



**MIDWEST AQUATIC PLANT MANAGEMENT
SOCIETY, INC.**

OPERATING MANUAL

Revised: March 25, 2022

THE MIDWEST AQUATIC PLANT MANAGEMENT SOCIETY, INC.

OPERATING MANUAL

Preface

This manual is meant to serve as a guide for officers, board members, committee chairpersons, special committees, and representatives of the Midwest Aquatic Plant Management Society, Inc. in the discharge of their duties of office. These guidelines are intended to be flexible enough to meet administrative and functional needs of this Society, but should not in any way stifle, but help to enhance the creativity of officers or committee chairpersons in pursuing the goals and purpose of the Midwest Aquatic Plant Management Society, Inc. An additional purpose is to promote consistence of Society administration from year to year.

Manual Responsibility

It is the responsibility of the Immediate Past President of the Society to make recommendations and updates, as deemed necessary, and distribute to all Society Board Members on a timely base.

Officers and Committee Chairs

At the conclusion of your term as officer and/or committee chairperson please forward the appropriate files to the newly elected officer and/or newly appointed committee chair.

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CHAPTER I - DUTIES OF OFFICERS

PRESIDENT

The President Shall (May):

1. Uphold the spirit of the Constitution and By-laws of the Society and cause the decisions of the Board of Directors to be implemented.
2. Maintain close liaison with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
3. In conjunction with the Secretary and Treasurer, prepare an agenda for Board of Directors meetings and the Annual Meeting.
4. Maintain liaison throughout the year with the Program Chairperson, Local Arrangements Chairperson, Secretary and Treasurer in planning the program for the Annual Meeting.
5. Keep the Board of Directors and Society members advised on matters of importance to them and their Society and solicit their suggestions and advice.
6. Maintain liaison with other Societies and Organizations with related interests and objectives of the Midwest Aquatic Plant Management Society.
7. Prepare cover letters and sign as Society President, resolutions passed at business meetings for distribution as designated by the resolutions.
8. Preside over all business sessions of the Society. (See attached BOD meeting template)
9. Assure that proposed By-laws changes, nominees for offices and Board of Directors positions, and Biographies of Honorary Member nominees are completed per Society By-laws.
10. Publish via the Editor a list of committees and committee members in the first Newsletter following the annual meeting, whenever possible.
11. Request written reports from committee chairpersons to be submitted to the Secretary-prior to the Fall/Post-con board meetings.
12. Request the Secretary send Board booklets to Board Members prior to Board meetings whenever possible.
13. Write news articles for the Newsletters to report information of interest to Society members.
14. Provide welcome and opening remarks during the first session of the Annual Conference
15. Function as MC; appoint an MC, or have President-Elect appoint M.C. for the Banquet Awards Ceremony, i.e.
 - a. Acknowledge the efforts of the Local Arrangements Committee.
 - b. Acknowledge all past Presidents in attendance.
 - c. Acknowledge appreciation to Board Members.
 - d. Acknowledge sustaining members
 - e. Acknowledge sponsorship levels from contributors
 - f. Introduce newly elected Board Members and Officers.
 - g. Recognize all Honorary Members in attendance.
 - h. Introduce Exhibits Committee chairperson for presentation of Exhibitors Award.
 - i. Introduce Student Affairs Committee chairperson for Student Paper Award
 - j. Give special recognition as deemed necessary.
16. Forward Presidents files to the newly elected President within one month of leaving office.
17. Tabulate the results of any email votes taken and forward results to the Secretary.
18. All email vote results to be entered into the record at the next Board of Directors meeting.

19. Designate and award an individual member of the Society the Distinguished Service Award at the President's sole discretion. (Award is not required to be given each year.)
Criteria for the Distinguished Service Award are one of the following:
 - a. Successful completion of a project taking considerable effort and time resulting in advancement of plant management science, educational outreach or MAPMS; or
 - b. Performance above and beyond the call of duty as an officer, chair or special representative of MAPMS; or
 - c. Member or non-member achievement in the science of aquatic plant management and/or participation in MAPMS leading to the advancement of its members, goals, and objectives. Award under these criteria need not be limited to an individual, but may be used for agencies, corporations, institutions, or other organizations in recognition of service.
20. Select a President's Challenge, to be completed during the term of office and supported by the Board that will promote, educate, or provide a general benefit to Aquatic Plant Management and the Society's members.
21. Serve on the Local Arrangements Committee.

President-Elect

The President-Elect Shall:

1. Serve as Chairperson of the Program Committee with the following responsibilities:
 - a. Develop the objectives for the Annual Meeting program.
 - b. Select a program theme for implementation.
 - c. Arrange for keynote speaker and other guest speakers. *Speaker budget is \$3,000.* (AERF will help with some speaker costs.) Appoint M.C. if directed by President.
 - d. In concert with the Secretary and the Local Arrangements Committee, oversee all Annual Meeting needs, i.e., rooms, visual aids equipment, audio equipment, etc.
 - e. Coordinate poster sessions times and poster placement with local arraignments and student affairs committees.
 - f. Plan for an invocation for the Banquet.
 - g. Provide the Editor with a call for papers format to be published in a timely newsletter.
 - h. Provide the Secretary and Editor with a program 21 days prior to the Annual Meeting.
 - i. Obtain speaker biographical information to facilitate introductions.
 - j. Propose joint meetings and/or symposia whenever appropriate.
 - k. Send thank-you notes to all speakers.
2. Perform the duties and exercise the powers of the President in the absence or disability of the President, or in case of a vacancy in the office of President.
3. Perform duties assigned by the President or the Board of Directors.
4. Forward the President-Elect files to the new President-Elect within one month of leaving office.
5. Attend the Annual APMS Conference as a representative of the MAPMS providing an updated report on current MAPMS chapter issues with approval by the Board.

Vice President

The Vice President shall:

1. Exercise the powers and perform the duties of the President-Elect in the absence or disability of the President-Elect, or in the case of a vacancy in the office of President-Elect.
2. Perform duties assigned by the President or the Board of Directors.
3. Assist the President-Elect with Annual Meeting program development and implementation on the Program Committee.
4. Serve as Chairperson of the Time and Place Committee.
5. Strive to determine Society member interests and concerns.

Immediate Past-President

The Immediate Past-President Shall:

1. Serve on the Board of Directors during the year following his/her term of office as President.
2. Serve as Chairperson of the Nominating Committee.
3. Serve as Chairperson of the Sponsorship Committee.
4. Maintain communication with the President in an advisory role.
5. Review and make revision recommendations as deemed necessary for the Operating Manual of the MAPMS.
6. Examine the aims, purposes, and goals of the Society to ascertain their relevance. If deemed important, make recommendations to the Board regarding implementation, increased concentration, or changes in aims, purposes, and/or goals of the Society.
7. Assist the Secretary in maintaining up-to-date addresses for all Past-Presidents.
8. Perform other duties delegated by the President or the Board of Directors.
9. Serve as Chairperson of the Past-Presidents Advisory Committee.

Secretary

The Secretary Shall:

1. Prepare and keep complete and accurate minutes of all meetings of the Society and Board of Directors meetings.
2. Maintain complete updated Society membership records. Board of Directors approval is required for release of Society records to persons and/or organizations outside the MAPMS, unless as otherwise required by law.
3. Maintain a calendar of events for the Society.
4. Assist the President by keeping the Board of Directors advised on significant activities of the Society.
5. Prepare and distribute Board notifications.
6. Conduct such correspondence for the Society as is appropriate for Secretaries of this type of organization.
7. Present for consideration by the Board and Society membership, all petitions with 10 or more signatures of voting members.
8. Obtain award items to be presented to Honorary Members, plaque for all Officers and Board Members completing a term, and other awards presented by the Society.

9. Serve on Membership Committee.
10. Obtain poster boards for sponsors, exhibitors, and sustaining members for annual meeting. Treasurer to provide information. Diamond Sponsors to have colored logo.
11. Provide committee membership signup forms.
12. Ensure that all Society Board Members have signed the “Conflict of Interest Statement.” These forms are to be filed with the Secretary.
13. See “Conference Guidelines” attached.

Society Awards Summary:

Award Name	Recipient	Awarded By
Past President	Outgoing President	Incoming President
Exhibitor Award	Outstanding Exhibitor	Exhibitor Chair
Diamond Sponsors	Diamond Level Sponsors	Sponsorship Chair
Board Member Recognition	Term Completed Board Members plus Treasurer, Secretary, Editor & Past President.	President
Distinguished Service Award (If any)	MAPMS Member / Non-Member of Distinction	President
Honorary Member (if any)	MAPMS Member	President
Outstanding Graduate Student Paper	Student	Student Affairs Committee Chair
Robert L Johnson Memorial Research Grant	Student	Student Affairs Committee Chair

Treasurer

The Treasurer shall:

1. Make provisions for registration at the Annual Meeting including revision, if required, of all conference registration forms. Revised forms should be presented to the BOD at the Fall meeting for approval.
2. Prepare a Financial Report for approval by the Board of Directors at the Fall/Post-Con board meetings.
3. Collect and receipt all dues, assessments, and other income.
4. Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors.
5. Issue checks for payment of Society obligations as are necessary and incidental to the operation of the Society.
6. Maintain complete, accurate financial records at all times.
7. Prepare financial statements, which accurately and clearly reflect the financial status of the Society for approval by the Internal Audit Committee.
8. Manage savings certificates and other financial resources of the Society to the best advantage of the Society.
9. Maintain records of property owned by the Society, e.g., back issues of publications, equipment, etc.

10. Provide poster board information for recognition of sponsors, exhibitor, and sustaining members at breaks and meeting rooms at the annual meeting to Secretary. Secretary will obtain appropriate posters.
11. The Treasurer shall be responsible for the maintenance and updating of the membership directory. Coordinate with the Editor and Membership committee chair to facilitate yearly publishing of the directory.
12. Provide mailing labels as needed for Society business.
13. The Treasurer shall be responsible for the maintenance of the Society's Indiana Tax Exempt status, IRS filing annually, and updating Incorporation status (State of Indiana filing annually) utilizing Board of Directors assistance. A report on the Tax-Exempt status, IRS filing, and updating of Incorporation status shall be presented to the board at every board meeting. The address of record for the Society shall be P.O. Box 100, Seymour, IN 47274.
14. Maintain and hold all investment records (see Financial Committee)
Banking contact: Lake Michigan Credit Union; P.O. Box 2848; Grand Rapids, MI 49501-2848; 800-242-9790; dennisl@thestatebank.com
15. Accountant contact: Steven D. Koehler, CPA Andrews Hooper Pavlik PLC; 1717 Ridgewood Drive, Suite 101; Midland, MI, 48642; Office: (989) 631-3010; steve@mtacpa.com
16. Insurance contact: Melanie Cheney, Michigan Community Insurance Agency, PO Box 930599, Wixom, MI 48393; Office (248) 679-7000; MKlebba@michigancommunity.com
17. See "Conference Guidelines" attached.

Editor

The Editor shall:

1. Conduct timely Society mailings, e.g., call for papers, annual meeting program etc. to promote membership participation in all events promoted by the Society.
2. Serve as chairperson of the Editorial Committee accepting the responsibility for the quality and quantity of all Society publications. Editorial policy is governed by the Committee, but final authority on matters of policy resides with the Board of Directors.
3. Serve as Editor for the Northern Lakes Manager (NLM)
4. Distribute NLM at a minimum in April, following the Annual Conference, and following the mid-year board meeting no later than the first week of December. Include "call for papers" in the issue following the mid-year board meeting.
5. Distribute the "Conference Invitation Letter" to all members of record and others, as directed by the membership committee, in early January.
6. Assure the content on the Society's webpage is current. This includes officer and board member roster, committee roster, by-law and ops manual revisions, and calendar of events.
7. Maintain archive information pertinent to the history of the MAPMS both hard copies and Egnyte (cloud backup).
8. Develop and distribute to the membership via Mail Chimp a conference survey following the conclusion of the annual conference.
9. Work with the Publicity Committee to maintain and publish the MAPMS Facebook page
10. Receive and fill orders for MAPMS publications.

Board of Directors

The Board of Directors Shall:

1. Have full power of the Society in all matters demanding action between meetings.
2. Manage the affairs of the Society and develop the policies and general programs.
3. Provide rules and regulations for the conduct of the affairs of this Society, which are consistent with the provisions set forth in the By-laws.
4. Submit for approval by the membership of the Society a report of all actions taken by the Board under the authority of the By-laws.
5. Fill any vacancies among the Officers of the Society including membership of the Board of Directors in accordance with By-laws provisions.
6. Secure and present reports from standing committees and Officers, as necessary.
7. Complement the work of the Officers of the Society as needed and requested.
8. Actively promote the goals and policies of the Society's work in the standing committee work.
9. Have the authority to start a new committee as deemed necessary by the BOD in accordance the by-laws of the society.
10. Maintain and affirm compliance with the Society's Conflict of Interest Disclosure Statement.

Student Representative (non-voting)

The Student Representative Shall:

1. Serve on the Board of Directors as a non-voting member during the year following his/her appointment by the Student Affairs Committee (appointment occurs at Post-Con meeting, term for Student director is from Fall Board Meeting – Post Con Meeting).
2. Serve on the Student Affairs Committee.
3. Attend all board meetings and the annual conference during their term.
4. Maintain communication with the most recent grant award winner/s and encourage them to present updates on their research at the annual conference.
5. Maintain communication with all previous grant award winner/s and solicit testimonials to be included with the grant application.
6. Provide feedback to the board of directors on how to increase student attendance
7. Perform other duties delegated by the Student Affairs Committee.

CHAPTER II - DUTIES OF COMMITTEES

The budget for each committee shall be \$200 unless otherwise listed or voted upon by the MAPMS Board of Directors (per 2008 pre-con vote).

STANDING COMMITTEES

Membership Committee

The Membership Committee Shall:

1. Consist of not less than three (3) voting members of the MAPMS, one of whom must be Secretary. A Board of Directors member shall chair the committee.
2. Work with Editorial Committee, Treasurer, and Board of Directors to publish and/or update the Membership Directory when and if necessary. The Membership Directory must be updated and printed in time for the spring conference.
3. Investigate ways of increasing membership in the MAPMS through other means and groups.
4. Develop a contact list of aquatic applicators specific to the state where the next conference is to be held. This list will be developed in the fall prior to the Fall Board of Directors meeting.
5. Obtain a list of new member registrations from the Treasurer, and with this list, initiate and coordinate through the local affairs committee a new member mixer either just prior to or during the President's Reception at the annual conference. This event should also include student members, the student affairs committee chair and other officers as deemed necessary. Contact new members by e-mail at least one week prior to the conference with an invitation to the mixer. Details of mixer should be coordinated with student affairs committee chair. Combined student affairs and membership committee funds may be used for refreshments, keeping in mind budget constraints.
6. Recommend qualified and duly nominated members to the Board for Honorary Membership status election if deemed appropriate by the committee (See By-laws).

Editorial Committee

The Editorial Committee Shall:

1. Be comprised of at least two (2) voting members of the MAPMS, Chaired by the Editor and Publicity Chair must sit on this committee.
2. Be responsible for the quality and quantity of all Society publications, including the Northern Lakes Manager.
3. Prepare timely mailings regarding events for or promoted by the Society, e.g., Call for Papers, Annual Meeting Programs, and conference related information.
4. Solicit for, receive, review, and consider manuscripts from contributors for publication in the Northern Lakes Manager.
5. Govern Editorial Committee policy matters, with final authority residing with the Board of Directors.

6. Advise the Board of a committee member who, if necessary, may become familiar with the Editorial procedures in order to continue timely publications with the approval of the Board, in the event that the Editor cannot discharge those duties.
7. Collect, maintain, and/or store MAPMS archives in the form of photos, CDs, slides, Egnyte (cloud backup) or other forms of pertinent historical information or material.
8. Maintain and update the Society web site as required (www.mapms.org).
9. Maintain updated electronic membership on website.
10. Update Whova app at least two weeks prior to conference with detailed agenda to be obtained from program chair (President-Elect).
11. Assign the task of taking pictures at the conference and setup of a slide show that can be played at the Annual Banquet.
12. Facilitate the set up and operation of required technology (computers, projectors, A/V equipment) at conference general sessions.

Program Committee

The Program Committee Shall:

1. Consist of at least two (2) members of the Board, being chaired by the President-Elect.
2. Develop the Annual Meeting program with the assistance of the Vice President, at least thirty (30) days prior to the established Annual Meeting date.
3. Determine the Annual Meeting program theme.
4. Establish Session Titles which should be generic in nature not including tradenames, manufacturers, or sponsors.
5. Assemble Annual Meeting program guest speakers, including the Keynote Speaker with expertise in the theme area wherein feasible.
6. Arrange the Annual Meeting program to conform to the time schedule, and schedule papers to fit subject area.
7. Forward the final agenda in Excel spreadsheet format to the Editor for upload to Whova app at least three weeks prior to conference.
8. Work with Local Arrangements Committee in organizing special interest or supplemental seminars or workshops relating to aquatic plant management wherein feasible.
9. Work closely with the Secretary, Treasurer and Board to ensure that hotel, meal, speaker, and other Annual Meeting program expenses are within the established budget.
10. See “Conference Guidelines” attached.

Nominating Committee

The Nominating Committee Shall:

1. Be comprised of not less than three (3) voting members of the MAPMS, one of whom must be the Immediate Past-President as Chairperson.
2. Determine that potential nominee(s) meet the criteria of being a voting member.
3. Determine that the prospective nominee is willing to serve if elected.
4. Recommend to the board of directors at least 30 days prior to the annual meeting a slate of candidates for election to the available offices as follows:
 - a. Two (2) members for 3-year terms on the Board of Directors.

- b. A Vice-President from the Board of Directors for a 4-year term; one year as Vice-President, one year as President-Elect, a succeeding year as President and one (1) year as Immediate Past-President.
 - c. An Editor for a renewable 3-year term.
 - d. A Secretary for a renewable 3-year term.
 - e. A Treasurer for a renewable 3-year term.
5. The election for Secretary, Editor, and Treasurer shall be conducted on alternate years to ensure Society continuity and uniformity.

By-laws Committee

The By-laws Committee Shall:

1. Be comprised of not less than three (3) voting members of the Society.
2. Consider all resolutions and By-laws changes and present worthy suggestions to the Society in a form appropriate for adoption considerations per current Society By-laws.
3. Prepare for adoption consideration such resolutions as may be appropriate, including but not limited to, hotel services, outstanding service by members or non-members, local arrangements, etc.
4. The last official legal review of By-Laws and questions have been directed to: Beck Rocker & Habig PC; Jeff Rocker; 320 Franklin St, Columbus, IN 47201; (812) 372-8858; jrocker@beckrocker.com.

Local Arrangements Committee

The Local Arrangements Committee Shall:

1. Consist of at least three (3) voting members of the MAPMS, one of whom shall be the President of the Society.
2. Prepare the logistical aspects of the Annual Meeting.
3. Provide the Board of Directors with timely information useful in planning for the Annual Meeting.
4. Plan and coordinate all activities inside and outside the hotel complex, at all official Society functions. Reference the “Conference Guidelines” as required, Appendix B.
5. *The Local Arrangements Chair shall be solely responsible, with help from the Society event planner, for Society function budgeting and authorization of additional costs. (i.e., authorization of extra food items at the Presidents Reception, breaks, lunches, and banquet.)*
6. Assist the Secretary in securing transportation for activities requiring this service.
7. Inform the Program Committee Chairperson of local individuals with potential for program invitations as program speakers.
8. Provide the Editor with literature about the local area of potential interest to members attending the Annual Meeting, i.e., information about restaurants, scenic attractions, city maps, camping areas and more.
9. Coordinate its efforts with the Program Committee Chairperson and Meeting Planner.
10. Work with Meeting Planner to secure free hotel accommodations for President and any other distinguished guests or speakers approved by the Program Committee.
11. See “Conference Guidelines” attached. (Appendix B)

Publicity Committee

The Publicity Committee Shall:

1. Be comprised of no less than three (3) voting members of the MAPMS one of whom is the Editor.
2. Keep track of publicity assets (MAPMS Exhibit Booth and MAPMS laminated pressed plant samples), plan, and organize a schedule for the display of these items at events where the purpose is consistent with the goals of the Society.
3. Be responsible for the maintenance of the MAPMS Exhibit Booth with the input and/or budget approval from the Board.
4. Shall place advertisements or announcements concerning Society meetings and other activities in publications related to the aquatic industry.
5. Shall make recommendations to the Board of Directors concerning the correct course of action in all matters involving keeping citizens advised of all pertinent information regarding aquatic plant management.
6. Work with the Editor to promote the MAPMS mission and distribute information about MAPMS events through designated social media outlets including maintaining and publishing the MAPMS Facebook page and the Whova app prior to and during the annual conference.

Internal Audit Committee

The Internal Audit Committee Shall:

1. Be comprised of at least two (2) voting members of the MAPMS.
2. Audit all books and fiscal documents of the Society prior to the Fall Board Meeting
3. Audit all books and fiscal documents of the Society prior to the Annual Business Meeting.

Governmental Affairs Committee

The Governmental Affairs Committee Shall:

1. Be comprised of not less than two (2) voting members of the MAPMS appointed by the President.
2. Keep informed about existing, pending, or needed legislative or regulatory action of interest to the Society in order to make recommendations to the Board of Directors concerning the course of action to be considered.
3. Maintain a file on previously published legislative documents of interest to the Society and pass the file on to subsequent chairpersons.
4. Consider the need for uniform state laws on aquatic vegetation, herbicide labeling, and other subjects related to aquatic plant management. Review which states in the Midwest have invasive plant lists and share with other states throughout the Midwest.
5. Consider legislation involving the management of aquatic vegetation.
6. Recommend resolutions to the MAPMS By-laws Committee as deemed appropriate.
7. Coordinate re-certification credit for the various states in the MAPMS region at the annual MAPMS conference or at other official MAPMS meetings that qualify for such credit. (See “Steps for Organizing CCH’s” attached)
8. Contact regional regulators regarding annual conference attendance and encourage them to present relevant topics at the annual conference.

9. Maintain spreadsheet of government attendees and their conference reimbursement requests. Approve or deny requests and let treasurer know of decision. Should have a budget prior to conference registration to help guide in decisions.
10. Contact government folks prior to conference and remind them of the student/government affairs luncheon. Make sure luncheon invite letters are included in their registration packet.

Exhibits Committee

The Exhibits Committee Shall:

1. Be comprised of not less than two (2) voting members of the MAPMS.
2. Contact potential exhibitors between 60-90 days prior to the annual meeting to allow their participation at the Annual Meeting of the Society.
3. Coordinate judging and arrange for award of prizes as necessary and appropriate.
4. Award a best-exhibit plaque for presentation at the Banquet.
5. Coordinate the arrangement of exhibitor space in consultation with the Secretary, Local Arrangements Committee, and hotel management.
6. See "Conference Guidelines" attached.

Past-Presidents Advisory Committee

The Past-Presidents Advisory Committee Shall:

1. Develop and maintain the Operating Manual.
2. Be comprised of all Past-Presidents of the Society.
3. Be chaired by the outgoing Immediate Past-President.
4. Examine the goals and aims of the Society from time to time; and make recommendations to the Board as deemed necessary.
5. Develop policy statements related to pertinent issues concerning aquatic plant management.
6. Provide wise counsel to the Board and Society.

Student Affairs Committee

The Student Affairs Committee Shall:

1. Shall consist of at least three (3) members who accept and consider applications for MAPMS scholarships and grants. At least one member of this committee should be a university faculty member that is involved with the society to promote student and academic outreach and involvement in the society.
2. Promote student membership in the society
3. Solicit student paper presentations for the student paper contest at the annual spring conference.
4. Arrange and initiate a student mixer at the President's Reception (or just before hand) at the annual spring conference. Also include New society members in the mixer (see Membership Committee guidelines).
5. Arrange and host student/government luncheon at annual spring conference including inviting key people (e.g., co-sponsor, President, Vice President, and AERF

Representative) within the society. Make sure luncheon invite letters are included their registration packet.

6. Select judges for best paper contest at annual spring conference. Maintain judging criteria and forms; revise evaluation criteria based on feedback from judges. Judges should be experts in the field of aquatic plant management and represent a broad discipline.
7. Obtain awards for best paper contest winners. First three places recognized. 1st - \$300; 2nd - \$200; and 3rd \$100. Similar amounts for the student poster contest (if applicable).
8. Announce student paper presenters, best paper contest winners, best poster contest winners (if applicable), and present student awards at annual conference banquet.
9. Coordinate with Secretary to make sure to have award plaques made for the winner of the paper contest and research grant recipients for presentation at the annual meeting. In addition, make sure the blank cardboard check is presented to the research grant recipient at the annual awards banquet.
10. Make recommendations to the Board as to means of enhancing and encouraging student participation in Society functions and activities.
11. Assist the Board in setting policy concerning criteria for determining student status as related to participation in Society activities.
12. Solicit student papers from various educational institutions for presentation at the MAPMS Annual Meeting.
13. Solicit and evaluate applications for the Robert L. Johnson Memorial Research Grant. The Committee Chair is responsible for developing and providing criteria for a fair and reasonable competitive evaluation of research grant proposals. At a minimum, the Committee as well as one qualified external reviewer should evaluate and rank grants. The Chair should host a conference call for the committee to discuss and pick the winners.
14. By way of motion during the annual pre-conference meeting, recommend a recipient for the Robert L. Johnson Memorial Research Grant for approval by the Board of Directors for approval. The Committee may recommend to the Board grants totaling up to \$10,000 annually (i.e., the current grant budget per 2016 BOD vote). The Committee should strive to recommend a single recipient for the entire amount. However, the Committee has broad discretion to recommend multiple recipients and splitting the total award as they see is most appropriate (e.g., 50/50 or 75/25 split of the total award).
15. Coordinate with the university/major professor of the grant recipients to provide a check for the funds to be deposited into an account at the University that can be used in support of the student's aquatic research.
16. Work with grant recipients to obtain a research update to present to the board in October (Fall Board meeting) and ensure a final report is provided to the Board prior to the annual meeting in March. Follows-up with grant recipients to make sure, as a condition of accepting the grant, that they participate in and present the MAPMS supported research at the annual meeting.
17. Tracks contact information for students participating in MAPMS student activities.
18. Recommend to the Board of Directors a Student Director to be appointed as a non-voting Director to serve from the Fall BOD meeting until the subsequent post-con meeting. The Student Affairs Committee has broad discretion as to how the Student Director is chosen but will be determined based on interaction with students in attendance at the prior annual conference and/or current or recent recipients of the Robert L. Johnson Memorial Research Grant.

Finance Committee

The Finance Committee Shall:

1. Be comprised of no less than (3) voting members of the MAPMS, one of which shall be the Treasurer of the Society.
2. Manage the (2) investment funds established:
 - a. The MAPMS General Operations Fund
 - b. The Robert L. Johnson Memorial Research Grant
3. Review and monitor the quarterly investment returns reporting to the BOD at the Fall and Pre-conference board meetings
4. Review the investment/financial planning strategy of both funds and present to the BOD at the Fall board meeting
5. Report to the BOD all recommended changes regarding the investment strategies and investment vehicle selection/s. All changes must be per majority BOD vote
6. Assist the Treasurer as required to maintain accurate records and tracking of investment returns. These records shall be maintained and archived per BOD direction
7. Interface with the investment management firm as necessary
 - a. Mr. Dennis Leyder, President of Wealth Management at The State Bank
175 N. Leroy Street, PO Box 725, Fenton, MI 48430-0725
Direct: (810) 714-3976 – Fax: (810) 629-3892
dennisl@thestatebank.com
 - b. Steven D. Koehler, CPA Andrews Hooper Pavlik PLC
1717 Ridgewood Drive, Suite 101
Midland, MI 48642
989-631-3010
steve@mtacpa.com

Investment Objectives:

The MAPMS General Operations Fund – The investment objectives are as stated in the “Agency Account Investment Approach” document provided by The State Bank. That is; a diversified investment approach to manage market risk and volatility. To preserve principal while striving for moderate growth and income.

The Robert L. Johnson Memorial Research Grant – The Initial \$15,000.00 is a legacy investment in that per board direction (2015) the amount is to be invested with a goal of preserving the \$15,000.00. The principal of \$15,000.00 is to be preserved in its total. Additional monies deposited in this fund may be invested as directed by the investment advisor and approved by the MAPMS BOD.

Account Access:

Signers shall be as follows: The Treasurer of the Society, The Chair of the Finance Committee, The Secretary of the Society and The chair of the Internal Audit Committee. In the event any of the positions may overlap, the remaining position shall be filled via nomination by the President of the Society and approval by the full board. The Chair of Finance committee, or their designee, shall be responsible for filing any transfer documents with State Bank. Withdrawal of funds requires no less than 2 signatures.

SPECIAL COMMITTEES

Silent Auction and Raffle Committee

The Silent Auction and Raffle Committee Shall:

1. Be comprised of no less than two (2) voting members of the MAPMS.
2. Solicit donations of items.
3. Arrange Silent Auction and Raffle with program chairperson and Local Arrangements Committee chairperson.
4. Be responsible for the printing of the Raffle Tickets.
5. Establish minimum bid and bid increments for auction items.
6. Select and purchase appropriate door prizes *not to exceed \$750.00* (door prizes are discretion of committee, not required)
7. Select and purchase raffle prize/s (i.e., box raffle items) *not to exceed \$2500*.
8. Select and purchase appropriate raffle prizes. Budget depends on contributions.
9. Issue a “Thank You” letter to all silent auction item donators.
10. See “Conference Guidelines” attached.

Time and Place Committee

The Time and Place Committee Shall:

1. Be chaired by the Vice President of the society.
2. Be comprised of no less than three (3) voting members of the MAPMS.
3. Determine location and select facility for the spring annual conference beginning two years in advance. Annual conference meeting cycle: Indiana > Wisconsin > Michigan > Ohio > Illinois (repeat). (conferences outside of the listed states can be held if deemed by the BOD to be in the best interest of the Society)
4. Provide recommendation for annual spring conference to Board of Directors at least by the fall board meeting 2 years prior to scheduled conference. Final contract to be signed by pre-con meeting at the very latest. To ensure hotel availability the Society starts looking and has occasionally booked hotel 3 years in advance.
5. See “Conference Guidelines” attached.

Sponsorship Committee

The Sponsorship Committee Shall:

1. Be chaired by the immediate Past President of the society.
2. Be comprised of no less than three (3) voting members of the MAPMS.
3. Solicit sponsors for the various annual conference events.
4. Maintain Sponsorship Level recognition guidelines.
5. Ensure that sponsor recognition is completed as per guidelines.
6. Obtain recognition plaques for all Diamond level contributors.
7. Recognize all sponsorship contributors at annual banquet and present Diamond level plaques at annual conference banquet.

Appendix “A”

Conflict of Interest Policy and Procedures

The Midwest Aquatic Plant Management Society (MAPMS) is a nonprofit, tax exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operation of the MAPMS as a public trust, which is subject to scrutiny by and accountable to these authorities, as well as, to members of the public.

I. Application of Policy

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit corporations. It applies to board members, and staff, as well as their relatives and associates, and to who are hereinafter referred to as "interested parties."

II. Definition of Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the Midwest Aquatic Plant Management Society (MAPMS). The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:

A. Financial Interests -A conflict may exist where an interested party directly or indirectly benefits or profits because of a decision, policy or transaction made by the Midwest Aquatic Plant Management Society. Examples include situations where:

- MAPMS contracts to purchase/lease goods, services, or property from an interested party.
- An interested party uses their relationship with a MAPMS client to obtain employment, a contract or other benefit.
- An interested party is provided use of the facilities, property, or services of MAPMS in a manner that would not be available to other community members.
- MAPMS adopts a policy that specifically creates a financial benefit to an interested party.

A financial interest is not necessarily a conflict of interest. A conflict of interest exists only when the board decides that a person with a financial interest has a conflict of interest.

B. Other Interests -A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with MAPMS.

Examples include where:

- An interested party seeks to make use of confidential information obtained from MAPMS for his/her own benefit (not necessarily financial).
- MAPMS adopts a policy that provides a significant nonfinancial benefit to an interested party.

A conflict of interest exists only when the Board of Directors decides there is a conflict.

III. Disclosure of Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or should be known.

- Board members complete an Affirmation of Compliance form (Appendix B) when they join the board or staff.
- Any interested party completes the Disclosure of Potential Conflict of Interest Statement (Appendix A) to disclose any potential conflicts of interest. Disclosure Statements and Affirmations of Compliance will be submitted as follows:
- For board members, the disclosure statements will be provided to the President.
- In the case of staff and consultants/volunteers, the disclosure statements, if deemed necessary, shall be provided to the President.
- In the case of the President, the disclosure statement shall be provided to the Vice President.

The secretary of the board or the person designated by the board as the reviewing official is responsible for bringing potential conflicts to the attention of the board or the executive director. The secretary of the board shall file copies of all disclosure statements with the official corporate records of MAPMS.

IV. Procedures for Review of Potential Conflicts

Whenever there is reason to believe that a potential conflict of interest exists between MAPMS and a board member, the board shall determine the appropriate response. The designated reviewing official has a responsibility

to bring a potential conflict of interest to the attention of the board for action at the next regular meeting of the board or during a special meeting called specifically to review the potential conflict of interest. MAPMS shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the board. Whenever there is reason to believe that a potential conflict of interest exists between MAPMS and a consultant/volunteer, the President shall determine the appropriate response. The President shall report to the Vice President the results of any review and the action taken. The Vice President shall determine whether any further board review or action is required.

V. Procedures for Addressing Conflicts of Interest

The following procedures shall apply:

1. An interested party who has a potential conflict of interest with respect to a proposed action, policy or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision-making vote of MAPMS. However, the interested party shall have an opportunity to provide information about the proposed conflict and/or action, policy, or transaction. Also, the board may request that the interested party be available to answer questions.
2. The disinterested members of the board may approve the proposed action, policy, or transaction upon finding that it is in the best interests of MAPMS. The board shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to MAPMS and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a disinterested party.
3. Approval by the disinterested members of the board shall be by majority vote of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.
4. The minutes of the meeting shall reflect that the conflict disclosure was made to the board, the vote

taken and, where applicable, the abstention from voting and participation by the interested party. Whenever possible, the minutes should frame the decision of the board in such a way to provide guidance for consideration of future conflict of interest situations.

VI. Violations of Conflict-of-Interest Policy

If the board has reason to believe that an interested party has failed to disclose a potential conflict of interest; it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the board decides that the interested party has in fact failed to disclose a conflict of interest, the board shall take such disciplinary and corrective action as the board shall determine.

Note: The following forms (2) are to be filed out and signed by all Society officers and Board Members. Completed forms are to be filed with the Society Secretary.

Conflict of Interest Affirmation of Compliance

I have received and carefully read the Conflict-of-Interest Policy for board members, the executive director, and managers. I have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict-of-Interest Policy. I further understand that MAPMS is a nonprofit organization and that to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal inurement or benefit by board members, consultants/volunteers, or staff (other than by salary).

I hereby state that I do not have any conflict of interest, financial or otherwise that may be seen as competing with the interests of MAPMS, nor does any relative or associate have such a potential conflict of interest.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the President or any of the Board of Directors, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information, and belief.

Name (Please print) _____

Signature _____ **Date** _____

Midwest Aquatic Plant Management Society (MAPMS)

Potential Conflict of Interest Disclosure Statement

Please complete the questionnaire below, indicating any potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action, policy or transaction in the space allowed. Attach additional sheets as needed.

A conflict may exist where an interested party directly or indirectly benefits or profits because of a decision, policy or transaction made by the MAPMS. The interested party would not have obtained this benefit were it not for his/her relationship with MAPMS.

- Has MAPMS proposed to contract or contracted to purchase or lease goods, services, or property from you or from any of your relatives or associates?
- Board members only: Has MAPMS offered employment to you or to any of your relatives or associates?
- Have you used your relationship with MAPMS to obtain a contract, employment for yourself or any of your relatives or associates, from a person or entity that does business with MAPMS?
- Have you or any of your relatives been provided use of the facilities, property, or services of MAPMS in a way that is not available to others who benefit from the organization's services?
- Have you, a relative or an associate been in a position to benefit financially from an action, policy or transaction made by MAPMS?
- Other issues or situations not addressed above

Name (Please print) _____

Signature _____ **Date** _____

Conference Guidelines

This conference guideline is a working document that does not override any By-Laws, Operating Manual and /or motion approved by MAPMS. All MAPMS officers and committee chairs should check the By-Laws and Operations Manual for complete listing of responsibilities and duties.

Included in the guidelines are *committee responsibilities that directly pertain to planning for the annual conference as well activities that take place during the conference. (A “to-do” list for duties required.)*

Committees assisted by this guideline:

- Time and Place
- Local Arrangements
- Program
- Exhibits
- Silent Auction/Raffle
- Secretary
- Treasurer

Additional committees involved will be added when appropriate to this working document.

Time and Place – 3rd year Planning/Selection Committee:

- Committee will be formed at the Post-Conference Board Meeting 3 years out.
- If meeting planner is not used, committee members can contact the Convention and Visitors Bureau in the cities that are being considered for the conference. This bureau can streamline the process of finding hotels, arranging visits, determining any discounts, and can aid in the communication process.
- If meeting planner is used by the board, direct meeting planner to send out an RFP on the behalf of MAPMS for the cities selected by MAPMS.
- Meeting planner will provide a Hotel Comparison Chart that will allow the committee to evaluate and compare the hotels proposals submitted.
- Appointed committee members should review potential hotels for upcoming conference in pre-determined state within 3 months of the formation of the committee and get a recommendation to the BOD by the fall board meeting. Timing/speed of finalizing will depend on the demand for the venue. Contract should be finalized and presented to the BOD at the Pre-Con Board meeting two years prior at the very latest. Society event planner to help with this function.
- The actual contract should be secured by the Fall Board meeting two years prior unless quicker action is needed.
- Conference meeting cycle (IN>WI> MI>OH >IL). Other states might be considered in future.

Local Arrangements & Time & Place:

Guidance timeline and tasks required. Event planner to assist with this function.

Possible Conference Dates: Late February – Early March (Monday – Thursday)

Anticipated Attendance: 200-250

Guest Room Commitment: 375

No more than 80% attrition commitment should be allowed in the contract.

- October– Fall-Conference Board Meeting
 - ✓ 14 people attending.
 - ✓ Continental breakfast setup at 7:30 a.m.
 - ✓ Meeting till 3:00 p.m. approx.
 - ✓ Lunch served at 11:30am / noon
 - ✓ Tour of the facility should be included with this meeting.

- ANNUAL CONFERENCE (Late February – Early March)
- *Work with meeting planner to inquire about any potential union requirements that could add additional costs for certain elements of the conference prior to signing a contract with the conference facility.*
 - Need a room/office for registration preferably close to the General Sessions and Exhibit Room.
 - Registration room needs to be lockable. 2 registration tables (8 foot) required. 6 easels boards for sponsorship poster boards required (coordinate with Student Affairs Chair for more if poster session is planned)
 - Monday – Pre-conference Board Meeting
 - Seating for 14
 - Meeting will be from 1:00 – 5:00 p.m.
 - Drinks and snacks.
 - Monday – Exhibitor Setup
 - The Exhibitor Room to be open for exhibitor setup from 1:00 – 6:00 p.m.
 - 8-foot tables (6 foot can work) for at least 30 exhibitors (we will want enough tables to fit around the perimeter of the room).
 - Ideal room size of 5,000 – 6,000 square feet. (4,000. Sq. ft min)
 - If room permits/is needed, some tables may be placed down the middle of the room.
 - Break setup in the exhibit room. Mix of high and low tables.
 - Way to get attendees out of break room and back to the General Session (gong, chimes) hotel staff will offer this service.
 - Monday – President’s Reception
 - 100 to 125 estimate attendance based on past years.
 - Room size of 5,000 – 6,000 square feet. Or off-site location.
 - 2 cash bars setup for this event (**individuals need to be able to charge drinks to the room or credit card**).
 - Microphone or Lavalier Microphone available in the room for a short speech from the President. Riser not required...podium is optional.

- Hors d'oeuvres and other items are served, attendees eat as if it were dinner. Typically serve 6 – 8 different items.
- Tuesday – General Session (setup classroom)
 - Morning will begin with Coffee, Juice, Tea, and Water station plus breakfast items in the exhibit room.
 - 200 - 220 people will attend the General Session
 - Ideal room size of 5,000 –6,000 square feet. ideal
 - One break in the morning and afternoon with refreshments.
 - General Session will run from 8:00 - 11:30 a.m. then break for lunch. General Session will continue from 1:00 – 5:00 p.m.
 - Need a projector support package from hotel for each projector (screen, projector cart, power to projectors, computer, and podium (w/riser), power strips and other necessities)
 - Use Society computer and projectors, but will want the power, cart/table for projector, from the hotel.
 - Run sponsors with logos during breaks on screen. Tuesday and Wednesday.
- Tuesday – Lunch Not provided. Prior to 2013 we had a luncheon for attendees. This event was discontinued and had no complaints as most use this as a time to get together outside of conference events. This is left for historic purposes in case a luncheon is ever desired.
 - Tuesday – Past President's Lunch. Table rounds. 15 people estimate
- Wednesday – General Session (setup classroom)
 - Morning will begin with Continental Breakfast, Coffee, Juice, Tea, and Water station and breakfast items in the exhibit room.
 - Approximately 200 people attend the General Session
 - Ideal room size of 5,000 – 6,000 square feet.
 - One break in the morning and afternoon with refreshments.
 - General Session will run from 8:00 - 11:30 a.m. then break for lunch (on their own), General Session to continue from 1:30 – 5:00 p.m.
 - We will need a screen, podium (w/riser), power strips, and other A/V support
 - We will bring our own computer and projector, but will want the power, cart/table for projector, from the hotel.
 - Student Lunch for 10-15 people will run from 11:30 – 1:00 p.m.
 - Exhibitor Teardown to begin after the afternoon break – Broken down by 5:30 p.m. or earlier if room is needed for the Banquet.
- Wednesday – Banquet (setup rounds)
 - Riser, podium, microphone, screen, power strips, and other A/V support.
 - MAPMS to provide computer and projector, will want the power cart/table for projector, from the hotel. Slide show only, no presentations. Sponsors and other items on slide show.
 - Soft music playing in the background.
 - Approximately 180 people will attend.
 - Ideal room size of 6,000 – 7,000 square feet.
 - We should be prepared for approximately 10 vegetarian option meals.

- Need two cash bars at this event (**individuals need to be able to charge drinks to the room or credit card**).
 - Need several 8-foot tables around the perimeter of the room for a silent auction.
 - Meal served around 7:00 p.m. – event ending around 10:00 p.m.
- Thursday – Post-Conference Board Meeting
 - 14 people will attend
 - Continental breakfast setup at 7:30 a.m. Lunch served at 11:30 a.m.
 - Meeting till 3:00 p.m.

Exhibits:

- Pre-Conference prepping
 - Nov – January, start soliciting and contacting potential exhibitors due by February 1st.
 - Review exhibit registration form. Make sure form accounts for those that request power at their booth.
 - Assist Editor with article pertaining to exhibits with registration form in Pre-Conference NLM.
 - Finalize Exhibitor layout by random drawing by February 15.
 - Make sure all exhibitor questions are resolved as they arise.
 - Get assistant(s) to help with exhibit space during the Pre-Conference Board Meeting and throughout the conference.
- At the Conference
 - Interact with exhibitors and get feedback on the event.
 - Have BOD seek out exhibitors and thank them for their support of our society.
 - Comprise a group of (MAPMS members/students?) to vote on the best display of the conference.
 - Announce “Best Exhibit” and present plaque at the annual business meeting portion of the banquet.
- Post Conference
 - Send letter to all exhibitors thanking them for their support of our society
 - Assist Editor with article pertaining to exhibits in Post-Conference NLM.

Silent Auction/Raffle:

- Pre-Conference Prepping
 - Raffle tickets printed (1,000)
 - Purchase red tickets if needed.
 - Select and purchase appropriate raffle prizes (box raffle items).
 - Select and purchase appropriate door prizes (if required).
 - Solicit for silent auction items beginning early January.
 - Items are numbered w/matching number on bid sheet.
 - Prepare feature slides with logos of conference sponsors along with a “Thank You” message as part of the slide show presentation during the banquet.

- Solicit helpers for silent auction.
- Solicit salespeople for raffle tickets.
- Make sure money collection devices are in working order. (i.e., iPads)
- Items Required:
 - ✓ Raffle Tickets, Pens, Silent Auction Forms, Credit readers and/or card Slips (purchasing raffle tickets by credit card), Ticket containers and money folders, Calculators.

Procedures

- Raffle Tickets:
 - \$20.00 each / 3 for \$50.00. Used to raffle off grand prizes (box raffle).
 - Begin selling tickets at the President's Reception and sell through dinner at the Banquet.
 - Raffle tickets delivered to MC station, MC raffles items after dinner.
 - Committee Chair will periodically collect money from sale people and keep track of ticket sales. Money given to Treasurer.
- Silent auction procedure (Setup for Silent Auction begins at 5:00 p.m.):
 - Donated items, not pre-registered, to be brought to the registration desk throughout the conference or to banquet room between 5:00 and 6:00 PM on Tuesday.
 - Set up a Silent Auction check in table near entrance.
 - Numbered form filled out by staff and placed at tables.
 - Auction runs thru dinner.
 - If possible, prepare slides for larger items to expedite silent auction process.
 - MC to announce a last call for auction bids about 10 minutes before close of auction. Silent auction closed just after dinner.
 - Auction slips to be removed from the tables immediately at the conclusion of the auction.
 - Copy of auction slips to be made at hotel provided copy machine.
 - Items awarded by MC after dinner and business meeting.
 - Winner and item donor is recognized by MC or placed on screen for display.
 - Winners fill out their slips and pay for items at the conclusion of the evening activities via cash or Credit Card – NO BILLING.
- Red Tickets:
 - Banquet entrance ticket distributed via registration packets used as banquet entrance. If door prizes are purchased, this same ticket can be used for those.
 - Collect ticket at the door beginning at 6:30 p.m. Red Tickets delivered to MC who, during the course of the evening, awards the door prizes. If any
- Invocation and dinner served about 7 pm.
- Silent auction ends about around 7:45 p.m.
- 7:30 p.m. Business Meeting Resumes (President)

- Exhibitor winner
- Student paper winner
- Installation of new officers
- 8:00 introduce MC.... Begin the Raffle

*Raffle and Silent Auction: Funds used for scholarship (BOD vote 2012)

Current Program (President-Elect):

- Pre-Conference prepping
 - Secure program information, solicitations, and email list from the previous Program Chair within two weeks after the annual conference.
 - Attend annual APMS Conference. Seek out potential ideas, topics, and presenters for upcoming MAPMS Conference.
 - Oct/Nov. start soliciting and contacting potential presenters.
 - Presenters provide commitments, Bio's, and abstracts by January 1st.
 - Finalize draft program by February 1st.
 - Send draft of program to Local Arrangement Chair to confirm all meeting locations are correct.
 - Send draft of program to committee members.
 - Once the final draft is completed, send copy to the editor for upcoming NLM and send a copy to the printer.
- Conference
 - Have moderators seek out presenters in order to get copies of their presentations to the editor the day prior to their presentation.
 - Make sure BOD show appreciation to all presenters!
- Post Conference
 - Send letter to all speakers thanking them for their support of our society
 - Provide any expenses associated with presenters to treasurer for reimbursement.
 - Send records to upcoming Program Chair within two weeks after the Annual Conference.

Secretary:

- Plaques made 2 weeks prior to conference
 - Past President
 - Exhibitor Award
 - Diamond Sponsor
 - Outgoing Board Members
 - Any others deemed necessary by the BOD
- Prepare sign-up forms for committees and have them at the registration table throughout the conference
- Make Posters for co-sponsors, exhibitors, sustaining members, and others 2 weeks prior to the conference.

Treasurer:

- Membership Invoices mailed out by December 1 (mailed to all current members)
- Prepare and print Membership books 2 weeks prior to the conference
- Prepare and provide the lists to the Secretary to make posters for co-sponsors, exhibitors, sustaining members, and others. 2 weeks prior to the conference.
- Prepare conference registration packets, name badges, lunch invite letters, and related materials. 1 week prior to the conference
- Provide a registration table (or booth) during the conference to be staffed by at least one person between 1 pm and 4 pm on Monday; between 7 am – 4 pm on Tuesday; and between 7 am and 11 am on Wednesday. Get assistant(s) to help with registration during the Pre-Conference Board Meeting and throughout the conference.

Government Affairs:

Work with program chair and submit program to various states for CCH hours. Minimum of 30 days before conference. States require time to process request.

The following are steps required to arrange CCH credits for applicators attending the MAPMS Annual Conference. The first step is to contact the state representatives listed below to apply for CCH's. This step cannot be done without the finalized conference program but needs to be done at least 30 days before the conference to allow time for processing. Contact information for each state is below and should be updated annually by Government Affairs committee:

Indiana – Forms are accessible on-line <http://www.isco.purdue.edu/pesticide/procedures.html>
Complete the form, provide a copy of the conference program, and email everything to:

Cassie Davis
Office of Indiana State Chemist
Purdue University
175 S University St.
West Lafayette IN 47909
Email: Davi1090@purdue.edu
Phone: (765) 494-1492
Fax: (765) 494-4331

Tennessee- Go to tn.gov/agriculture/businesses/pesticides/forms.html to print the Application for Points and the Roster Form. Complete the Application for Points and email it to Jerry Seabolt along with the conference program. Once approved, print the Roster Form. Email completed Rosters back to Jerry Seabolt after conference.

Jerry Seabolt
Tennessee Department of Agriculture
Box 40627, Melrose Station
Nashville, TN 37204
Email: jerry.seabolt@tn.gov
Phone: (615) 837-5178

Kentucky – Forms available at http://www.kyagr.com/consumer/documents/ES_AGR_CEURequestForm.pdf
Complete form and email with conference program to Michael Williams.

Michael Williams
Division Director
Kentucky Department of Agriculture
Division of Environmental Services
107 Corporate Drive
Frankfort, Kentucky 40601
Email: Michael.R.Williams@ky.gov

Ohio –Go to http://www.agri.ohio.gov/public_docs/forms/Plant/plnt_4204_014-b.pdf and complete form. Email completed form using the button at the bottom marked Email to ODA. It is important to specify the number of forms needed and not the number of anticipated attendees. If we tell them 20 people, they will send 20 forms. Since the conference is two days, we will be short 20 forms. Mark session titles if they are not titled by program chair as they give credits based on session, not talks. Forms can be emailed along with a copy of the conference program to:

Matt Cochran
Ohio Department of Agriculture
Pesticide Regulations
8995 E. Main Street
Reynoldsburg, Ohio 43068
Email: AGR_PestRecert@agri.ohio.gov
Phone: (614) 728-6403
Fax: (614) 728-4235

Kansas (Done some years) – Send an email to the person below explaining the request and include the conference program. Good to have session titles as they want 30-minute presentations. Can give credit by session if they have a title.

Jeanne Fox
Certification & Training Section Chief
Pesticide & Fertilizer Program
Kansas Department of Agriculture
1320 Research Park
Manhattan, KS 66502
Phone: (785) 564-6689
Jeanne.Fox@kda.ks.gov

Michigan – Cygnet, being located in Michigan and familiar with the process, has offered to set this up in the past. The website for requesting credits and forms along with the contact information follows:

Website: <https://www.michigan.gov/mdard/licensing/pesticide/pesticide-applicator-certification>

Request form: https://www.michigan.gov/mdard/-/media/Project/Websites/mdard/documents/pesticide-plant-pest/pesticide/form_to_request_seminar_pesticide_credits.pdf

Antonio Castro-Escobar
Michigan Department of Agriculture & Rural Development
P.O. Box 30017
Lansing, Michigan
Phone: (517) 373-9752
Escobara@michigan.gov

Pennsylvania & Maryland – Bill Kirkpatrick historically has taken care of these states. This has been something that he has taken the lead on as his staff is typically the only attendees from these states. We should continue to monitor the attendees and determine if this is something we should take over in the future.

Bill Kirkpatrick
P.O. Box 307
Scotland, PA 17254
bill@aeclakes.com
(717) 264-9778

IL, MN, & WI do not offer CCH's.

The next step in the process is to arrange for assistance in processing the CCHs for each state at the conference. A table will be set up outside of the conference room where forms will be available to applicators at the end of each day. This is done to help drive attendance for the speakers and to prevent disruption during a speaker's presentation. The last step is to return forms to the state officials. In most cases they are to be returned within two weeks of the conference.

Conference time-line example with event room size guideline and general notes

Conference Planning Timeline					
Date	Activity	Activity start time	Activity end time	Requirement	# People estimate
Monday	Pre-Con Board Meeting	1:00 PM	5:00 PM	snack, drinks	13
	Exhibit set up	1:00 PM	6:00 PM	30 - 6' tables	
	Presidents Reception	6:30 PM	10:00 PM	bar tables, 2 cash bars, mic, podium, Hors'd'oeuvres	200
Tuesday	Breakfast	7:00 AM	8:00 AM	Breakfast items, drinks	200
	General Sessions 1 & 2	8:00 AM	5:00 PM	Stage, podium, mic, projector & screen, classroom, water	220
	Exhibit	6:00 AM	5:00 PM	30 tables + chairs	
	AM Break	9:25 AM	10:00 AM	Drinks, Snacks	200
	Lunch	11:30 AM	1:00 PM	not provided - own their own	
	Lunch - Past Presidents	11:30 AM	1:00 PM	lunch items	20
	PM Break	2:25 PM	3:15 PM	Drinks, snack items	190
Wednesday	Breakfast	7:00 AM	8:00 AM	Breakfast items, drinks	200
	General Sessions 3 & 4	8:00 AM	5:00 PM	Stage, podium, mic, projector & screen, classroom, water	220
	Exhibit	7:00 AM	5:00 PM	30 tables + chairs	
	AM Break	9:25 AM	10:00 AM	drinks, snacks	200
	Lunch - Student/Governmental	11:30 AM	1:00 PM	lunch items	20
	Lunch	11:30 AM	1:00 PM	none - lunch on their own	
	PM Break	2:25 PM	3:15 PM	drinks, snack items	190
	Silent Auction w/ cash bar	6:30 PM	7:30 PM	2 bars, tables (30 x 8'), stage, podium, mic, projt., screen, music	180
Thursday	Banquet w/ cash bar	7:30 PM	10:00 PM	round table seating for 180	180
	Post-Con Board Meeting	9:00 AM	2:00 PM	continental breakfast, drinks, buffett lunch	13
**Event planner will have historical numbers for all events					
Hotel Room commitment:	375 total (event planner has breakdown numbers)				
Typical room rate:	\$119. / parking: \$8.00 per day				
Notes:	12 board member room upgrades / one grand suite for President Registration table (2 x 6' tables) set up outside Session Room General sessions and banquet require large screen, projector, stage and podium w/ mic. President reception required podium w/mic. Lockable storage room (need several keys) Drinks = sodas, coffee, tea, water Ability to charge drinks to your room from cash bars 30 tables for silent auction				
Room Size, Comments					
	General Session // Banquet	Exhibit	Pres. Recp.	Comments	
Ideal	6000 to 7000 sqft	5000 to 6000 sqft	4000 sqft min.	**Exhibit and general session next to each other or across the hall	

Opening General Session – President

1. Welcome and thank you to the Board of Directors
2. Thank you to Local Arrangements and highlight any specifics of area or venue
3. Housekeeping items (cell phones, restrooms, exhibit room, Continuing Certification Hours (CCH) states
4. Recognition of any member passing or severe illness with a moment of silence, call for others if missed to be recognized at the banquet
5. Any presentation, updates, presidential speech, or ponderings

Board Meeting Agenda - (Fall, Pre-Con, or Post-Con)
Midwest Aquatic Plant Management Society, Inc.
(Hotel Location)
(Meeting Room Name)
(Time and Date)

1. Call to order
2. Roll Call – Secretary Recognition of visitors if any
3. Addition/deletions to agenda (*motion to approve*)
4. Review of MAPMS Mission Statement and Antitrust policy
5. Reading of e-mail votes into the minutes – Secretary (*motion to approve*)
6. Minutes of previous meetings – Secretary (*motion to approve*)
7. Presidential Report (if any)
8. Report of the Secretary
 - a. Review of Hard Assets List
9. Report of the Treasurer
 - a. Financial Report
10. Other officer Reports (Editor, President-Elect, VP – If other topics from standing committees)
(*Motion to approve officer reports*)
11. Standing Committee Reports:
 - Membership (3):
 - Editorial (2):
 - Program (2):
 - Nominating (3):
 - By Laws (3):
 - Local Arrangements (3):
 - Publicity (3):
 - Internal Audit (2):
 - Governmental Affairs (2):
 - Exhibits (2):
 - Past Presidents Advisory:
 - Student Affairs (3):
 - Finance (3):
12. Other Committee Reports:
 - Silent Auction/Raffle (2):

Time and Place (3):
Sponsorship (3):
Strategic Planning:

(Motion to accept all committee reports)

13. Old Business:

14. New Business:

- a. Set time & place for Fall Board Meeting (Post-Con Agenda only)

15. Adjourn

General Membership Meeting Agenda At the Conference

President calls meeting to order - Reminder to all that all conference registrants are members!!

Roll call - Secretary (officers and board members):

Call for addition/deletions to agenda (motion to accept agenda)

After review, motion to accept minutes of previous membership meetings (see minutes in program)

Presidential Report (if any)

Secretary Report (if any)

Treasurers Report

(Motion to accept officer reports)

Standing Committee Reports

Nominating (3):

(New candidates put forth. Call for nominations from the floor. Call for motion to close nominations. Candidates should stand and say something about themselves. Vote via paper ballot, distributed by Nominations Chair.)

Membership (3):

Editorial (2):

By Laws (3):

Internal Audit (2):

Governmental Affairs (2):

Exhibits (2):

Publicity (3):

Past Presidents Advisory:

Program (2):

Local Arrangements (3):

Student Affairs (3):

Finance (3):

Special Committee Reports

Silent Auction/Raffle:

Time and Place:

Sponsorship:

Strategic planning:

Call for motion to accept committee reports.

Call for old business.

Call for new business.

Additional comments from President.... asks for motion to temporarily adjourn until the banquet meeting.

Banquet Meeting Agenda

Call to order about 7:45 PM

President calls banquet meeting to order.

Recognize any member passing or severe illness with a moment of silence

President thanks all committee members, specifically the local arrangements.

President recognizes Honorary Members in attendance. Stand and be recognized.

President asks Past Presidents in attendance to stand and be recognized.

President reads list of sustaining members.

President awards plaques to outgoing board members.

President announces new board members and officers.

Have the entire board of directors come to the stage for picture.

Call up Sponsorship Chair: Diamond level plaque, announce and thank sponsors

Call up Student Affairs Chair: Bring all students to the front (picture)
Announce winners of Student Papers
Announce winner of Robert L. Johnson Memorial Research Grant

Call up Exhibitor Chair: Announce exhibit award

Announce "Distinguished Service Award" given by the Society President (if any – optional):
Read criteria and bio of recipient and give plaque.

Announce Honorary Member inductees/read Bio and give plaque). (If any)

Introduce the New President!

New President thanks outgoing President and gives plaque
Calls for Motion to adjourn meeting.

8:30 introduce MC...Begin Raffle

*Raffle and Silent Auction: Funds go towards the research grant (BOD vote 2012)

Appendix “E”

Established Budgets

Type	Committee	Amount
Speaker	Program	\$3,000.00
RLJ Grant	Student Affairs	\$10,000.00
Student Paper	Student Affairs	\$600.00
Poster Contest	Student Affairs	\$600.00
Box Raffle	Silent Auction	\$2,500.00
Door Prizes	Silent Auction	\$750.00
General	All Committees	\$200.00