that all expenditures involving monies or obligations of \$500 (Canadian) or more, must be first submitted to the Executive Committee for approval. Two signatures are required for all disbursements exceeding \$ 100 (Canadian).

## **Article IV**

### **COMMITTEES**

#### **Section 1: Committees**

The President shall appoint standing committees as listed in Section 2, hereunder, and may appoint special committees as may, from time to time, be deemed necessary. All such committees shall be advisory in character and shall report to and act under the direction of the Executive Committee. The Canadian River Management Society may reimburse the members of such Committees for the travelling expenses which they incur when attending regular meetings of their committees authorized by the Executive Committee. The President, or a representative authorized by the President, shall be an ex-officio member of every committee.

#### **Section 2: Standing Committees**

Once the Canadian River Management Society is fully operational, the President of the Canadian River Management Society shall appoint a Canadian representative for the

following standing committees of the American River Management Society (as reconstituted as RMS), each year.

River Management and Public Policy  
Nominations  
Communications  
Workshops and Symposiums  
Awards

The interim appointee for all standing committees shall be the President or the First Vice-President at the President's direction, or other person(s) so designated by the President.

Similar standing committees of the Canadian River Management Society may be established by the Executive Committee of the Canadian River Management Society, if and when desirable.

### **Section 3: Duties**

If and when established, the duties of each standing committee and special committee of the Canadian River Management Society shall be determined by the President of the Canadian River Management Society. Each standing and special committee shall report its activities to the Executive Committee of the Canadian River Management Society at such times as the said Executive Committee may direct.

## **Article V**

### **FINANCES**

#### **Section 1: Fiscal Year**

The fiscal year of the Canadian River Management Society shall coincide with the calendar year.

#### **Section 2: Annual Dues**

Dues shall be payable to the Secretary of the Canadian River Management Society at one-year intervals. To retain membership, all members must pay dues as determined by the Executive Committee. Dues shall be set by the Board of Directors of the Canadian River Management Society. The Canadian River Management Society shall function independently, apportioning approximately 80% of dues collected to the American River Management Society (reconstituted as RMS), in exchange for services and benefits provided and agreed upon by the respective Board of Directors of the Canadian River Management Society and the American River Management Society (as reconstituted as RMS) All memberships collected shall be apportioned in this manner. Any charitable

donations received by the Canadian River Management Society will be retained for use in Canada or in international projects which documented benefits to river management in Canada.

All Life Members dues collected for the Canadian River Management Society shall be retained in Canada for operational requirements, apportioning annual membership fees at 80% of the annual rate to the American River Management Society (reconstituted as RMS) to provide the Canadian River Management Society Life Members with Associate memberships in the American River Management Society (RMS) and all the benefits that entails on an annual basis.

### **Section 3: Arrears**

Members whose dues have not been paid within 60 days of invoice, following their anniversary date shall be deemed in arrears and they shall not be entitled to the rights and privileges of the Canadian River Management Society and American River Management Society (RMS) membership, including the receipt of their respective newsletters, or the Canadian River Management Society and American River Management Society publications, until such dues have been paid and shall be so notified by the Secretary. Members, whose dues have not been paid for one hundred and eighty days (180) after their anniversary date, shall be suspended from membership in the Canadian River Management Society and the American River Management Society (RMS).

### **Section 4: Gifts and Bequests**

The Canadian River Management Society may accept gifts and bequests at the discretion of the President, providing that such donations do not carry any implications or special considerations towards any outside interest group regarding river management policy. These gifts and bequests are subject to final approval by the Executive Committee of the Canadian River Management Society or of the American River Management Society (RMS) depending upon the nature and origin of the bequests and gifts.

## **Article VI**

### **PUBLICATIONS**

Consistent with the stated purposes of the Canadian River Management Society, or the American River Management Society (reconstituted as RMS), arrangements shall be made to provide for the publication and distribution of media, including but not limited to, River Digests, newsletters, and/or journals, to all members. The Canadian River Management Society and the American River Management Society (RMS) may also arrange for publication of scholarly and other papers such as symposium proceedings, memoirs, special volumes, or other media (electronic, video, etc.) production and communications for the transmittal of information and education about river management.

The Canadian River Management Society shall appoint an individual to assist with the work of producing publications and other forms of media products through such tasks as the preparation, coordination and production of newsletter and journal articles , critical review and editing of the Canadian River Management Society media submissions, the development of innovative electronic education and interactive research , management planning and development packages, and provision of Canadian content to the American River Management Society (RMS) newsletters. The post shall be held by a Canadian River Management Society Vice-President, until such time as another individual may be appointed.

## **Article VII**

### **CHAPTERS**

#### **Section 1: Chapters**

The American River Management Society (as reconstituted as the River Management Society) has a provision which allows the approval of the Executive Committee of that Society, the organization of chapters of the American River Management Society (now known as RMS). The Canadian River Management Society, as agreed by the American River Management Society Executive (and consequently by the RMS Executive), shall have full status as a Chapter Affiliate of the American River Management Society (and consequently of RMS), pursuant to this provision. All American River Management Society members (and, subsequently, all RMS members) working or residing within the geographical limits of the Canadian River Management Society, may apply for membership in the Canadian River Management Society.

The American River Management Society skills bank and membership lists (and subsequently those of RMS), will record all Canadian members of ARMS and RMS as Associate Members of ARMS (and subsequently of RMS) and as members of its Canadian Chapter., and further, as full members of the Canadian River Management Society.

#### **Section 2: Chapter Bylaws**

The Canadian River Management Society shall adopt its own bylaws consistent with its constitution and with the constitution and bylaws of the American River Management Society (and as reconstituted as RMS).

#### **Section 3: Chapter Meetings**

The Canadian River Management Society and CRMS Provincial and Territorial Directors may organize meetings as a part of and in association with the American River

Management Society (RMS) meetings, at other times as determined by the Officers or Directors of the Canadian River Management Society, and the American River Management Society (reconstituted as RMS).

#### **Section 4: Finances**

The Canadian River Management Society will make its own arrangements for the raising of the necessary funds for the proper conduct of its own operations so long as such fundraising actions do not imply any special considerations to an outside interest group. Such fundraising will be approved by the Canadian River Management Society President and Board of Directors. The President of the Canadian River Management Society or his /her representative shall render to the American River Management Society (RMS) an annual report. The report shall briefly describe the activities of the Canadian River Management Society during the previous year, and include a summary of its financial status.

### **Article VIII**

#### **AMENDMENT OF BYLAWS**

The Canadian River Management Society Bylaws must be ratified by the Executive Committee of the Canadian River Management Society. Amendments may be made to the Bylaws by a majority of the Executive Committee. Such amendments should be consistent with the constitutions of both the Canadian River Management Society and the American River Management Society (as reconstituted as River Management Society).

Similarly, the Canadian River Management Society and the American River Management Society may adopt specific bylaws to assist in the policy development and operational capabilities of the CRMS and ARMS (RMS), in consultation with each organization, none of which should or should appear to be, in conflict with the policies and bylaws of ARMS (RMS) or CRMS, nor lead to or have the potential of leading to, any jeopardization of the “charitable” or “not for profit” status of the CRMS or ARMS (RMS), respectively.

Such being the case, any such action which might have, or might be perceived to have, a detrimental effect on either the Canadian River Management Society, or the American River Management Society (reconstituted as the River Management Society) could lead to a decision by the CRMS or ARMS (or RMS) or by the Executive Committees of either Society, to sever relations with the other.



**Effective Date:**

The effective date for these bylaws shall be December 1, 1995

**Signatures:**

<b>Name:</b>	<b>Michael Greco</b>	<b>Signature:</b>	<b><i>Original signed on</i></b>
<b>Office:</b>	<b>President</b>	<b>Date:</b>	<b>November 27, 1995</b>

**BYLAWS OF THE  
MIDWEST CHAPTER  
OF THE RIVER MANAGEMENT SOCIETY**

Adopted November 23, 2010

**Article I: Membership**

**Section 1 - Eligibility:** Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY, (from now on to be represented in this document by the initials RMS) and who resides in the geographical areas of North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio will be considered a member of the Midwest Chapter. All members will be granted the rights and privileges, including but not necessarily limited to voting, printed materials service on Chapter committees, and nomination and election to any office as provided in these bylaws. All members are encouraged to become professional members to fully support the mission of the society. Other types of memberships include associate members, organizational members and student members.

**Section 2 - Resignations and Terminations:** Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Program Director who will in turn notify the Chapter officers.

**Section 3 - Suspensions:** Any suspension from RMS will concurrently result in suspensions from the subsequent Chapter

**Article II: Management of the Chapter**

**Section 1 - Administrative Structure:** The elected officers of the Chapter will be a President, Vice-President, Secretary and a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers. Officers will hold office for a period of three years, preferably under staggered terms (see Section 4). All officers will hold office until their respective successors are elected. The Chapter President will serve as a member of the National RMS Board of Directors.

**Section 2 - Election of Officers:** All officers will be elected by the general membership from a list of candidates forwarded by nominations from Chapter members. All professional category members from the Chapter may vote in Chapter elections.

**Section 3 - Elections:** Elections will be called for every three years by the Chapter President. The elected officers will administer the election with the help of the Program Director. Ballots will be printed and sent by a general mailing to each member of voting status.

**Section 4 - Staggered Election Terms:** Beginning with the election to be held in the Fall of 2011, every effort will be made to adhere to the following election timetable.

Unexpected vacancies will be filled according to Section 11.5, with the intent for appointees to fulfill the remainder of the vacant officers' term. The Chapter President may adjust this schedule to compensate for extenuating and special circumstances in the best interest of continuity and conducting chapter or national board business.

Fall 2011: Elect Chapter Secretary & Chapter Treasurer; 3-year terms begin January 2012, expire December 31, 2015.

Fall 2012: Elect Chapter President & Chapter Vice President; 3-year terms begin January 2013, expire December 31, 2016.

**Section 5 - Vacancies of Office:** Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

**Section 6 - Expenses of Chapter Officers:** The Chapter officers may be reimbursed from the funds of the Chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

### **Article III: Powers and Duties of the Chapter Officers**

**Section 1 - President:** The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other officers in the Chapter.

The President is responsible for coordination one Chapter event per year. They will also appoint state stewards or sub-chapter officers as needed to further organize Chapter efforts, encourage local events and to promote the organization. The President will submit quarterly updates for RMS newsletter; organize conference call with Chapter officers and appropriate National officers and participate in quarterly conference call with the RMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

**Section 2 - Vice President:** The Vice President is responsible for coordination one chapter event per year. The Vice President is responsible for new member outreach and recruitment efforts and will actively contact new members and send copies of the Chapter membership list and bylaws. The Vice President will send out two mailings annually and help organize, promote and coordinate RMS Journal Chapter issues. The Vice President will represent the Chapter at board meetings, conference calls and other functions in the absence of the President.

The Vice President will organize Chapter elections or the process for selection of Chapter officers as needed by the Chapter.

**Section 3 - Secretary:** The Chapter Secretary is responsible for maintaining current and past membership lists including email and phone numbers. They maintain contact information for current and previous Chapter officers and committees, river outfitters, commercial guides, private boating groups and any other related groups as necessary. The Secretary is also responsible for maintaining and distributing minutes of conference calls and Chapter meetings and documenting decisions. The Secretary will track any Chapter displays, events and will assist Chapter officers with any mailings. Seasonal training opportunities or job shares within the chapters will be maintained and managed by the Secretary.

**Section 4 - Treasurer:** The Treasurer is responsible for working with the RMS National Board Treasurer and Executive Director in maintaining accounts, submitting bills and reimbursements for chapter activities, submitting budget requests to the national office, and in providing accurate semi-annual income and expense summaries to the Chapter President and other officers. The Treasurer will help to seek funding sources, apply for grants and manage fundraising efforts. The Treasurer is responsible for coordinating and organizing Chapter fundraising efforts as part of the Society's bi-annual Symposium and in coordinating financial aspects of chapter field trips. The Treasurer will also assist the President with organizing events and developing pro deals.

**Section 5 - Execution of Instruments:** Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the Chapter by the President or his or her representative, provided that all expenditures involving monies or obligations over \$1,000.00 or more must first be submitted to the entire group of Chapter officers for approval.

#### **Article IV: Chapter Officer Proceedings**

**Section 1 - Meetings:** The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

**Section 2 - Decisions:** A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that Chapter to represent the Chapter's interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

#### **Article V: Committees**

**Section 1 - Structure:** The President will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will be advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

**Section 2 - Duties:** Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by

the committees as needed.

#### **Article VI: Finances**

**Section 1 - Fiscal Year:** The fiscal year of the Chapter will coincide with the national organizations fiscal year.

#### **Article VII: Amendment of Bylaws**

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

**BYLAWS  
OF  
NORTHEAST CHAPTER  
OF THE  
RIVER MANAGEMENT SOCIETY**

Adopted July 1, 2005

It is the purpose of the Northeast Chapter of the River Management Society to uphold and fulfill the constitution of the River Management Society through all its' activities.

**ARTICLE I**

**XXIV. MEMBERSHIP**

**Section 1 – Eligibility**

Any individual who is a member in good standing of *THE RIVER MANAGEMENT SOCIETY (RMS)* and who resides or works in the geographical areas of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, or Vermont will be considered a member of the Northeast Chapter of the River Management Society. Members who reside in one RMS region and work in another shall choose which chapter they will affiliate with. No RMS member shall be considered a member of more than one chapter.

**Section 2 - Member Categories and Benefits:**

All members who are in the professional and lifetime category will be granted the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Workshops and Float Trips, Member Discounts, Professional Scholarship Programs, Voting Privileges and the Right to Hold Office.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List serve, Chapter Workshops and Float Trips, and Symposium Discounts.

Organizational members will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Meetings and Float Trips, and Symposium Discounts (for two).

Student members will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Symposium Discounts, Chapter Meetings and Float Trips.

The Lifetime members will be entitled to: All benefits of Professional members and a Certificate of Appreciation.

### **Section 3 – Resignations and Terminations**

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignations will be processed by the RMS Executive Director who will notify the Chapter President.

### **Section 4 – Suspensions**

Any suspension from RMS will concurrently result in suspension from the subsequent chapter.

## **ARTICLE II MANAGEMENT OF THE CHAPTER**

### **Section 1 – Administrative Structure**

The elected officers of the Chapter will be a President, Vice-President, Secretary and a Treasurer. All officers are voting officers. No salary will be paid to the officers. All officers shall be members of the Northeast Chapter

Officers will hold office for a period of two years. All officers will hold office until their respective successors are elected.

The chapter president will serve as a member of the National RMS Board of Directors.

### **Section 2 – Election of Officers**

The Chapter President will call for an election when officer terms are nearing completion and will call for a nomination of candidates. Only chapter members may make nominations. Officers will be elected by the general membership of the chapter. Only Professional and Lifetime category members from the chapter may vote in chapter elections.

Elections of officers shall be staggered so not all officers are elected at once. During the years ending in an odd number, the President and Treasurer shall be elected. For years ending in an even number the Vice President and Secretary shall be elected. For the first Chapter election, held in 2005, all four officers shall be elected. For this election only, the Vice President and Secretary shall serve one-year terms. Elections will be held in 2006 for the offices of Vice President and Secretary where their two-year terms will commence. Election of officers will be held in July.

### **Section 3 – Elections**

The current officers will administer elections with the help of the RMS Executive Director. Ballots will be sent to each voting member by a general mailing or may occur using electronic mailing. Elections may be held to ratify bylaws, select officers, or conduct other chapter business. Members will be provided a minimum 21 days and no more than 30 days in which to cast their vote.

### **Section 4 – Vacancies of Office**

Should the position of President be vacant during a term, the Vice President will fill in as President until such time that elections are conducted. Other vacant Chapter offices will be filled by the appointment of an interested NE chapter member based on a simple majority vote of the chapter officers. The terms of any vacated office will be held to the original holders term limit. Special elections may be called if deemed necessary by the remaining officer(s) when several vacancies exist.

### **Section 5 – Expenses of Chapter Officers**

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings by the simple majority approval of the chapter officers.

## **ARTICLE III AUTHORITY AND DUTIES OF THE CHAPTER OFFICERS**

### **Section 1 -President**

The **President** will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

**Chapter responsibilities:** The President is responsible for overall communication with chapter members, contacting new members; representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting, with the assistance of the Chapter Secretary, quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the President or his or her representative, upon approval by a simple majority of the chapter officers.



**Society responsibilities:** The President is responsible at the National Society level for attending national Society events; serving on the scholarship committee; participating in conference calls with the Board of Directors; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the Board at its annual meeting.

### ***Section 2 – Vice President***

**Chapter responsibilities:** The **Vice President** will be responsible for contacting chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write chapter news and activities updates for chapter members twice during a calendar year. The Vice President will promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Executive Director when the Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President is also responsible for coordinating two (2) Chapter events (with possible assistance from other officers and/or chapter members) per year.

**Society responsibilities:** The Vice President will serve as a member of one national committee or will recruit a chapter member to do so.

### ***Section 3 - Secretary***

**Chapter responsibilities:** The **Secretary** will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and chapter meetings and conduct timely mailing of minutes to the chapter membership. As requested by chapter officers, the secretary will also conduct mailings of chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the Chapter is the focus of the newsletter. The Secretary will track any chapter displays and events for the Society's national display and keep records of events the Chapter is involved in. The Secretary will manage seasonal training opportunities or job shares within the chapter and notify chapter members of these opportunities. The Secretary will assist the President in planning and coordinating chapter activities as requested.

**Society responsibilities:** The Secretary will serve on the national RMS Membership Committee or will recruit a chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records. The Secretary will update all renewal information of members such as address, phone number and e-mail address.

#### ***Section 4 – Treasurer***

**Chapter responsibilities:** The **Treasurer** is responsible for maintaining accounts and paying any of the Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds and will provide an annual financial report to the Chapter membership through the December issue of the Society’s newsletter. The Treasurer will assist the President in planning and coordinating chapter activities as requested.

**Society responsibilities:** The Treasurer will serve on one national committee or will recruit a chapter member to do so. The treasurer shall report annually to the RMS treasurer regarding status of Chapter funds revenues and expenses and work with the national treasurer to meet all IRS tax obligations.

### **ARTICLE IV**

#### **CHAPTER OFFICER PROCEEDINGS**

##### **Section 1- Meetings**

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips may serve as meeting methods for the officers. Meetings shall occur in a time, manner and place agreed to by all officers.

##### **Section 2 – Decisions**

A quorum shall consist of a simple majority of the chapter officers. All votes shall be decided by a majority of the quorum. In the event of a tie vote no change from the status quo will occur. If the Chapter President is unable to attend a meeting, the meeting shall not occur and will be rescheduled.

##### **Section 3 – Notice of Meetings**

All Chapter meetings will be notified to the entire chapter membership and non-officers will be encouraged to attend.

##### **Section 4 – Procedure of Meetings**

All meetings will be conducted by the President according to Robert’s Rules of Order, or similar method. Each meeting will allow for non-members to speak and contribute.

**Section 5- Executive Session**

Chapter officers may call an executive session to discuss matters of a contractual, financial or personnel matter of which public disclosure may place the Chapter in a substantial disadvantage. Executive sessions will be closed from all other members and public and no minutes shall be taken. While in Executive Session, no votes shall be taken; all votes will occur in regular session.

**ARTICLE V**

**COMMITTEES**

**Section 1- Structure**

The President may appoint sub-committees of the Chapter with the concurrence of the other officers as necessary. Committees may be ad-hoc, temporary, or permanent standing committees. All committees will be advisory in character and will report to and act under the direction of the President as requested. Members of committees can be reimbursed for any travel expenses incurred while attending regular committee meetings upon prior approval by a simple majority of the chapter officers.

**Section 2 – Duties**

The chapter officers will determine the responsibilities of each committee. Each committee as requested will make reports.

**ARTICLE VI**

**FINANCES**

**Section 1- Fiscal Year**

The fiscal year of the Chapter will coincide with the calendar year.

**Section 2 – Financial Management**

Chapter funds will be used in support of chapter activities, including, but not limited to: chapter workshops, mailings, official travel, chapter scholarships, and float trip logistical support.

Expenditure of funds will occur upon approval by a simple majority vote of chapter officers. The Treasurer will dispense funds after this approval process has occurred and will keep a record of such approvals or rejections.

Acceptance or rejection of funds due to or donated to the chapter, from any source, will occur upon approval or rejection by a simple majority vote of chapter officers. The Treasurer will keep a record of such approvals or rejections. Acceptance or rejection of funds will be in compliance with the Society Planned Giving Program.

**ARTICLE VII  
AMENDMENT OF BYLAWS**

The bylaws must be ratified by a simple majority vote of the Chapter Officers and its' members. Minor Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

**BYLAWS  
OF  
NORTHWEST CHAPTER  
OF THE  
RIVER MANAGEMENT SOCIETY**

It is the purpose of the Northwest Chapter of the River Management Society to uphold and fulfill the constitution of the River Management Society through all its' activities.

**ARTICLE I  
MEMBERSHIP**

Section 1 – Eligibility

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY (RMS) and who resides in the geographical areas of Oregon, Washington, Idaho, Montana and Wyoming will be considered a member of the Northwest Chapter.

Section 2 - Member Categories and Benefits:

All members who are in the professional category will be granted the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Workshops and Float Trips, Member Discounts, Voting Privileges and the Right to Hold Office.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to: the Quarterly Newsletter, Membership Directory, Members only Internet List serve, Chapter Workshops and Float Trips, and Symposium Discounts.

Organizational members will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Chapter Meetings and Float Trips, and Symposium Discounts (for two).

The student category of RMS membership will be entitled to: the Quarterly Newsletter, Membership Directory, and Members-only Internet List serve, Symposium Discounts, Chapter Meetings and Float Trips.

The Lifetime members will be entitled to: All benefits of Professional members.

Section 3 – Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignations will be processed by the RMS Executive Director who will notify the Chapter President.

#### Section 4 – Suspensions

Any suspension from RMS will concurrently result in suspension from the subsequent chapter.

### **ARTICLE II MANAGEMENT OF THE CHAPTER**

#### Section 1 – Administrative Structure

The elected officers of the Chapter will be a President, Vice-President, Secretary and a Treasurer and will be members of the chapter in good standing. All officers are voting officers. No salary will be paid to the officers.

Officers will hold office for a period of three years starting in the January following elections. All officers will hold office until their respective successors are elected.

The chapter president will serve as a member of the National RMS Board of Directors.

#### Section 2 – Election of Officers

The Chapter President will call for an election when officer terms are nearing completion and will call for a nomination of candidates. Nominations may be made only by chapter members. Officers will be elected by the general membership. Only Professional and lifetime category members (Article I, Section 2) from the chapter may vote in chapter elections.

#### Section 3 – Elections

The current officers will administer elections with the help of the Executive Director. Ballots will be sent to each voting member by a general mailing or may occur using electronic mailing. Elections may be held to ratify bylaws, select officers, or conduct other chapter business.

#### Section 4 – Vacancies of Office

Should the position of President be vacant during a term, the Vice President will fill in as president until such time that elections are conducted. Other vacant Chapter offices will be filled by the appointment of an interested NW chapter member based on a simple majority vote of the chapter officers. The terms of any vacated office will be held to the original holders term limit. Emergency elections may be called if deemed necessary by the remaining officers when several vacancies exist.

#### Section 5 – Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings by the simple majority approval of the chapter officers.

### **ARTICLE III AUTHORITY AND DUTIES OF THE CHAPTER OFFICERS**

#### Section 1 -President

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

Chapter responsibilities: The President is responsible for overall communication with chapter members, contacting new members; coordinating two (2) Chapter events (with assistance from other officers and/or chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Society responsibilities: The President is responsible at the National Society level for attending national Society events; serving on the scholarship committee; participating in conference calls with the Board; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the Board at its annual meeting.

#### Section 2 – Vice President

Chapter responsibilities: The Vice President will be responsible for contacting chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write chapter news and activities updates for chapter members twice during a calendar year. The Vice President will promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Executive Director when the Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Vice President will serve as a member of one national committee or will recruit a chapter member to do so.

### Section 3 - Secretary

Chapter responsibilities: The Secretary will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and chapter meetings and conduct timely mailing of minutes to the chapter membership. As requested by chapter officers, the secretary will also conduct mailings of chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the Chapter is the focus of the newsletter. The Secretary will track any chapter displays and events for the Society's national display and keep records of events the Chapter is involved in. The Secretary will manage seasonal training opportunities or job shares within the chapter and notify chapter members of these opportunities. The Secretary will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or will recruit a chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records.

### Section 4 – Treasurer

Chapter responsibilities: The Treasurer is responsible for maintaining accounts and paying any of the Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds and will provide an annual financial report to the Chapter membership through the December issue of the Society's newsletter. The Treasurer will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Treasurer will serve on one national committee or will recruit a chapter member to do so.

### Section 5 – Execution of Instruments

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the President or his or her representative, upon approval by a simple majority of the chapter officers.



**ARTICLE IV  
CHAPTER OFFICER PROCEEDINGS**

Section 1- Meetings

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips may serve as meeting methods for the officers.

Section 2 – Decisions

A simple majority of the chapter officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that Chapter to represent the Chapter’s interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

**ARTICLE V  
COMMITTEES**

Section 1- Structure

The President may appoint standing committees with the concurrence of the other officers as necessary. All committees will be advisory in character and will report to and act under the direction of the President. Members of committees can be reimbursed for any travel expenses incurred while attending regular committee meetings upon prior approval by a simple majority of the chapter officers.

Section 2 – Duties

The chapter officers will determine the responsibilities of each committee. Each committee as requested will make reports.

**ARTICLE VI  
FINANCES**

Section 1- Fiscal Year

The fiscal year of the Chapter will coincide with the calendar year.

Section 2 – Financial Management

Chapter funds will be used in support of chapter activities, including, but not limited to: chapter workshops, mailings, official travel, chapter scholarships, and float trip logistical support.

Expenditure of funds will occur upon approval by a simple majority vote of chapter officers. The Treasurer will dispense funds after this approval process has occurred and will keep a record of such approvals or rejections.

Acceptance or rejection of funds due to or donated to the chapter, from any source, will occur upon approval or rejection by a simple majority vote of chapter officers. The Treasurer will keep a record of such approvals or rejections. Acceptance or rejection of funds will be in compliance with the Society Planned Giving Program.

## **ARTICLE VII AMENDMENT OF BYLAWS**

The bylaws must be ratified by a simple majority vote of the Chapter Officers and its' members. Minor Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

Adopted July 9, 2003  
Amended November 23, 2005

**BYLAWS  
OF THE  
PACIFIC CHAPTER  
RIVER MANAGEMENT SOCIETY**

It is the purpose of the Pacific Chapter of the River Management Society to uphold and fulfill the constitution of the River Management Society through all of its activities.

**ARTICLE I  
MEMBERSHIP**

Section 1 – Eligibility

Any individual who is a member in good standing\* of THE RIVER MANAGEMENT SOCIETY (RMS) and who resides in the geographical areas of California, Nevada, and Hawaii will be considered a member of the Pacific Chapter.

Section 2 - Member Categories and Benefits

All members who are in the professional category of RMS membership will be granted the rights and privileges, including, but not necessarily limited to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Workshops and Events, Scholarship Program for Member Development, Member Discounts, Voting Privileges, and the Right to Hold Office.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the Pacific Chapter will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Workshops and Events, and Symposium Discounts.

Organizational members of RMS will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List-serve, Chapter Meetings and Events, and Symposium Discounts (for two).

The student category of RMS membership will be entitled to: the Quarterly Newsletter, Membership Directory, Members-only Internet List serve, Symposium Discounts, Chapter Meetings and events.

The Lifetime members of RMS will be entitled to: All benefits of Professional members.

Section 3 – Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the Pacific Chapter. Resignations will be processed by the RMS Executive Director who will notify the Chapter President.

#### Section 4 – Suspensions\*

Any suspension from RMS will concurrently result in suspension from the subsequent Chapter.

\* For a definition of “good standing” or “suspension,” see the National Bylaws, Article 1, Section 4, Suspensions.

## **ARTICLE II MANAGEMENT OF THE CHAPTER**

#### Section 1 – Administrative Structure

The elected officers of the Chapter will be a President, Vice-President, Secretary, and a Treasurer and will be current members of the Pacific Chapter. All officers are voting officers. No salary will be paid to the officers.

Officers will hold office for three calendar years starting the January 1 following elections. All officers will hold office until their respective successors are elected.

The Chapter President will serve as a member of the National RMS Board of Directors.

#### Section 2 – Election of Officers

The Chapter President will call for an election when officer terms are nearing completion and will call for a nomination of candidates. Nominations may be made only by Pacific Chapter members. Officers will be elected by the general membership of the Chapter. Only Professional and Lifetime category members (Article I, Section 2) from the Chapter may vote in Chapter elections.

#### Section 3 – Elections

The current officers will administer elections with the help of the Executive Director. Ballots will be sent to each voting member by a general mailing or may occur using electronic mailing. Elections may be held to ratify bylaws, select officers, or conduct other Chapter business.

#### Section 4 – Vacancies of Office

Should the position of President be vacant during a term, the Vice President will fill in as President until such time that elections are conducted. Other vacant Chapter offices will be filled by the appointment of an interested Pacific Chapter member based on a simple majority vote of the Chapter officers. The terms of any vacated office will be held to the original holders term limit. Emergency elections may be called if deemed necessary by the remaining officers when several vacancies exist.

## Section 5 – Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the Pacific Chapter for traveling expenses incurred for the purpose of attending meetings by the simple majority approval of the Chapter officers.

### **ARTICLE III AUTHORITY AND DUTIES OF THE CHAPTER OFFICERS**

#### Section 1 -President

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

Chapter responsibilities: The President is responsible for overall communication with Chapter members, contacting new members; coordinating two (2) Chapter events (with assistance from other officers and/or Chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the RMS newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Society responsibilities: The President is responsible at the National Society level for attending National Society events; serving on the scholarship committee; participating in conference calls with the National Board; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the National Board at its annual meeting.

#### Section 2 – Vice President

Chapter responsibilities: If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write Chapter news and activities updates for Chapter members twice during a calendar year. The Vice President will promote Chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Executive Director when the Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President will assist the President in planning and coordinating Chapter activities as requested.

Society responsibilities: The Vice President will serve as a member of one national committee or will recruit a Chapter member to do so.

#### Section 3 - Secretary

Chapter responsibilities: The Secretary will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and Chapter meetings and conduct timely mailing of minutes to the Chapter membership. As requested by Chapter officers, the Secretary will also conduct mailings of Chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Executive Director when the Pacific Chapter is the focus of the RMS newsletter. The Secretary will be responsible for contacting Pacific Chapter members with expiring memberships and encourage them to renew. The Secretary will assist the President in planning and coordinating Chapter activities as requested.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or will recruit a Chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records.

#### Section 4 – Treasurer

Chapter responsibilities: The Treasurer is responsible for maintaining accounts and paying any of the Pacific Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the Chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds. The Treasurer will assist the President in planning and coordinating Pacific Chapter activities as requested.

Society responsibilities: The Treasurer will serve on one national committee or will recruit a Pacific Chapter member to do so. The treasurer will provide an annual financial report to the RMS treasurer to meet IRS tax obligations.

#### Section 5 – Execution of Instruments

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the Pacific Chapter by the President or his or her representative, upon approval by a simple majority of the Pacific Chapter officers.

### **ARTICLE IV CHAPTER OFFICER PROCEEDINGS**

#### Section 1- Meetings

The Pacific Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual events may serve as meeting methods for the officers.

## Section 2 – Decisions

A simple majority of the Pacific Chapter officers shall comprise a quorum. The Chapter President, if unable to attend a National Board meeting, may appoint another officer of the Chapter to represent the Chapter's interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

## **ARTICLE V COMMITTEES**

### Section 1- Structure

The President may appoint standing committees with the concurrence of the other officers as necessary. All committees will be advisory in character and will report to and act under the direction of the President. Members of committees can be reimbursed for any travel expenses incurred while attending regular committee meetings upon prior approval by a simple majority of the Chapter officers.

### Section 2 – Duties

The Pacific Chapter officers will determine the responsibilities of each committee. Each committee as requested will make reports.

## **ARTICLE VI FINANCES**

### Section 1- Fiscal Year

The fiscal year of the Pacific Chapter will coincide with the calendar year.

### Section 2 – Financial Management

Pacific Chapter funds will be used in support of Chapter activities, including, but not limited to: Chapter workshops, mailings, official travel, Chapter scholarships, and logistical support for Chapter events.

Expenditure of funds will occur upon approval by a simple majority vote of Chapter officers. The Treasurer will dispense funds after this approval process has occurred and will keep a record of such approvals or rejections.

Acceptance or rejection of funds due to or donated to the Pacific Chapter, from any source, will occur upon approval or rejection by a simple majority vote of Chapter officers. The Treasurer will keep a record of such approvals or rejections. Acceptance or rejection of funds will be in compliance with the Society Planned Giving Program.

**ARTICLE VII  
AMENDMENT OF BYLAWS**

The bylaws must be ratified by a simple majority vote of the Chapter Officers and its members. Minor Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

Drafted February 28, 2007



**BYLAWS  
OF  
SOUTHEAST CHAPTER  
OF THE RIVER MANAGEMENT SOCIETY**

**ARTICLE I  
MEMBERSHIP**

**Section 1** Eligibility

Any individual who is a member in good standing of THE RIVER MANAGEMENT SOCIETY,(from now on to be represented in this document by the initials RMS) and who resides in the geographical areas of Alabama, Arkansas, Florida, Kentucky, Louisiana, North Carolina, South Carolina, Tennessee, Virginia or West Virginia will be considered a member of the Southeast Chapter. All members who are in the professional category will be granted the rights and privileges, including but not necessarily limited to voting, printed materials, service on chapter committees, and nomination and election to any office as provided in these bylaws.

Individuals ineligible to be regular voting members will become non-voting associate members. Associate members of the chapter will be entitled to chapter periodicals and may attend meetings and workshops sponsored by the chapter.

Organizational members will be entitled to any chapter periodicals and may attend meetings and workshops sponsored by the chapter.

The student category of RMS membership will be entitled to all chapter periodicals and may attend chapter meetings and workshops.

**Section 2** Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter. Resignation from membership in RMS will be dealt with by the RMS Executive Director who will in turn notify the Chapter officers.

**Section 3** Suspensions

Any suspension from RMS will concurrently result in suspension from the subsequent chapter.

## **ARTICLE II MANAGEMENT OF THE CHAPTER**

### **Section 1** Administrative Structure

The elected officers of the Chapter will be a President, Vice-President, Secretary and a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers.

Officers will hold office for a period of three years, preferably under staggered terms. All officers will hold office until their respective successors are elected.

The chapter president will serve as a member of the National RMS Board of Directors.

### **Section 2** Election of Officers

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category members from the chapter may vote in chapter elections.

### **Section 3** Elections

Elections will be called for every three years by the chapter president. The elected officers will administer the election with the help of the Executive Director. Ballots will be printed and sent by a general mailing to each member of voting status.

### **Section 4** Vacancies of Office

Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holders term limit.

### **Section 5** Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

## **ARTILE III POWERS AND DUTIES OF THE CHAPTER OFFICERS**

### **Section 1** President

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other officers in the Chapter.

The President is responsible for coordinating two chapter events and the appointment of state stewards or sub-chapter officers. The President will submit quarterly updates for the RMS newsletter, organize conference call with Chapter officers and appropriate National officers and participate in quarterly conference calls with the RMMS Board of Directors. The President will attend the annual RMS Board of Directors meeting or appoint a replacement.

### **Section 2** - Vice President

The Vice President will be responsible for contacting new members and sending a copy of Chapter membership list. The Vice President will send out two mailings annually and help promote chapter issues.

The Vice President will organize chapter elections or the process for selection of Chapter officers as needed by the Chapter.

### **Section 3** Secretary

The position of Secretary will be responsible for maintaining current and past membership lists including email and phone numbers. Lists of river outfitters, commercial guides, private boating groups and any other related groups as necessary. The Secretary will track any chapter displays, events and will assist the president with any mailings. Seasonal training opportunities or job shares within the chapters will be maintained and managed by the Secretary.

### **Section 4** Treasurer

The Treasurer is responsible for maintaining accounts and paying any of the Chapters bills. The Treasurer will help to seek funding sources and managing fundraising efforts. The Treasurer will also assist the President with organizing events and developing pro deals.

### **Section 5** Execution of Instruments

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the

President or his or her representative, provided that all expenditures involving monies or obligations over \$1000.00 or more must first be submitted to the entire group of chapter officers for approval.

## **ARTICLE IV CHAPTER OFFICER PROCEEDINGS**

### **Section 1- Meetings**

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

### **Section 2 Decisions**

A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that Chapter to represent the Chapter's interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

## **ARTICLE V COMMITTEES**

### **Section 1- Structure**

The President will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

### **Section 2 Duties**

Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by the committees as needed.

## **ARTICLE VI FINANCES**

### **Section 1- Fiscal Year**

The fiscal year of the Chapter will coincide with the calendar year.

## **ARTICLE VII AMMENDMENT OF BYLAWS**

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.

**BYLAWS  
OF  
SOUTHWEST CHAPTER  
OF THE  
RIVER MANAGEMENT SOCIETY**

**ARTICLE I  
MEMBERSHIP**

Section 1 – Eligibility

Any individual who is a member in good standing of RMS (River Management Society) and residing in the states of Arizona, Colorado, New Mexico, Oklahoma, Texas, and Utah are members of the Southwest Chapter. All professional or lifetime RMS members and the designated representative of an organizational member will be granted full rights and privileges, including but not necessarily limited to: voting, printed materials, service on chapter committees, nomination and election to any office as provided in these bylaws, and full participation in all Chapter activities.

Associate and student RMS members are associate members of the Southwest Chapter. Associate members of the chapter entitled to all the benefits of membership, except they may not vote in Chapter elections nor hold an elected chapter office.

Section 2 – Resignations and Terminations

Resignation from membership in RMS will automatically result in termination from membership in the chapter.

Section 3 – Suspensions

Any suspension from RMS will concurrently result in suspension from the subsequent chapter.

**ARTICLE II  
MANAGEMENT OF THE CHAPTER**

Section 1 – Administrative Structure

The elected officers of the Chapter will be a President, Vice-President, Secretary and a Treasurer. Selection of officers is to be approved by the National Board of Directors. No salary will be paid to the officers.

Officers will hold office for a period of three years, preferably under staggered terms. All officers will hold office until their respective successors are elected.

## Section 2 – Election of Officers

All officers will be elected by the general membership from a list of candidates forwarded by nominations from chapter members. All professional category members from the chapter may vote in chapter elections.

## Section 3 – Elections

Elections will be called for every three years by the chapter president. The elected officers will administer the election with the help of the Executive Director. Ballots will be printed and sent by a general mailing to each member of voting status.

## Section 4 - Staggered Election Terms:

Beginning with the election to be held in the Fall of 2004, every effort will be made to adhere to the following election timetable. Unexpected vacancies will be filled according to Section II.5, with the intent for appointees to fulfill the remainder of the vacant officers' term. The chapter President may adjust this schedule to compensate for extenuating and special circumstances in the best interest of continuity and conducting chapter business.

Fall 2004: Elect Chapter Vice President & Chapter Treasurer; 3-year terms begin January 2005, expire December 31, 2007.

Fall 2005: Elect Chapter President & Chapter Secretary; 3-year terms begin January 2006, expire December 31, 2008.

Fall 2007: Chapter Vice President & Chapter Treasurer election cycle continues.

Fall 2008: Chapter President & Chapter Secretary election cycle continues

## Section 5 – Vacancies of Office

Any vacancy occurring in the Chapter officers will be filled by presidential appointment from a list of candidates submitted by the general membership. Should the position of President be vacant during a term, names will be submitted to the National RMS board for appointment until such time as elections are conducted. The terms of any appointment will be held to the original holder's term limit.

## Section 6 – Expenses of Chapter Officers

The Chapter officers may be reimbursed from the funds of the chapter for traveling expenses incurred for the purpose of attending meetings with the approval of the Chapter President.

**ARTICLE III  
POWERS AND DUTIES OF THE CHAPTER OFFICERS**

Section 1 - President

The President is responsible for coordinating two Chapter events; representing the Society at regional events; attending national Society events; appointing or electing State Stewards; submitting quarterly Chapter updates for the Society newsletter, actively pursuing articles of interest and coordinating with Executive Director when Chapter is the RMS newsletter focus; organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President; participating in quarterly conference calls with the Board; and attending Board meetings.

Section 2 - Vice President

The Vice President is responsible for contacting new members and sending each a copy of the Chapter membership list which is maintained by the Chapter Secretary; promoting Chapter/regional issues for inclusion in the biennial symposium; and organizing Chapter elections or a process for selection of officers. Unless otherwise determined, should the President be unable to attend a meeting, the Vice President shall attend in the President's place.

Section 3 – Secretary

The Secretary is responsible for maintaining current and past membership lists, including e-mail and telephone numbers; maintaining mail lists of river outfitters, river guides, private boating groups, river/watershed associations, other river-related conservation groups, and regional river users such as utilities and water districts; developing, maintaining and tracking Chapter displays and events for the Society's national display; assisting the Chapter Vice President with annual mailings; and developing and coordinating job-share and seasonal training opportunities; forwards articles and documents of special interest to the National Secretary for incorporation in RMS historical records.

Section 4 – Treasurer

The Treasurer is responsible for maintaining accounts and paying bills; seeking funding sources; managing fund raising efforts; assisting the Chapter President with organizing events; and developing pro deals. The Treasurer will make payments and disbursements as directed by the approved budget or upon direction of the Chapter President. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds. At least yearly, provide a financial report to the Chapter membership through the RMS Newsletter. Provide the National Treasurer with an annual accounting of the Chapter's finances.



## Section 5 – Execution of Instruments

Agreements, conveyances, transfers, obligations, certificates, and other instruments and documents may be executed and delivered or accepted on behalf of the chapter by the President or his or her representative, provided that all expenditures involving monies or obligations over \$1000.00 or more must first be submitted to the entire group of chapter officers for approval.

## **ARTICLE IV CHAPTER OFFICER PROCEEDINGS**

### Section 1- Meetings

The Chapter officers shall meet at least twice a year through a variety of methods. Conference calls and annual float trips will serve as methods of meetings for officers.

### Section 2 – Decisions

A simple majority of the voting officers shall comprise a quorum. The Chapter President, if unable to attend a meeting, may appoint another officer of that Chapter to represent the Chapter's interests. That representative shall have full voting rights for that meeting. No proxy votes are allowed.

## **ARTICLE V COMMITTEES**

### Section 1- Structure

The President will appoint standing committees with the concurrence of the other officers. Committees may be set in place from time to time as necessary. All such committees will advisory in character and will report to and act under the direction of the President. Members of such committees can be reimbursed for any travel expenses incurred while attending regular committee meetings.

### Section 2 – Duties

Duties of each standing committee and other special committees will be determined by the Chapter Officers as appointed. Reports will be made to officers by the committees as needed.

## **ARTICLE VI FINANCES**

### Section 1- Fiscal Year

The fiscal year of the Chapter will coincide with the calendar year.

**ARTICLE VII**  
**AMMENDEMENT OF BYLAWS**

The bylaws must be ratified by the Chapter Officers. Amendments may be made to the bylaws by a voting majority of the officers. Any amendments must be consistent with the constitution of RMS.