

FLORIDA AQUATIC PLANT MANAGEMENT SOCIETY, INC.

STANDARD OPERATING PROCEDURES MANUAL

PREFACE

The Standard Operating Procedures (SOP) manual of the Florida Aquatic Plant Management Society Inc., serves as a guide for the officers, directors, committees, and the general membership to accomplish the tasks of managing the business of the Society. These guidelines have been promulgated from the experiences of past and present Officers/Directors/Committee Chairs to assist in the administration of their various responsibilities. For each of the offices and committees of the Society, a brief description of the duties is presented and any critical dates and support materials used in previous years are provided in the Appendix. The examples presented and the guidelines suggested are intended to assist in the operation of the office/committee and not intended to stifle creativity.

The Florida Aquatic Plant Management Society wishes to acknowledge contributions to this manual from the Aquatic Plant Management Society and various members of the FAPMS.

SOP MANUAL, REVISED OCTOBER 2021

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OFFICERS AND DIRECTORS

December 3, 2021

A. DUTIES OF THE PRESIDENT

1. The President shall schedule and preside at all membership and Board meetings and shall preform all duties incidental to the office.
2. The President shall prepare, in collaboration with the Secretary, an annual report of the Society's activities to be presented to the annual meeting of the Society, including a report of each Board meeting.
3. The President shall assist the Treasurer in preparing an annual working budget for the Society.
4. The President has signature authority on all Society checks.
5. The President shall appoint each year, with the advice of the Board of Directors, the chair for each committees and shall appoint all Special Committee chairs.
6. The President shall direct the Past President Advisory Committee.
7. The President shall represent the Society and carry out the decisions of the Board of Directors.
8. The President shall maintain close contact with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
9. The President shall keep the Board of Directors and Society members advised on matters of importance to them and their Society, and solicit their suggestions and advise.
10. The President shall assist the Editor of the Society with the publication of the "Aquatics" magazine and the Secretary of the Society with the publication of the newsletter.
11. The President shall maintain liaison with other societies and organizations with related interest and objectives to the FAPMS.
12. The President may bestow the "Presidential Award" to any individual for distinguished service to the Society or profession.

13. The President shall publish the list of committee chairs in the first newsletter and issue of "Aquatics" following the annual meeting.
14. The President shall write articles for the newsletter and "Aquatics" magazine to report information of interest to the Society members.
15. The President shall forward office files to the newly elected President within one month of leaving office.
16. The President shall represent the Society on the APMS Regional Chapters Committee.
17. The President shall prepare cover letters and sign as Society President resolutions passed at business meetings for distribution as designed by the resolutions.
18. The President shall assist the Secretary in preparing and disseminating the board books and agenda prior to each regularly scheduled Board of Directors meeting. The general format and contents of the board books shall be approved by the Board of Directors at the first quarter board meeting each year.
19. The President shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
20. The President shall conduct - via email - any necessary votes required between official FAPMS Board meetings. The Secretary shall officially tally aforementioned email votes and report the results back to the Board and the membership.
21. The President will be responsible for voting on the Applicator of the year.

B. DUTIES OF THE PRESIDENT-ELECT

1. The President-Elect shall serve on the Board of Directors as an elected officer.
2. The President-Elect shall serve a three-year term; first year as President-Elect; second year as President; and third year as Immediate Past President.
3. The President-Elect shall perform the duties of the President, when the latter is absent, and other duties as may be assigned by the President or Board of Directors. The President-Elect shall succeed the President.
4. The President-Elect shall chair the Education and Outreach Committee.
5. The President-Elect shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
6. The President-Elect shall serve on the Web Site Committee and shall be responsible for a bi-annual review regarding the utility of the site. The President-Elect will report back to the BOD regarding suggested changes for improving the web site.
7. The President-Elect will be responsible for voting on the Plant Manager of the Year.

C. DUTIES OF THE SECRETARY

1. The Secretary shall serve on the Board of Directors as an elected officer.
2. The Secretary shall keep a careful and authentic record of the proceedings of the organization.
3. The Secretary shall establish and maintain an official roll of the Board of Directors. The Secretary will call the roll and record the outcome when directed to do so by the presiding officer at any meeting.
4. The Secretary shall call the meeting to order in the absence of the President and President-Elect.
5. The Secretary shall preserve all documents of the organization except those specifically assigned to others.
6. The Secretary shall provide the Chair of each committee with a list of the potential committee members and all papers and instructions associated with the committee functions.
7. The Secretary will assist the President in preparing and disseminating the board books and prior to each regularly scheduled Board of Directors meeting. At the beginning of each meeting, the Secretary shall provide the presiding officer with the order of business for that meeting.
8. The Secretary shall read all the papers that may be called for by the assembly, especially the prior board and general meetings' minutes.
9. The Secretary shall authenticate by their signature all records, documents, ect.
10. The Secretary shall bring to each meeting a copy of the constitution, by-laws, standard operating procedures manual, and standing rules of the organization, together with a list of the members of all standing and special committees.
11. The Secretary shall carry on all official correspondence of the organization, as requested.
12. The Secretary shall write, collate, publish, and mail the quarterly FAPMS Newsletter, preferably within six weeks after each Board of Directors meeting.

That includes coordinating with appropriate officers and committee chairs to ensure publication of all necessary information.

13. The Secretary shall maintain the official Society logo for imprint onto letterhead as needed.
14. The Secretary shall maintain a stock of Society letterhead and envelopes.
15. The Secretary shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
16. The Secretary shall tally any email votes required between official Board meetings and shall report vote results back to the FAPMS Officers and Board and the membership.
17. The Secretary will be responsible for voting on the Plant Manager of the Year.

D. DUTIES OF THE TREASURER

1. The Treasurer shall serve on the Board of Directors as an elected officer.
2. The Treasurer shall be the custodian of all dues and funds of the Society and shall maintain a FAPMS mailing list of all active and honorary members based on payment/renewal of dues or exemption thereof.
3. The Treasurer shall ensure the payment of all bills authorized by the Board of Directors.
4. The Treasurer shall give a complete report of the Society's financial status at the annual meeting.
5. At the termination of the out-going Treasurer's term, they will provide a cashier's check including all Society funds (except unexpired Certificates of Deposit) to the incoming Treasurer if the new Treasurer will be setting up a new account.
6. The Treasurer prepares receipts for all monies received during the annual meeting, including membership dues, meeting registration, booth space, special contributions, etc. The only exception to this is the sale of merchandise which will be properly documented by the Merchandising Committee. Copies of all receipts will be kept by the active Treasurer for at least the period required by law.
7. The Treasurer shall oversee all annual meeting registration activities. The Treasurer pays the hotel for all annual meeting bills incurred, in full, in person, at the end of the meeting. The Treasurer, with the assistance of the Local Arrangements Chairperson or contracted local arrangements advisor, is responsible for ensuring that all bills are appropriate. The Treasurer, with assistance from the Local Arrangements and Awards Committee Chairpersons or contracted local arrangements advisor, submits a detailed report of the annual meeting at the first quarter board meeting.
8. The Treasurer submits a quarterly financial report at each meeting of the Board of Directors. This report details bill incurred, expenditures made, and amounts

deposited, by subject. It also lists the reporting period time frame, the beginning balance, ending balance, and notes on any "unusual" Treasurer transactions.

9. The Treasurer submits a detailed annual report for the previous fiscal (calendar) year at each first quarter board meeting.
10. The Treasurer consults with the President in the development of an annual budget. The Treasurer will provide a detailed breakdown of the previous year expenses, by officer and committee at the first quarter board meeting.
11. The Treasurer is responsible for filing Sales and Income Tax reports required by law.
12. The Treasurer is responsible for providing all pertinent files and documents to the Auditing Committee for annual review. This will normally be done as soon as the annual Income Tax Return is filed.
13. The Treasurer prepares and submits the annual report, and payment of fees, to ensure the Society's "Certificate of Incorporation" remains in good standing.
14. The Treasurer shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
15. The Treasurer will be responsible for voting on the Plant Manager of the Year .

E. DUTIES OF THE EDITOR

1. The Editor shall serve on the Board of Directors as an elected officer.
2. The Editor shall prepare official publications of the Society (excluding the FAPMS Newsletter which is the responsibility of the Secretary.)
3. The Editor shall prepare the *Aquatics* magazine for publication. To accomplish this task the Editor shall:
 - a. Solicit contributions of articles, news, and photos from Society members and others.
 - b. Publish the magazine a minimum of two (2) times per year.
 - c. Receive article submissions from contributors and acknowledge receipt. Correspond with contributors regarding acceptance or rejection of submissions.
 - d. Send articles to independent peer reviewers or the Editorial Committee members for review.
 - e. Contact Advertising Point-of-Contact to request list of current advertisers.
 - f. Provide the graphic designer with all materials necessary to create the first proof and provide corrections and changes until a final file is ready for the printer. Review with Advertising POC.
 - g. Instruct graphic designer to provide the printer with final files for the production of a proof.
 - h. Approve printer's proof, or request changes as needed. Proceed to print.
 - i. Coordinate delivery of *Aquatics* magazine via mail or electronic means to current FAPMS members based on the FAPMS mailing list maintained by the Treasurer.
 - j. Deliver magazine electronically to respective Presidents of APMS and Regional Chapters with the intent for them to distribute among their respective membership.
 - k. Approve mailing of finished magazine and forward postage amount to Treasurer for payment.
 - l. Provide a final PDF file to the Website Committee Chair for posting to the website once the next issue is delivered (i.e., one issue delay).
4. The Editor shall prepare the *Aquatics* magazine for publication. To accomplish this task the Editor shall:
 - a. Solicit contributions of articles, news, and photos from Society members and others.

- b. Publish the magazine a minimum of two (2) times per year.
 - c. Receive article submissions from contributors and acknowledge receipt. Correspond with contributors regarding acceptance or rejection of submissions.
 - d. Send articles to independent peer reviewers or the Editorial Committee members for review.
 - e. Contact Advertising Point-of-Contact to request list of current advertisers.
 - f. Provide the graphic designer with all materials necessary to create the first proof and provide corrections and changes until a final file is ready for the printer. Review with Advertising POC.
 - g. Instruct graphic designer to provide the printer with final files for the production of a proof.
 - h. Approve printer's proof, or request changes as needed. Proceed to print.
 - i. Obtain current mailing list (Florida, APMS and Regional Chapter members) from the webmaster and provide to the mailing service for bulk mail distribution of the magazine.
 - j. Approve mailing of finished magazine and forward postage amount to Treasurer for payment.
 - k. Provide a final PDF file to the Website Committee Chair for posting to the website once the next issue is delivered (i.e., one issue delay).
5. Provide quarterly Editor's Reports to the Board of Directors.
 6. A flow chart outlining editorial and production procedures [Magazine Production Flow Chart] shall be included in the SOP Appendix.
 7. The Editor shall chair the Editorial Committee.
 8. The Editor shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
 9. At the discretion of the Board and the elected Editor, the position of Associate Editor may be created [and filled] to assist with duties assigned to the Editor. The position will not be an official Board member and shall not have voting privileges at Quarterly Board Meetings.
 10. The Editor will be responsible for voting on the Plant Manager of the Year.

F. DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall serve on the Board of Directors as an elected officer. The Immediate Past President shall vote with the other Officers and Directors-at-Large on all matters and events that come before the Board of Directors for resolution.
2. The Immediate Past president shall serve as chairperson of the Nominating Committee.
3. The Immediate Past President shall have an advisory role with the President.
4. The Immediate Past President shall be responsible for coordinating revisions to the FAPMS "Standard Operating Procedures Manual" and ensuring the document is posted on the Society website.
5. The Immediate Past President shall initiate an annual review of the By-Laws and coordinate any approved changes with the By-Laws Committee.
6. The Immediate Past President shall perform other duties delegated by the President or the Board of Directors.
7. The Immediate Past President will be responsible for voting on the Plant Manager of the Year

G. DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall consist of the Society Officers and nine (9) Directors-at-Large serving staggered terms of three (3) years each with three (3) of the nine (9) Directors elected each year.
2. The Board of Directors shall manage the affairs of the Society including administration, program development and supervision of financial affairs.
3. The Board of Directors shall meet quarterly. In the event a vacancy develops on the Board, the remaining members of the Board shall be authorized to appoint someone to fill the vacancy for the unexpired term. A vacancy may be considered to exist in the event a member of the Board of Directors fails to attend two (2) consecutive meetings.
4. Fifty (50) percent of the Board of Directors shall constitute a quorum and a majority vote of the board members, present at a legally constituted meeting, shall decide all matters.
5. The Board of Directors shall advise on all committee chairpersons appointed by the President.
6. The Board of Directors shall approve the Nominating Committee members upon recommendation of the Committee chairperson, and subsequently approve the slate of nominations as recommended by the nominating committee.
7. The Board of Directors shall advise on special assignments of the Governmental Affairs Committee. In addition, the Directors may assist in directing the activities of the Governmental Affairs Committee.
8. The Board of Directors shall assist the President in directing the Past Presidents Committee.

9. The Board of Directors shall advise on all Special Committees appointed by the President.
10. The Board of Directors shall approve committee budgets and advise on all funds expended by committees of the Society.
11. The Board of Directors may call for special meetings when there is business which should be brought before the membership for action prior to the next regular meeting. At least fifteen (15) days advance notice must be given before any special meeting.
12. The Board of Directors shall choose the time and place of the annual Society business meeting. The annual business meeting generally coincides with the annual meeting of the membership.
13. Annual dues for active, associate, and student members shall be as established by the Board of Directors. Honorary membership may be granted by majority approval of the Board of Directors and no dues are required.
14. Proposed changes to the Society By-Laws may be initiated by a majority vote of the Board of Directors.
15. The Board of Directors shall review the Standard Operating Procedures (SOP) Manual on an annual basis to maintain currency and shall provide recommended changes to the Immediate Past President for posting on the Society's website.
16. 1st year Directors will judge photo contests, 2nd year Directors will judge Applicator papers and 3rd year Directors will judge posters contest.

COMMITTEES

H. DUTIES OF THE AUDIT COMMITTEE

1. The Audit Committee shall audit the accounts of the Society annually and comment on results of the audit at the annual business meeting.
2. The Audit Committee shall assist the Treasurer with establishing, implementing, and maintaining accurate Society financial records.
3. When directed by the Board of Directors, and with the assistance of the Treasurer, the Audit Committee shall provide for an audit of Society financial records by a Certified Public Accountant.
4. The Audit Committee shall receive, review, and return all records of the Society to the Treasurer for safe keeping.

I. DUTIES OF THE AWARDS COMMITTEE

1. The Awards Committee shall handle matters relating to the selection and presentation of awards by the Society.
2. The Chairperson of the Awards Committee is responsible for the proper expenditure and documentation of the Awards Committee budget. A detailed written report – including receipts, list of all contest/tournament/award winners, and list of any cash gifts – will be completed within 30 days of the conclusion of the annual meeting. The report will be submitted to the Treasurer and copied to the President.
3. The Awards Committee will closely coordinate with the Program and Local Arrangement committees on logistical requirements.
4. The Awards Committee will maintain a record of all approved Society awards. This list will include a detailed summary of each award including a purpose statement, eligibility requirements, the nomination process, judging process (including sample format) and a list of prior recipients.
5. The Awards Committee will coordinate the Door Prize drawings at the annual meetings.
6. The Awards Committee will annually distribute plaques of appreciation to outgoing Board of Director members and the outgoing President.

J. DUTIES OF THE BY-LAWS COMMITTEE

1. The By-Laws Committee shall propose By-Laws amendments and incorporate Board and Society approved amendments in the By-Laws.
2. The By-Laws may be amended by a two-thirds vote of the members present at any legally constituted annual meeting provided that in every case written notice of consideration of a change and a copy of the proposed change shall be sent to each member no less than thirty (30) days prior to the meeting.
3. The By-Laws Committee shall present for consideration by the Board and the Society, any changes in By-Laws initiated by any Board member and coordinated with the Immediate Past President, or a petition signed by not less than twenty-five (25) active members in good standing.

K. DUTIES OF THE EDITORIAL COMMITTEE

1. The Editor of the Society shall chair the Editorial Committee.
2. The Editorial Committee shall assist the Editor with the publication of the *Aquatics* magazine. To accomplish this task the Committee shall:
 - a) Become familiar with all procedures for publishing the magazine in order to continue timely publication in the event the Editor cannot perform his/her duties.
 - b) Assist in publishing the *Aquatics* magazine a minimum of two (2) times per year.
 - c) Assist in soliciting articles, news, photos and other materials for the magazine from Society members and others.
 - d) Assist with the review process as assigned by the Editor.
 - e) Be responsible for solicitation of all advertising for the magazine.
3. A flow chart outlining editorial and production procedures [Magazine Production Job Flow] shall be included in the SOP Appendix.

L. DUTIES OF THE EQUIPMENT DEMONSTRATION COMMITTEE

1. The Equipment Demonstration Committee coordinates the resource and equipment demonstrations held during the FAPMS Annual Meeting.
2. The Chairperson of the committee coordinates closely with the Chairpersons of the Program Committee and the Local Arrangements Committee to ensure logistical success of the smooth transitions between the various activities and locations.
3. The Equipment Demonstration Committee coordinates the recognition of Equipment Demonstration participants with the Awards Committee.

M. DUTIES OF THE FINANCIAL COMMITTEE

1. The Financial Committee shall consist of the following: the President, President-Elect, Secretary, Treasurer, and one Director appointed by the President. Approval by a majority of the committee members is required for passage of each expenditure.
2. The Financial Committee shall make decisions on allocating funds or expenditures on items and/or activities that are \$200.00 or more per request with a maximum limit of \$1000.00 per fiscal year.
3. The Financial Committee shall advise the Board on the overall financial condition of the Society.

N. DUTIES OF THE GOVERNMENTAL AFFAIRS COMMITTEE

1. The Governmental Affairs Committee shall consist of three (3) to five (5) members and shall acquaint themselves with all pending legislation or administrative rules directly or materially affecting aquatic plant management.
2. The Governmental Affairs Committee shall collaborate with other organizations of any kind in providing legislators or members of congress with information and assistance regarding legislation directly or materially affecting aquatic plant management.
3. The Governmental Affairs committee shall perform special assignments as directed by the President of Board of Directors.
4. The Chairperson of the Governmental Affairs shall maintain a file on previously published legislative documents of interest to the Society and pass the file on to subsequent chairpersons and the Historical Committee.
5. The Governmental Affairs Committee shall maintain liaison with the Animal Plant Health Service (APHIS) and the Florida Department of Environmental Protection regarding the introduction of new plant species into Florida.
6. All official correspondence and actions of the Governmental Affairs Committee shall be approved by the Board of Directors.

O. DUTIES OF THE HISTORICAL COMMITTEE

1. The Historical Committee shall secure and maintain a safe depository for the official records of the Society.
2. The Historical Committee shall establish procedures for the deposition of Society records into the archives as appropriate.
3. The Historical Committee will make copies (not originals) of all Society documents (including but not limited to the newsletter and *Aquatics* magazine) available to members upon request.

P. DUTIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. The Local Arrangements Committee shall provide the Board of Directors with timely information useful in planning for the annual meeting.
2. The Local Arrangements Committee shall assist the Program Committee and the Education and Outreach Committee with the annual meeting preparations.
3. Local Arrangement Committee may choose to use the services of a certified meeting planner to plan any society meeting functions.
4. The Local Arrangements Committee Chair shall provide the Newsletter editor and "Aquatics" magazine editor with literature about the meeting site; i.e. hotel registration instructions and costs, local restaurants, local maps, etc.
45. The Local Arrangements Committee Chair, may work with a meeting planner and shall obtain contractual agreement with a convention hotel for the second week of October (or other time frame as approved by the Board of Directors). General locations of the hotel site will be determined by the Board and/or general membership.
6. During the annual meeting, the Local Arrangements Committee shall maintain constant liaison with the meeting planner (if applicable), hotel staff, Society Directors, and other Committee Chairs to ensure the meeting runs smoothly.
7. A representative of the Local Arrangements Committee will work closely with the Equipment Demonstration Committee and the Program Committee to assist in the planning and logistical needs of the Equipment Demonstration.

Q. DUTIES OF THE EDUCATION AND OUTREACH COMMITTEE

1. The President Elect shall chair this committee.
2. The purpose of the Education and Outreach Committee is to promote the education and outreach of society objectives to existing , prospective new members and to those who would benefit from information and science regarding invasive plant management.
3. The Education and Outreach Committee shall recruit new members.
4. The Education and Outreach Committee shall correspond with newspaper and magazine outlets in an effort to educate the general public and scientific community.
5. The Education and Outreach Committee shall conduct the photography at all annual meetings and special events so that a photo-document of the Society's events will be made.
6. The Education and Outreach Committee shall promote the FAPMS Annual Meeting in a variety of media sources.
7. The Education and Outreach Committee shall represent the aquatic plant management profession in a positive manner.

R. DUTIES OF THE MERCHANDISING COMMITTEE

1. The Merchandising Committee shall handle the design, purchase, and sale of Society promotional items.
2. The Merchandising Committee Chair shall provide an inventory of items in stock, including purchase value, at each quarterly board meeting.
3. The Merchandising Committee shall receive direction from the Board of Directors at the start of each year.
4. The Merchandising Committee shall provide an itemized estimate and recommendations to the Board for approval by the third quarter meeting.
5. The Merchandising Committee is required to display a Florida Sales Tax License during all sales periods. Copy of this document is available from the Society's treasurer.
6. The Treasurer of the Society is responsible for the paying tax on the items sold. The Treasurer pays taxes monthly. Any sales outside of the annual conference should be submitted to the Treasurer monthly.

S. DUTIES OF THE NOMINATING COMMITTEE

1. The Immediate Past president shall serve as chairperson of the Nominating Committee which shall nominate qualified candidates for the offices of the Society in accordance with the provisions of the By-Laws.
2. No member of the Nominating Committee shall serve more than two (2) consecutive terms and no member of the Nominating Committee may be nominated for office or the Board of Directors, by the Nominating Committee.
3. After serving a two-year term an individual cannot serve on the Nominating Committee until a two-year period has passed.
4. The Board of Directors shall approve the Nominating Committee members upon recommendation of the Nominating Committee chairperson.
5. The Board of Directors shall approve the slate of officers and directors recommended of the Nominating Committee.
6. The Committee shall determine that the potential slate of officers and directors meets the eligibility requirements of being on the Board and are willing to serve if elected.
7. The Committee's recommendations shall be made by the mid-summer board meeting and include:
 - a) President-Elect for a 3-year term; first year as President-Elect, second year as President, and third year as Past President.
 - b) Three Directors, each to serve a 3-year term.
 - c) Editor.
 - d) Secretary.
 - e) Treasurer

Committee will obtain contact information and biographies of all nominees for presentation to the Board.

8. A list of Nominating Committee members shall be maintained by the Committee chair. This list shall be passed on to the incoming Committee Chair to assure compliance with items 2 and 3 above.
9. The Committee Chair shall present the proposed slate of officers and directors to the full membership at the annual business meeting.

T. DUTIES OF THE PROGRAM COMMITTEE

1. The Program Committee shall develop and implement the annual meeting program.
2. The annual meeting program should be prepared for publication on the Society newsletter which follows the mid-summer Board of directors meeting.
3. The Program Committee shall develop the objectives and theme for the annual meeting.
4. The Program Committee shall arrange for a keynote speaker and other guest speakers.
5. The Program Committee Chair should coordinate with the Secretary, Treasurer, President, and the Local Arrangements committee to arrange for all annual meeting needs including A/V equipment, computers, jump drives, and remote control.
6. The Program Committee Chair shall provide the Secretary with a "call for papers" form to be published in the Society newsletter.
7. The Program Committee Chair shall coordinate the equipment demonstration site and scheduling with the Equipment Demonstration Committee Chairperson.
8. The Program Committee shall make arrangements for the invocation for the opening session.
9. The Program Committee shall be responsible for the development and publication of the Annual Meeting program handouts at the annual meeting.

10. The Program Committee shall ensure the following guidelines will be used only when an industry-sponsored research presentation is solicited to be given within the general session of the FAPMS program. These guidelines do not apply to the industry sponsored presentations given during the “Industry Updates (Product and Label Updates)” session of the FAPMS program:
- a) The presenter may be employed by a given company, research/academic institution or other industry sponsored entity.
 - b) Content presented must be informative and avoid unfounded product or service marketing claims.
 - c) Any claims pertaining to effectiveness or success must be clearly supported by sufficient data or statistical calculations such that the audience can make a determination of efficacy or usefulness of said material presented.
 - d) Should a presentation fall outside the boundaries set forth herein, it will be up to the Board of Directors and the President to decide whether that presenter will be invited for future presentations.

U. DUTIES OF THE VENDOR COMMITTEE

1. Chair shall act as the main liaison between supporters and the Board of Directors.
2. Responsible for soliciting booths and sponsorships for the annual meeting.
3. Work with other FAPMS committees to add synergy to the planning of the annual meeting.
4. Responsible for organizing the golf tournament, when applicable, during the annual meeting.

V. DUTIES OF THE WEB SITE COMMITTEE

1. Responsible for maintenance of the Society web site and updates as necessary.
2. Required web site items shall include a list of Board Members and Honorary Members, annual conference information with links, membership information and an email link for contact by FAPMS members. Optional information approved by the Board may also be added.
3. Required to keep an updated copy of the FAPMS By Laws and FAPMS Standard Operating Procedures on the web site.

APPENDIX

I. CRITICAL DATES

1. Fiscal Year - The fiscal year of the Society shall be January 1 through December 31. Annual dues, established by the Board of Directors, for active, associate, and student members shall be payable on the first day of January to the Treasurer of the Society. Dues paid between January 1 and July 1 will apply toward the current fiscal year. Dues paid after July 1 shall apply toward the subsequent calendar year.
2. Annual Business Meeting - The annual business meeting notification must be published via letter or in the Newsletter of the exact date and place at least thirty (30) days in advance of the annual meeting. The annual business meeting is normally conducted in conjunction with the annual meeting. Election of officers occurs at the annual business meeting.
3. Special Meetings - Special meetings shall be called by the President upon written petition of not less than twenty-five (25) Society members in good standing; or, may be called when, in the opinion of the President or Board of Directors, there is business which should be brought before the membership for action prior to the next regular meeting. At least fifteen (15) days advance notice must be given of any special meeting.
4. Board of Directors Meetings - The Board of Directors shall meet four (4) times during the fiscal year to discuss Society business. The President chairs the meetings and must notify each of the Board members at least thirty (30) days in advance of the meeting.
5. Annual Budget Preparation - It is the responsibility of the President to prepare the annual working budget for the Society. Each of the officers and committee chairs shall submit to the President their respective budget requirements 30 days in advance of the spring meeting of the Board of Directors. (For more details on budget preparation, see DUTIES OF TREASURER.)

II. SCHOLARSHIP FOUNDATION

1. The FAPMS Scholarship Foundation was established by the Board of Directors of the Society and is administered by the Board of Directors of the FAPMS Scholarship and Research Foundation, Inc. Since 1986, the Foundation has provided over \$25,000 in scholarships.
2. The Foundation membership consist of the current and past Presidents of FAPMS. The Foundation officers consist of a President, Vice-President, Secretary/Treasurer, and three Directors. The Foundation is governed by a set of by-laws. An annual meeting is held in conjunction with the FAPMS annual meeting.
3. The Foundation offers two types of scholarships:
 - a) William L. Maier Jr. Memorial Scholarship
 - b) Paul C. Myers Applicator Dependent Scholarship
4. The award of the William L. Maier Jr. Memorial Scholarship will be made to a junior, senior, post-bachelor or graduate student who is:
 - a) enrolled in an accredited university or college located in Florida
 - b) a U.S. citizen
 - c) majoring in a field of study directly related to the management of freshwater/aquatic vegetation for the ecological benefit of aquatic or freshwater environments.

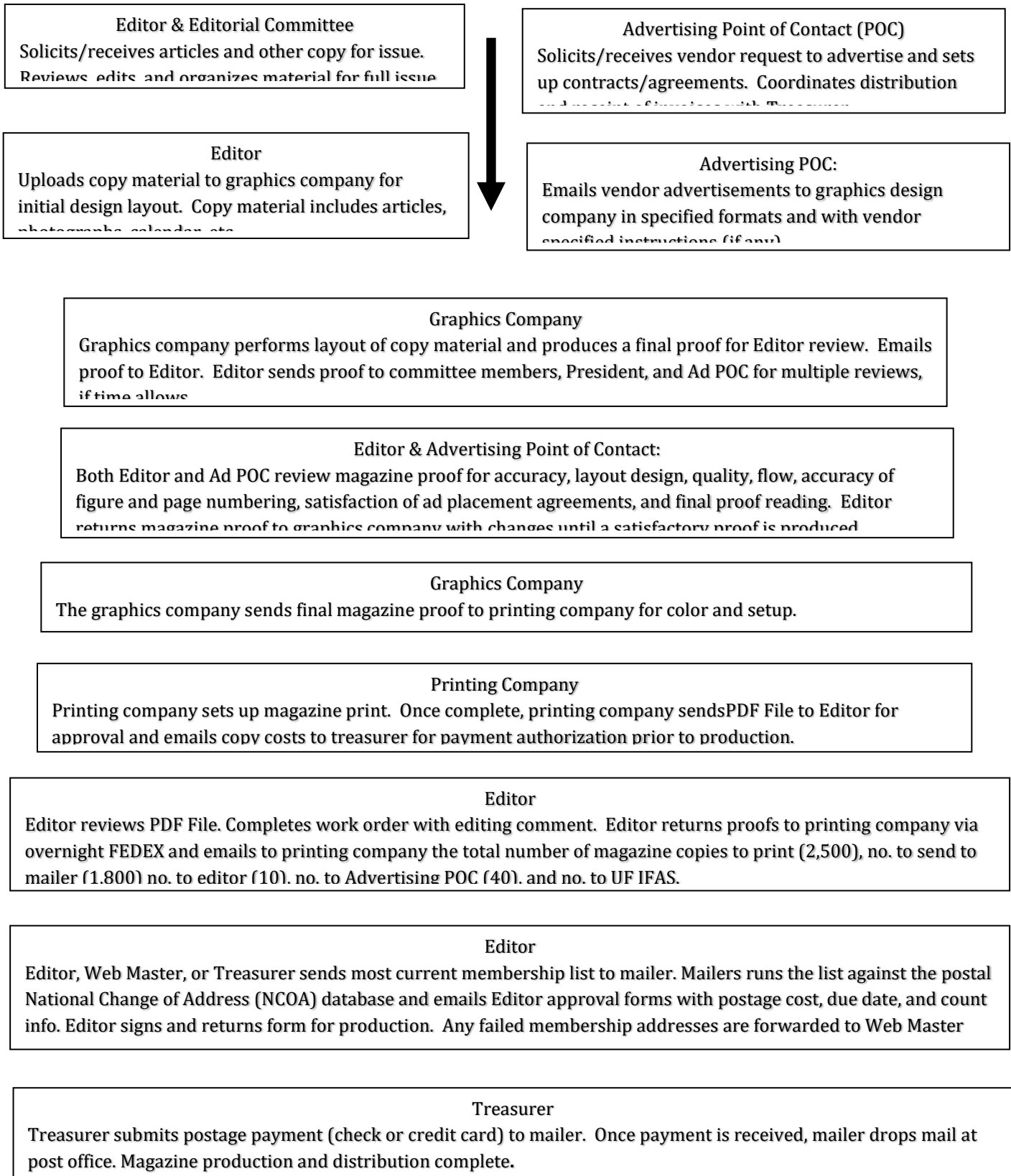
In the event a recipient withdraws from the university or college, changes to a non-eligible field of study or fails to maintain the necessary grade point average, that student will not be eligible for additional support under the provisions of this program.

5. The award of the Paul C. Myers Applicator Dependent Scholarship provides up to \$1500 to deserving dependents of FAPMS members. The scholarship is based on:

- a) The applicant's parent or guardian having been a FAPMS member in good standing for at least three consecutive years.
- b) Financial need. Will be determined based on need and the expected family contribution amount indicated on the processing results of a Student Aid Report (OMB No. 1845-0008). This report is available by completing a Free Application for Federal Student Aid federal form.
- c) The applicant being a high school senior entering college the next academic year, attending junior college, or being a college undergraduate.
- d) An evaluation of the quality of the application and required essay by the Scholarship Selection Committee, composed of three FAPMS members and four FAPMS Scholarship and Research Foundation members.

Recipients are chosen by the Foundation's Selection Committee. This is a seven-member committee with a chairperson, each serving a staggered, three-year term. Scholarship amounts are determined by the Board of Directors on an annual basis.

III. Magazine Production Job Flow Chart



IV. FAPMS CHARTER MEMBERS

Abramson, Stanley	Downing, Kevin	King, Paul C.
Adams, John	Drda, Thomas F.	Lambert, Porter
Almand, C. William	Dinagan, F. J.	Land, Rex E.
Anderson, Paul	Edwards, William G.	Land, W. E.
Arnold, Wendell Dr.	Flavin, James P.	Lawson, Walter R.
Baird, Douglas D.	Flori, Carl Dr.	Layer, John L.
Baker, Gordon	Flowers, Charles J., Sr.	Layne, Carlton R.
Barnette, William M.	Fredell Sr., Oran	Leasure, A. D.
Bay, P. A. M.	Friedman, Herbert J.	Lee, Donald V.
Beasley, Dr. Larry	Frizzell, Johnie	Lee, Russell C.
Betz, George	Gardner, John W.	Lowder, Edward C.
Bitting, Les	Garrard, Leon A.	Lowe, Glen L
Blackburn, Candy	Gates, Robert J.	Maddox, Larry L.
Blackburn, Robert D.	German, Louis	Madison, Edward, Jr.
Blakely, Robert	Glenn Jr., John E.	Mahler, Michael J.
Boykin, R. Ken	Grote, J. C.	Maier, Bill
Brewer, Paul	Hale, Lee	McCarty, William A., Jr.
Brightwell, R. E.	Hall, B. Lamar	McDonald, Eugene E.
Brooks, Thomas M.	Haller, Bill	McKinney, Larry M.
Brown, Deanna C.	Hardy, Paul E.	McMillian, William H.
Brown, Donald W.	Hargrove, Chuck	Merritt, Ralph
Brown, Harold F.	Harp, Jean B.	Mickler, Hampton J.
Brown, Martin	Harper, Geroge L., Jr.	Miller, Edward J.
Burkhalter, Alva P.	Hestand, Rue S.	Minter, Tom
Campbell, Edward H.	Hinkle, Joe C.	Moherek, Dr. Emil A.
Carson, Webster B.	Hogan, William D.	Monahan, William T.
Carter, Chris C.	Holmes, Pennie	Moore, William H.
Chandler, Lawrence M.	Hooks, Ross	Mosier, Greg
Christian, Donald G.	Hope, Donald E.	Mullens, Thomas C.
Clark, James E.	Hopkins, Jr., Sam B.	Murningham, Jack
Clark, Roy P.	Huckabee, Alvin B.	Myers, Vernon W.
Cook, Jon	Hudson, Clarke	Nichols, Gary D.
Cool, Carl	Jenkins, James P.	Orsenigo, Dr. J. R.
Cribbs, Benjamin H.	Jenus, Joseph, Jr.	Parham, Carl A.
Cummings, Herb	Johnston, Donald C.	Pederson, Pete
Day, Ronald L.	Jones, Dan	Perryman, Jerry M.
Deets, Paul	Joyce, Joe	Phillippy, Clayton L.
Deets, Peter J.	Karby, Steven	Phillips, P. W.
Dequine, John F.	Kawaguchi, Paul	Pieroni, Alfi M.
Dilmore, R. W.	Kelso, John T.	Price, Andy L.

Pruitt, Gary W.
Raimondo, Paul
Ranson, James H.
Rapp, James B.
Raulerson, Edgar W.
Rivelli, Thomas A.
Rushing, William N.
Sassic, Nicholas
Scherer, Lester E.
Schweigart, Joe
Sconyers, Max C.
Seaver, Harry R.
Sheppardson, Terry
Shinholser, James F.
Shultz, Robert I.
Simmons, Henry M.
Smith, Robert W.
Sparkman, Perry L.
Spirnock, Ray A.
Stafford, Jr., Frank S.
Stanley, J. G.
Steward, Frank E.
Steward, Kerry K.
Steward, Charles W.
Stokes, Glenn M.
Stoll, Richard H.
Sutton, David L.
Sweat, Harry
Szymborski, Richard A.
Tarver, David P.
Taylor, Thomas M.
Temples, Glen C.
Thomas, Paul A.
Tomasello, Rudolph P.
Trent, Lowell L.
Tucker, Sr., Marvin R.
Tye, Carl
Vance, Grady
Vandiver, Jr., Vernon V.
Vowell, James E.
Walker, Billy Joe
Waters, Donald B.

Weber, Richard Lee
Weedon, J. Stanley
Widmann, Donald C.
Williams, James L.
Wilson, Frank
Woodman, William J.
Worsham, Dr. W. A.
Wright, Lewis
Wunderlich, William E.
Yager, Dr. J. L.
Yoder, Philip J.
Young, Phillip L.

