

Association of Natural Resource Extension Professionals

Policies and Procedures Handbook



ANREP Policies and Procedures Manual

Approved by the ANREP Executive Committee on November 17, 2009

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Association of Natural Resource Extension Professionals

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ADMINISTRATIVE POLICIES AND PROCEDURES

GUIDELINES FOR DISTRIBUTION OF ANREP POLICIES AND PROCEDURES MANUAL

The ANREP Policy Handbook shall be made accessible to all members on the ANREP Web site.

The ANREP Policy Handbook shall be reviewed and updated annually. The President will appoint a Handbook Committee chair, and the committee chair shall select ANREP members to serve on the committee. The committee chair will submit updates and revisions to the ANREP President. The Executive Committee ("Board") shall vote annually to approve changes to the Policy and Procedures Manual. *(Approved 11-17-09)*

EXECUTIVE COMMITTEE (BOARD) ACTIVITIES

Executive Committee Meetings: The Executive Committee (Board) meets monthly by conference call, and face-to-face at biennial conferences and the Galaxy conference. The annual conference call schedule is established by the President-Elect during the December conference call. Conference calls are arranged by the Executive Secretary. The Executive Committee consists of the President, Past-President, President-Elect, Secretary, Treasurer, four Regional Representatives and the Executive Secretary.

Business Meetings: Business meetings are held during the biennial conferences to allow as many members as possible to attend. The President presides over all business meetings. The Treasurer provides a budget report and the Secretary records minutes of the proceedings. *(Approved 11-17-09)*

DUTIES OF ASSOCIATION REPRESENTATIVES

ANREP's Executive Committee is a working board. It sets and implements policy that serves our members and builds partnerships with other Extension Professional Associations, related organizations, state Extension organizations and NIFA (previously CSREES). Serving on the Executive Committee carries responsibilities as well as benefits. The benefits include honing leadership skills through practice and building connections with Extension organizations within the region. As a result of the partnerships developed, service on the ANREP board can open opportunities for scholarly work. It is expected that potential Board members will discuss the duties of the position and expected time commitment with their supervisors, and organize their schedules appropriately to be able to carry out the duties of the position.

President: The role of President is an elected position to fill a three-year term (President-Elect, President, Past-President). The President serves as the Executive Officer of the Association, oversees the affairs of the Association, and presides over all Executive Committee and General Membership meetings. The President is a voting member of the Executive Committee, which sets and implements policy that serves members and builds partnerships with other Extension Professional Associations, related organizations, state Extension organizations and NIFA. The President provides vision and guidance for the future of the association

As Executive Officer, the President signs certificates, contracts and other instruments of the Association, and oversees planning of the biennial national conferences. The President approves the annual budget and payment of travel expenses and other invoices as appropriate.

The President also serves as a working member of the Joint Council of Extension Professionals (JCEP). JCEP is a partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations.

Duties:

- Preside over the Executive Committee
- Schedule, issue agendas, attend and participate in monthly conference calls; ensure meeting minutes are taken; edit minutes
- Oversee the ANREP budget and approve expenditures; assist in future budget projections
- Serve on the ANREP Conference Planning Committee
- Preside over the biennial national conference
- Plan and conduct association business meetings
- Represent and promote ANREP at national conferences and other events
- Coordinate with National Program Leaders and NIFA administrators
- Welcome new members and provide descriptions of member benefits
- Distribute information about jobs, conferences, etc. to the membership via the ANREP listserv
- Sponsor surveys of the membership and evaluate the results
- Appoint all standing and select committees
- Solicit members to serve on committees and to fill special assignments such as PILD liaison, JOE board, etc.
- Write a "President's Column" for each quarterly newsletter
- Participate in monthly JCEP conference calls and attend two face-to-face JCEP meetings each year.
- Serve on JCEP committees and special assignments.
- Additional assignments as needed

Past-President: The role of Past-President is an elected position to fill a three-year term (President-Elect, President, Past-President). The Past-President serves as the President in the event that the President or President-Elect are unable or unwilling to serve. The Past-President shall assist the President in the performance of duties and authority as is granted from time to time by resolution of the Executive Committee.

The Past-President is a voting member of the Executive Committee, which sets and implements policy that serves members and builds partnerships with other Extension Professional Associations, related organizations, state Extension organizations and NIFA.

The Past-President also serves as a working member of the Joint Council of Extension Professionals (JCEP). JCEP is a partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations. The Past-President is expected to assume a leadership role in JCEP, serving as President, Secretary, Treasurer, Historian or Handbook Chair.

Duties:

- Preside over the Executive Committee in the absence of the President and/or President-Elect.
- Provide input to the President.

- Serve on the ANREP Conference Planning Committee.
- Serve as Elections Chair for the following year, with a call for nominations in July and elections in August.
- Represent and promote ANREP at national conferences and other events.
- Coordinate with National Program Leaders and NIFA administrators.
- Distribute information about jobs, conferences, etc. to the membership via the ANREP listserv.
- Participate in monthly JCEP conference calls and attend two face-to-face JCEP meetings each year.
- Serve on JCEP committees and special assignments.
- Assist in planning JCEP events and trainings.

President-Elect: The role of President-Elect is an elected position to fill a three-year term (President-Elect, President, Past-President). The President-Elect serves as the President in the event that the President or Past-President are unable or unwilling to serve. The President-Elect shall assist the President in the performance of duties and authority as is granted from time to time by resolution of the Executive Committee.

The President-Elect is a voting member of the Executive Committee, which sets and implements policy that serves members and builds partnerships with other Extension Professional Associations, related organizations, state Extension organizations and NIFA.

The President-Elect also serves as a working member of the Joint Council of Extension Professionals (JCEP). JCEP is a partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations.

Duties:

- Preside over the Executive Committee in the absence of the President and/or Past-President.
- Provide input to the President.
- Serve on the ANREP Conference Planning Committee.
- Represent and promote ANREP at national conferences and other events.
- Coordinate with National Program Leaders and NIFA administrators.
- Distribute information about jobs, conferences, etc. to the membership via the ANREP listserv.
- Participate in monthly JCEP conference calls and attend two face-to-face JCEP meetings each year.
- Serve on JCEP committees and special assignments.
- Assist in planning JCEP events and trainings.
- Additional assignments as needed.

Secretary: The office of Secretary is an elected position to fill a two-year term, elected in the even-year cycle. The Secretary serves to document the workings of the Executive Board at their scheduled meetings and is a voting member of the Board. Unapproved minutes are to be submitted to the Executive Board prior to the next scheduled meeting for review and approval. Once approved, the Secretary provides the minutes to the Webmaster for posting.

Duties:

- Participate and document workings of all Executive Board and General membership/business meetings
- Submit minutes to Executive Committee for approval
- Forward approved minutes to the Webmaster for posting

- Draft Association correspondence and maintain copies of all correspondence
- Maintain and update the Policies and Procedures Handbook and forward approved versions for posting
- Serve on the ANREP Conference Planning Committee
- Serve as liaison to at least one ANREP Committee and meet regularly with the chair of the Committee
- Other duties as required and/or requested

Treasurer: The office of Treasurer is an elected position fulfilling a two-year term, elected in the odd-year cycle. The Treasurer participates in all meetings of the Executive Board and is a voting member of the Board. The Treasurer attends all General Membership/Business Meetings of the association and serves on the association's Conference Planning Committee. The Treasurer maintains and monitors all bank checking and savings accounts, certificates of deposit (if any), and is one of two Board members with access to the association's accounts -- the other being the Executive Secretary. All bank accounts are opened and maintained at the physical address of the Executive Secretary. At transition between elected Treasurers, the Executive Secretary initiates banking paperwork to drop the out-going and add the incoming Treasurer as signatory to the accounts.

Duties:

- Receive all accounts-payable correspondence, including requests for reimbursement, and review and pay all bills for the association.
- Review internal requests for expense reimbursement of travel pre-approved by the President or the Executive Board, and revise reimbursable amounts if necessary to comply with current "Travel Policies" enacted by the Board.
- Facilitate and administer the transition of the association's banking relationship in the event of transition in the appointed position of Executive Secretary, and initiate banking paperwork to drop the out-going and add the incoming Executive Secretary as signatory to the accounts.
- Develop invoices and initiate accounts-receivable correspondence as needed.
- Monitor deposits of dues made by the Executive Secretary and by direct transfer, receive notice of deposits made by the Executive Secretary, and give notice to the Executive Secretary of deposits received by electronic transfer.
- Complete banking paperwork to provide the President and Treasurer each with a check card allowing access to the checking account, and monitor authorized debits to the checking account by reviewing and documenting all check-card expenditures.
- If the association is handling biennial conference bookkeeping in-house, the Treasurer will establish a separate checking account for receiving conference registration and sponsorship monies and paying conference expenses.
- Maintain an electronic budget workbook for the association, tracking income, expenditures and budgets.
- Annually prepare and present a budget to the Executive Board, comprised of a three-year projection (current year, two future years) to appraise the Board on how to maintain solvency of the organization.
- Prepare and present a biennial budget report (past year, current year) to the membership at the biennial conference meeting.
- Prepare an annual financial statement for circulation to the membership in January each year.
- Maintain an audit trail of all transactions, and complies with the association's "Policy on Document Retention and Destruction," as adopted by the Executive Board.
- Submit to the association's Audit Committee all financial records needed for review to ensure a financially clean transfer of Treasurer responsibilities to a duly elected or appointed successor, and at any other time

that the Executive Board should vote to direct the Audit Committee to undertake a review of the Treasurer's records.

- Serve as liaison to at least one ANREP Committee and meet regularly with the chair of that committee.
- Undertake and execute other duties as required and/or requested.

Regional Representative: An elected position to fill a two-year term. May be appointed by the Executive committee of ANREP (commonly known as the board) to fill the remainder of an existing term. Assignments are made by the Executive Committee and the President with the mutual agreement of both parties for the scope of work involved. It is expected that all Regional Representatives will accept and complete assignments. If such assignments cannot be completed, the regional representative must notify the President and the Executive committee and request that the assignment be modified.

The states in each region are as follows:

- Northeast - Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia
- North Central - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- South - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands
- West - Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming

Duties:

- Serve on Executive Committee
- Attend and participate in monthly conference calls
- Serve on the ANREP Conference Planning Committee
- Represent and promote ANREP at national conferences and other events
- Solicit, collect and contribute articles for one quarterly newsletter per year, as assigned
- Serve on subcommittees as assigned
- Coordinate at least one ANREP committee
- Solicit regional members to serve on committees
- Act as a leader within the region to recruit and retain ANREP members
- Coordinate with and update ANREP state champions on a regular basis
- Coordinate the development of content for the ANREP portion of the JCEP regional meetings
- Coordinate ANREP regional meetings and professional development events as assigned
- Work with the Awards committee to encourage nomination of ANREP members within the region for awards.
- Serve on the Chapter Relations committee as assigned.
- Serve on other committees as assigned.

Executive Secretary: The office of Executive Secretary is a paid, appointed position that serves at the will of the Board. The Executive Secretary provides a repository for Association records and assists in maintaining membership databases, arranging logistics for Board meetings, and other similar duties. Compensation of \$250 per month is paid from the ANREP treasury. The Board performs an annual review of the duties and responsibilities as well as performance by the Executive Secretary. *(approved 3-16-2011)*

Duties:

1. Keep database of membership current, publish directory, keep directory and dues information updated on the web.
2. Manage electronic listserv, ANREP business email accounts (anrep@charter.net).
3. Assist web developer with the management and oversight of <http://www.anrep.org> website
4. Assist ANREP committees with assignments on an as needed basis and within the scope of the position.
 - Elections Committee (help create and electronically disseminate ballots – create online voting system <http://www.surveymonkey.com> for example)
 - Membership Committee (assist with membership drive, brochure development and dissemination, three invoices to membership per year in January, June and September, etc.)
 - Resolutions/policy – typing, filing, placing resolutions on web, assist with by-law changes, etc.
 - Annual Conference – assist with miscellaneous details as requested
 - Awards Committee
5. Coordinate through UGA conference call setting the monthly Executive Committee conference calls – monthly basis through UGA conference call center (currently accruing no cost to ANREP – previous approximately \$200 per call was charged).
6. Assist committees with utilizing UGA’s conferencing utility.
7. Handle necessary correspondence , forward to appropriate individuals or committee heads (President, committee chairs, etc.).
8. Collect and deposit checks to banking account in Athens, GA; contact treasurer with additions to bank account.
9. Respond to general questions and requests for information concerning ANREP.
10. Forward addresses of new members to President for welcome letters, packets, etc.
11. File annual business registration with State of Georgia (filed online).
12. File annual nonprofit tax paperwork.
13. Fill out W-9 Forms for institutions requesting it when members are required to file with their institutions.
14. Fill in for Executive Committee members at meetings and other ANREP/Extension/related functions when needed.
15. Assist President with development of an annual budget if requested.
16. Handle miscellaneous requests, etc.
17. Keep original records/act as historian of the organization.
18. Attend monthly Executive Committee conference calls
19. Attend biannual ANREP meeting
20. Other duties and assignments as requested by the board and membership that fall within the scope of the position

(Approved 11-17-10)

NEW DIRECTOR ORIENTATION

Newly elected ANREP Executive Committee members will be provided an orientation to ANREP by the current President prior to their first meeting. Materials to be referenced include:

1. ANREP Bylaws and Policies and Procedures Manual
2. ANREP Web site protocol
3. ANREP board meeting dates (conference calls)
4. Recent ANREP minutes
5. ANREP budget
6. ANREP election process

(Approved 11-17-09)

ELECTRONIC VOTING PROCEDURE

Occasionally, it will be necessary to conduct an electronic vote. Motions will be submitted to the President, who will call for a second. Once distributed to the Executive Committee, a one-week electronic discussion period will begin. Board members will confirm they have received the message initiating the motion by a response to the President, who will track responses. If needed, the President will fax the message to those who did not receive the email message. Seven days (one week) after distributing the motion, the President will call for the vote. The President will relay the voting results to all Board members. The email vote will be approved and added to the minutes of the next board meeting/conference call. *(Approved 11-17-09)*

GUIDELINES FOR CHAPTER FORMATION

Chapters are the basic operating units of the Association. Chapters can be organized by state, region, territory, or similar geographic area. Steps for state chapter formation follow. The process for a region or territory is similar. Members of the Board are available to visit chapters, speak at chapter annual meetings, conduct chapter workshops or other events. A chapter's charter may be terminated by the Executive Committee when the chapter does not support the purpose of ANREP.

Steps in chapter formation:

1. The State Representative applying for ANREP affiliation contacts their ANREP Regional Representative regarding the state's intent to start an ANREP Chapter and provides a draft copy of their proposed State Chapter Bylaws.
2. The ANREP Regional Representative whose region encompasses the proposed chapter presents the state's intent to the ANREP Executive Board.
3. The ANREP President appoints an ad hoc committee to review the proposed chapter bylaws and make recommendations for adoption or modifications as needed. Modifications are communicated back to the State Proposed Chapter Representative for consideration, with responses made to the ad hoc committee. This process continues until the ad hoc committee and the State ANREP Representative are satisfied that the document meets ANREP Chapter Criteria (see below).
4. The state membership votes on the proposed bylaws. If the bylaws are not approved, another vote must be held once the bylaws have been amended.
5. Once the draft state bylaws have been approved by the state membership, the Regional Representative presents the Bylaws in amended form to the ANREP Executive Board for a vote to approve the State ANREP Chapter.

State-Affiliated ANREP Chapter Criteria

1. State Chapter must adhere to National ANREP Bylaws and associated policies.
2. When National ANREP makes significant policy changes that affect legal status and/or liability, then State Chapters must adopt and comply with these policies. *(Approved 11-17-10)*

STATE CHAMPIONS

The purpose of ANREP state champions is to identify a person in each state who can serve as an ANREP state representative. The state champion is charged with representing ANREP and building and maintaining membership in their state.

Duties:

- Understand the goals and mission of ANREP.
- Understand ANREP bylaws related to membership (Article III, section 1).
- Identify and recruit Extension personnel who are potential ANREP members. Provide names and addresses of potential ANREP members to the Membership Committee, so they can be included in ANREP mailings.
- Interact with the Membership Committee Chair(s) and members, Regional ANREP representative, and other ANREP members in state and region.
- Promote ANREP at Extension meetings and conferences.
- Serve as a state contact for extension workers and administrators who have questions or comments about the purposes and benefits of ANREP.
- Communicate informally with other extension organizations about ANREP and its desired relationship with those organizations.
- Assess obstacles and opportunities related to ANREP membership maintenance and recruitment within the state and communicate those to the ANREP membership committee.
- Serve on the state/regional JCEP committee or make arrangements with other ANREP members in the state to do so.

Qualifications:

- ANREP member in good standing.
- An interest in helping to build and maintain an active ANREP state and national membership.
- An interest in building positive relationships between ANREP and other Extension professional associations and Extension administrators.

Benefits:

- *Increased membership and viability of ANREP.*
- Higher ANREP member satisfaction.
- National recognition for recruiting ANREP members.

Term length and time commitment:

- Two-year term, renewable by ANREP Executive Committee.
- One-hour orientation at ANREP national conference or one-on-one with ANREP Membership Committee members or Regional Representative.
- One to three days annually spent recruiting ANREP members from your state.

(Approved 11-17-09)

COMMITTEES

There are two types of committees used by the Association in conducting business. The first is Standing Committees, whose members are appointed to work on topics that are continuous or regularly recurring. These committees are considered to be more or less permanent. Committee charges are provided by the Board. Committees may appoint subcommittees as needed to complete their duties. Select Committees are those appointed by the Board to consider topics on an ad-hoc basis. Once the work of a select committee has been concluded, the committee will disband.

Each type of committee can be established or abolished by the Board. The President is responsible for appointments to all committees, including appointment of the chairs. While committee members serve in one-

year terms, there are no term limits. Whenever possible, broad geographic representation will be maintained on each committee. Committee chairs will appoint subcommittees and subcommittee chairs, as needed.

Each year, the President and/or Board will provide specific charges to each committee, which then prepares an annual work plan to be submitted to the President and Board for approval. The annual work plan details short-term objectives, activities to meet those objectives, and any funds needed to conduct their business.

Committee Chairs are responsible for preparing and submitting a written annual accomplishments report for submission to the Board. Formal Committee reports from the Chair to the Board and/or General Membership must be endorsed by the Chair plus at least two other committee members identified by name in the report or in its letter of transmittal. Formal reports include: the Nominating Committee's annual slate of candidates for election to office; the Finance & Audit Committee's biennial audit report; the Awards & Recognition Committee's annual announcement of the process and timeline for soliciting and judging professional work, and its annual announcement of award recipients; the Scholarship & External Support Committee's announcement of recipients; the Policy & Bylaws Committee's annual comprehensive review of policy statements, comprehensive review of Bylaws when commissioned by the Board, and other reports as specified by the Board.

The following committee structure was approved by the Board in March, 2009.

1. Awards: The Awards committee conducts the annual awards competition, recruits judges from each region, coordinates judging
 - a. Create awards application documents
 - b. Develop online format for submission
 - c. Judge **annual** awards
 - d. Present recommendations to the Executive Committee for approval
 - e. Provide synopsis for conferences, Web site, and other uses
2. Communications
 - a. Produce **quarterly** newsletters
 - b. Review Web site content and usability; recommend changes
 - c. Improve communications with membership
3. Scholarship/External Support
 - a. Solicit and review applications for scholarships to biennial ANREP conference
 - b. Identify sources and solicit funds for a scholarship endowment fund
 - c. Develop guidelines for receiving and evaluating requests for financial support from ANREP
 - d. Review applications for financial support
 - e. Make recommendations to the Executive Board
4. Finance/Audit
 - a. Engage in long-range financial planning to keep ANREP solvent
 - b. Identify sources of funding/donors
 - c. Conduct annual audits of ANREP finances
 - d. Investigate changes in IRS requirements for 501(c)(3) organizations
5. Membership and Professional Development
 - a. Update membership brochure
 - b. Recruit new members

- c. Maintain existing membership
 - d. Enumerate and communicate the value of ANREP membership
 - e. Write and conduct membership surveys
 - f. Distribute results of membership surveys
 - g. Identify and publicize professional and leadership development opportunities
6. Policy and Bylaws
- a. Annually review existing policy statements and present new policy statements for consideration at the Membership meeting
 - b. Review bylaws and recommend changes and updates
 - c. Present bylaws changes to the membership for approval
 - d. Review existing operating policies annually and recommend changes to the Board, including revision of the Policies and Procedures Manual
7. Strategic Planning and Emerging Issues
- a. Review existing strategic plan (<http://www.anrep.org/about/strategic-plan/>)
 - b. Conduct strategic planning sessions to update and expand the plan
 - c. Identify and define emerging issues
 - d. Collaborate with Membership and Professional Development to identify training opportunities
- (Approved 11-17-10)*

RESPONSIBILITIES TO JOINT COUNCIL OF EXTENSION PROFESSIONALS

The Joint Council of Extension Professionals (JCEP) is a partnership of professional extension organizations that focuses on strengthening the efforts of the member organizations and does what each cannot do individually. The ANREP President, Past-President and President-Elect all serve on the JCEP Board. Past-Presidents serve in leadership roles for JCEP, as either President, Secretary, Treasurer, Handbook Chair, Partnership/Public Issues Chair, or Historian. JCEP Board members are expected to serve in additional roles on committees or as assigned by the JCEP President.

The JCEP Board meets via monthly conference calls on the last Monday of the month from 1 – 3 pm Pacific time. They also engage in two face-to-face meetings each year, traditionally in January and June. ANREP reimburses travel expenses for Board members to attend these meetings.

In addition, ANREP is required to provide the following support for JCEP activities (see www.jcep.org for more details):

JCEP Leadership Conference Planning: One of the ANREP representatives to the JCEP board (President, Past-President, or President-Elect) will be appointed by JCEP to this committee.

Public Issues and Leadership Development Conference Planning: Two ANREP members serve on the Public Issues and Leadership Development (PILD) committee. Serving as ANREP’s PILD representative carries responsibilities as well as benefits. The benefits include honing leadership skills through use, helping to design and attend a national leadership conference, and building connections with Extension organizations throughout the country. As a result of the partnerships made, this position may lead to additional national opportunities. It is expected that potential PILD representatives share the duties of the position with their supervisors, and organize their schedules so as to

be able to carry out the duties of the position. Assignments are made by the PILD Planning Committee with the mutual agreement of both parties to the scope of work involved. It is expected that all ANREP PILD Representatives will accept responsibilities and carry them out. When such assignments cannot be completed, the PILD representative must notify the President and the Executive committee and request the assignment be modified.

Duties:

1. Serve on national PILD planning committee for 3 years
2. Attend and participate in monthly conference calls
3. Assist with some detailed aspects of the national conference planning
4. Represent and promote ANREP at PILD conferences and other events
5. Attend a summer planning meeting at the conference site the second and third years of your term (usually held in August in Washington DC)
6. Assist in running the PILD conference each year of the term
7. Coordinate with and update ANREP board on a regular basis
8. Assist in publicizing PILD

Galaxy Conference Planning: Two ANREP members serve on the Galaxy conference planning committee. The conference occurs every five years, and the planning committee convenes 2-3 years prior to the conference. Whenever possible, members will be selected from within the region hosting the conference to decrease travel costs in attending meetings. JCEP will pay for the planners' travel costs out of the conference budget. In addition to providing two planners, ANREP must be prepared to provide a loan to cover Galaxy conference expenses prior to the conference, if requested by JCEP.

Journal of Extension Board: One ANREP member serves a three-year term on the Journal of Extension (JOE) Board. JOE meets twice each year. ANREP will pay travel costs for the appointee to attend JOE meetings, according to the travel policy guidelines. *(Approved 11-17-09)*

Selection of ANREP members to serve on JCEP PILD and Galaxy planning committees and the Journal of Extension Board will be done through an open call for self-nominations from the ANREP membership. Nominating members will be asked to write a short statement of their interest and qualifications. The Executive Committee will then choose the nominee that they feel will best do the job and represent ANREP well. Selected nominees will need to supply a short note from their supervisor stating that they approve of your involvement, since participation in these committees can be quite time consuming. Information on these positions is posted on the ANREP Wikispaces page in the file "JCEP-JOE Volunteer Info". *(Approved 3-16-11)*

GUIDELINES FOR ANREP CONFERENCES

ANREP national conferences are held every two years, during the even-numbered years. The purpose of the conference is to provide an opportunity for professional development and networking among members and partners while learning about the unique natural resources of our country. The conference also serves as an opportunity to make national presentations and build members' resumes.

Site Selection: The President will prepare and distribute a conference Request for Proposals (RFP) three years prior to the date of the event. The RFP will be reviewed and approved by the Board. The RFP will then be sent to all members via the listserv. A sample RFP has been included in the Appendix. Priority is placed on those facilities demonstrating sustainability in their operations.

The Executive Committee will review all submissions and select a conference location based upon:

- Adequacy and sustainability of facilities
- Support from the host state and host extension organization
- Proposed dates
- Financial feasibility
- Opportunities to learn about the natural resources of the area
- Diversity of locations
- Other factors as appropriate

The President will then notify the host state that their RFP has been selected.

Selection of Theme: The Executive Committee will select a conference theme with input from interested members. Themes of past conferences include:

- 2000: Excellence Through Partnerships
- 2002: Revolutionizing or Evolutionizing Extension Programming?
- 2004: Extension Outside the Box: Natural Resources Programming Across Landscapes
- 2006: Finding the "Ability" in Sustainability
- 2008: Leopold's Legacy: Extension's Response to a Changing World -- "The land ethic at work today"
- 2010: Opportunities for Extension in a Changing Environment: Lessons from the Last Frontier

Planning Committee: The ANREP Executive Committee will appoint a Conference Planning Committee consisting of ANREP members and partners after the host state has been chosen. The Steering Committee will include representatives from the host state, members of the ANREP Executive Committee, a representative from a past conference Planning Committee, and others as needed to ensure appropriate diversity in disciplines, geography, etc. The Planning Committee makes all major decisions regarding the conference, and will determine:

- the committee meeting schedule
- the conference location and dates based on bids received
- the overall program format and schedule
- the conference budget and registration fee
- the conference early registration deadline
- which abstracts will be accepted
- how best to advertise the conference
- the form of the published proceedings

The Program Chair: A Program Chair (or co-chairs) will be appointed by the Executive Committee. The Program Chair is responsible for soliciting abstracts, establishing an abstract review committee and developing review criteria, overseeing abstract review, drafting the program, notifying presenters of acceptance, and identifying keynotes and other slots for which speakers must be obtained. The Program Chair also sends out instructions to presenters and moderators, answers questions, and sends letter of appreciation to keynote speakers.

Host State Role: At least two members from the Host State are expected to serve on the Conference Planning Committee. Additional members will be added as needed to conduct the conference. The Host State will be responsible for carrying out all plans made by the Conference Steering Committee, including:

- Soliciting bids from potential conference sites and associated lodging

- Producing and distributing advertising materials, including the preliminary announcement/call for abstracts; final announcement and registration instructions.
- Recruiting speakers, as directed by the Conference Steering Committee
- Publishing the final conference program
- Registering participants
- Recruiting volunteers as needed to conduct the conference (e.g., moderators, audio-visual equipment operators, tour guides, poster set-up managers, registration assistants, state gift swap, auction, photographers, etc.).
- Arranging study tours, including all logistics needed (bus rental, estimated costs, food, etc.)
- Producing a proceedings or other summary of the conference (e.g., webinars as determined by the Steering Committee)
- Purchasing or providing all supplies needed (with reimbursement from the conference account)
- Processing all conference income and expenses from a conference account established by the Host State
- Summarizing the evaluation forms and providing a summary to the Steering Committee

Certain duties of the Host State as described above may be delegated to other members of the Steering Committee, but the Host State maintains responsibility for ensuring completion.

Financial Management: The finances for biennial conferences should be handled by an entity capable of producing an auditable set of financial records. In some cases, this will be conference support services provided by the host state's institution. In other cases, the ANREP Treasurer will establish and oversee a conference account, which will be held separate from other ANREP bank accounts. If the association is handling biennial conference bookkeeping in-house, the Treasurer will establish a separate checking account for receiving conference registration and sponsorship monies (from the Executive Secretary directly, or from the Executive Secretary via a third party), and for paying conference expenses (to vendors directly, or to vendors via a third party). After the conference books are closed, any residual net profit or loss will be posted to the regular bank account(s) and the conference account is closed if no longer needed. An audit trail will be maintained for all conference income and expenditures.

Conference Income: It is ANREP policy that we cover costs on the biannual conference plus produce revenue that can help supplement ANREP's budget to fund conference scholarships or other priorities. In negotiating a contract with the host institution, sharing of net revenue may be allowed and the sharing of financial risk (net loss) is encouraged in case the conference does not cover costs. Grants and donations received by ANREP in support of the conference will not be included in revenue to be shared, though revenue from commercial sponsors may be shared. The President and Executive Committee will make the best deal possible in negotiating a contract with the host institution and will set the registration fees for the conference in keeping with this policy.

(approved 3-16-2011)

Registration Refund Policy: Requests for refunds must be made in writing to the ANREP President. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.

Refunds will be granted as follows:

- Refund requests dated at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- Refund requests dated 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.

- Refund requests dated less than 14 days prior to the event will be NOT be granted.
- Refund appeals due to an emergency will be handled on a case-by-case basis by the ANREP Conference Chair and Co-Chair.

(Approved 11-17-10)

WEB SITE GUIDELINES

The ANREP Web site is found at www.anrep.org. The purpose of the ANREP Web site is to:

- Create a visible presence for ANREP,
- Serve as a communications hub for the association,
- Document activities of the Executive Committee, including all meeting minutes,
- Provide updated information on ANREP-sponsored events and activities, and
- Share information.

Posting materials to the Web site: The ANREP Executive Committee makes decisions about what to post on the Web site. Only officially approved ANREP documents and materials should be posted on the site. Documents should be submitted in text-format that can be converted to HTML or JPEG files, or as PDFs. The ANREP Secretary is responsible for sending results of officer elections to the Web master for posting to the Web site. The Secretary will also send minutes of ANREP board meetings to the Web master for posting.

Webmaster: The Webmaster is selected by the Executive Committee and receives \$2,800 annual compensation. The Webmaster is responsible for annual site and domain name registration, management of the site, updating and other Web-related duties as necessary. The Webmaster will also create a Web site for the biennial conference with input from Executive Committee members and the conference planning committee.

Required links: ANREP will create and maintain a link to the JCEP Web site.

Review of guidelines: Web site guidelines will be reviewed each year for relevancy. (Approved 11-17-09)

ANREP LISTSERV

The ANREP Executive Secretary and Web master are responsible for keeping the ANREP listserv up-to-date. In order to keep its listserv professional, valuable, and useful for all subscribers, ANREP has established policies and procedures.

Purpose

- The ANREP listserv is intended to serve as means to communicate events, news and items of interest to ANREP's membership. It is also used from time to time as a means to gather our membership's opinions.

Policies

- Please respect other subscribers of the listserv. Please use this listserv to communicate event information, news and items of interest to all ANREP members. This listserv is not intended to be used as a discussion board. This list serve is not moderated and comments made have no review before being sent to all subscribers. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit over the listserv. Please do not use the listserv to defame or disparage a member of ANREP or any other person. Defamatory, harassing, sexist, racist, obscene, and other offensive communications are not acceptable. If you disagree with someone else's ideas, please communicate with the other person directly.

- Do not misrepresent yourself, or in any other way conceal your identity, or post anonymous messages on the listserv.
- Do not alter the content or source of a message that has originated from another person’s computer with the intent to deceive.
- Please ensure that the messages you post to this list are appropriate for this list. Please do not engage in discussions on whether a topic is appropriate or inappropriate for this list. Such discussions take up valuable space on the listserv, and distract subscribers away from more meaningful discussions. If inappropriate postings or violations of the listserv are noticed, subscribers should not inform the entire group, but should bring this information to the attention of the listserv administrator. Go to www.anrep.org for contact information for the listserv administrator.
- Please use descriptive headings in the subject line for all messages that you post to the listserv. At the end of your messages, attach a standard identifier comprised of a few lines that identify you, your affiliation, and appropriate contact numbers (phone, fax, e-mail addresses). Do not include drawings, pictures, maps, graphics, etc. in the identifier lines since these materials may not be compatible on all systems.
- When asking questions, please request that individuals reply directly to you. After all the replies have been gathered, you may post a summary to the list. When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.
- The listserv may not be used to violate any rules of membership in ANREP, ANREP bylaws, rules and regulations or standards of ANREP.
- ANREP reserves the right to modify or change the rules to maintain the best interests of ANREP.

Monitoring and Enforcement

- The listserv must be used for business purposes only and in accordance with ANREP’s policies and procedures. ANREP reserves the right to remove members from the listserv for violating this agreement.

(Approved 11-17-09)

REQUESTS FOR EXTERNAL FUNDING SUPPORT

ANREP’s mission extends beyond serving its current members, to cultivating future colleagues in the profession and its members of tomorrow. To this end, it shall be the policy of the ANREP Board to:

1. Support 4-H Natural Resource education/competition/career exploration events at the national level, to allow broader and/or more enriching participation by middle and high school students;
2. Support college campus Natural Resource clubs that affiliate with ANREP, to encourage and facilitate upper-level undergraduate/graduate student participation in the biennial ANREP conference; and
3. Support its affiliated college campus Natural Resource clubs with conference registration awards for student posters judged at the state level.

The ANREP Board shall fund this support by using an annually-budgeted amount as match money to leverage investment by its State Chapters, affiliated Student Clubs, and the private sector (corporate and NGO partners).

The ANREP Board shall administer this support by adoption/periodic revision of External Funding Guidelines at the pleasure of the Board, and establishment of a standing committee for External Support.

Application for support of a national 4-H program event or affiliated student natural resource club must be submitted on a form developed by the ANREP External Support Committee. Applications shall be accepted and considered by the Committee on a revolving basis within the fiscal year, as long as funds are available.

The application shall indicate what self-help actions have been taken by the 4-H Event Committee or affiliated Student Club to meet its financial needs. The application shall ask for information that will facilitate Committee success in leveraging ANREP monies to garner investment by partners in the private sector.

The External Relations Committee shall cultivate relationships with funding partners in the Natural Resource industries and organizations that rely on and benefit from land-grant research and extension, and have a vested interest in the development of tomorrow's professionals. The Committee shall appoint interested donors to a rotating membership on an External Support Advisory Board, to build ownership among stakeholders.

The External Relations Committee shall establish a dedicated fund to meet the purposes set forth above.

The ANREP Board should make available to be used as match a fixed percentage of its revenues from the Biennial conference. *(Approved 11-17-09)*

RISK MANAGEMENT/LIABILITY

Service on the ANREP Executive Committee is a privilege and a responsibility. Officers shall use the following risk management checklist to guide their activities for the association.

Risk Management Checklist: ANREP Association officers should use good faith in carrying out their responsibilities and use due diligence in keeping informed about all association matters. Officers shall:

- Attend all Board and association meetings.
- Review bylaws, handbook, articles of incorporation and financial statements.
- Follow all policies and procedures.
- Direct legal counsel to closely supervise any activities with legal ramifications.

The ANREP board will annually identify who may seek or act for the association on legal and policy matters. Legal counsel will be sought prior to the signing of contracts.

The ANREP board will:

- Prudently manage the affairs of the association.
- Define the association's purposes, goals, and policies.
- Keep detailed minutes, noting any dissent or objection filed.
- Bond the Treasurer and other officers handling large sums of money.

The President is legally responsible for the association and serves as the chief spokesperson for the association, with assistance from the Executive Secretary. The President must be familiar with the laws regarding liability in the state where the Association is incorporated (Georgia). *(Approved 11-17-09)*

AFFIRMATIVE ACTION POLICY

It is imperative that the ANREP Board review and strengthen efforts to ensure equal access and opportunity in all aspects of the programs and operations of ANREP without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

To assist in fulfilling the intent of our nondiscrimination affirmative action policy, ANREP shall:

- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and underrepresented individuals that gives emphasis to achieving representation of minorities on committees and other ANREP leadership and decision-making bodies.
- Establish an outreach public notification effort to increase awareness of the association's program benefits and activities.
- Seek to establish effective communications among State Chapters, the National Association, 1862, 1890 and 1994 land-grant institutions to ensure protection against discrimination.
- Ensure all information released to the public contain no discriminatory language.
- Engage affirmatively in creative strategies to harness the talent and cultural diversity of our membership, for full and meaningful participation in the official business and activities of the organization.
- Strengthen efforts to ensure equal access and opportunity in all aspects of our programs without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Advance the concept of full compliance with and support of nondiscrimination requirements by demonstrating aggressive leadership in those matters related to the improvement of participation by racial/ethnic groups who are underrepresented.
- Motivate the membership to a fuller commitment of "equality."
- Eliminate, insofar as possible, all vestiges of inequality and alienation in programs and processes that will motivate all members to become actively and effectively involved in all aspects of programs and activities.
- Administer Association business and all programs and activities at all levels in such a way that it will not exclude from participation in or deny any member the benefits thereof because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.
- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and underrepresented individuals that gives emphasis to achieving representation of minorities on committees and other leadership and decision-making bodies of the Association.
- Establish an outreach public notification effort to increase awareness of the Association program benefits and activities.
- Serve as an advocate and planning resource to assure that programs and activities are meeting the needs and interests of minority members.
- Ensure all information released to the public by the Association will, as appropriate, contain nonsexist language.
- Affect a communication-information system with the organization for the sharing of affirmative action problems of mutual concern that need resolution.

The Board will engage affirmatively in creative strategies to harness the talent and cultural diversity of its membership, for full and meaningful participation in the official business and activities of the organization.

(Approved 11-17-09)

CONFLICT OF INTEREST POLICY

The Association of Natural Resource Professionals, its Components, and all Officers, Directors, Delegates, and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Organization, in any and all actions taken by them on behalf of the Organization in their respective capacities.

If any Officer, Director, Delegate, or Committee member of the Organization has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Organization, including but not limited to transactions involving:

- a. the sale, purchase, lease or rental of any property or other asset;
- b. employment, or rendition of services, personal or otherwise;
- c. the award of any grant, contract, or subcontract;
- d. the investment or deposit of any funds of the Organization;

such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Organization or its components to affect a decision to participate or not participate in such transaction.

All Officers, Directors, Delegates, and Committee members are required to formally disclose to the Organization any interests that could give rise to conflicts on an annual basis.

(Approved 11-17-09)

WHISTLEBLOWER POLICY

General

The Association of Natural Resource Extension Professionals' Code of Ethics and Conduct ("Code") requires Officers, Directors, Delegates, and Committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Officers, Directors, Delegates, and Committee members to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Officers, Directors, Delegates, or Committee member who in good faith report a violation of the Code shall suffer harassment, retaliation or adverse consequences. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the Board. This Whistleblower

Policy is intended to encourage and enable people to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with that person or you are not satisfied with their response, you are encouraged to speak with another Board Member whom you are comfortable in approaching. Board Members are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity. The role of Compliance Officer will rotate among the Organization's Regional Representative, in the following manner:

- 2010 – Northeast Representative
- 2011 – Western Representative
- 2012 – North-Central Representative
- 2013 – Southern Representative (after which, the rotation resumes)

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

(Approved 11-17-09)

DOCUMENT RETENTION AND DESTRUCTION POLICY

General

This policy provides for the systematic review, retention and destruction of documents received or created by the Organization in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the Organization; however, these guidelines are to be followed in the event the Organization should create or receive such a document. Documents will be retained by the Executive Secretary. All permanent records, except check registers, will be scanned and held electronically by the Executive Secretary in a location separate from hardcopies.

Corporate Records

Item	Time period
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Item	Time period
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years

Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Item	Time period
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Item	Time period
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

Employee Records

Item	Time period
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
1-9 Forms	3 years after termination
Time Cards	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

Legal, Insurance and Safety Records

Item	Time period
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week.

Document Destruction

Destruction of financial and other sensitive documents will be accomplished by shredding once the retention requirements have been met. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Organization. The Board of Directors will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

(Approved 11-17-09)

GUIDELINES FOR ANREP INITIATIVES

ANREP Initiatives are efforts to highlight and bring a focus to compelling issues that natural resources Extension professionals are dealing with. Initiatives must have the following characteristics:

- Must be proposed in writing to the ANREP President by the interested ANREP members with a description of the membership, governance, objectives, activities, projected outcomes, and plans for evaluation, and must be approved by a majority vote of the ANREP Executive Committee. If there are significant changes in the scope of any of these after ANREP board approval, a revised document shall be submitted and approved by the ANREP board.
- Must focus on a compelling natural resource issue for Extension professionals.
- Must have an emphasis on producing educational materials or programs for ANREP and Extension use, or directing attention to and encouraging discussion of particular issues.
- Initiative leadership shall be ANREP member(s), and the majority of initiative members will belong to ANREP (or other JCEP affiliate associations).
- Materials and programs will be identified as ANREP products.
- Initiatives and their output will be showcased at ANREP conferences.
- Initiative leaders will report to the ANREP Executive Committee at least once per year.
- ANREP will help initiatives promote materials and programs via its website, newsletter, or in other ways.
- Cross-disciplinary initiatives could be created with the involvement of JCEP or JCEP affiliate associations.
- Initiative leadership or members do not have the authority to make financial or other commitments for

ANREP.

The ANREP President will appoint an ad hoc committee to review an initiative proposal and make recommendations for approval or modifications as needed. Modifications are communicated back to the proposed initiative leadership for consideration, with responses made to the ad hoc committee. This process continues until the ad hoc committee and the proposed initiative leadership are satisfied that the document meets ANREP initiative guidelines.

Initiatives may be terminated by the Executive Committee if their usefulness has waned or when they no longer support the purposes of ANREP. (Approved 8-24-11)

FINANCIAL POLICIES AND PROCEDURES

ANREP BUDGET

The Treasurer is responsible for overseeing the budget, tracking income and expenditures, and preparing three-year projections. The Treasurer presents the proposed annual budget and updated three-year projections to the Board for approval during the August or September conference call. The Treasurer also prepares an annual financial statement for the membership in January, and presents a financial statement at the biennial conference.

The Executive Secretary and the Treasurer have signature authority for transactions involving the ANREP bank account(s). While either can write a check, the Exec Secretary should write a check only under the following circumstances:

1. Upon direction from and concurrence of the Treasurer.
2. Upon direction from and concurrence of the President (or President-elect in his/her absence) if the elected Treasurer is incapacitated or otherwise unavailable to direct the Executive Secretary to make a necessary payment, resulting in a situation that warrants action by the elected executive.

Additionally, the President and Treasurer will each be provided with a check card that allows access to the checking account. It is the responsibility of the Treasurer to complete the paperwork to obtain the cards and to monitor debits from the checking account by reviewing and documenting all check card expenditures.

Annual audits of Association finances will be completed by the Fiscal Committee and Treasurer, according to the guidelines below. *(Approved 11-17-09)*

FINANCIAL PLANNING

It is essential that the organization remain solvent. In the event that revenues are declining or expenditures increasing, the Treasurer should recommend potential actions to the Executive Committee.

The Treasurer is responsible for preparing three-year projections of income and expenditures for the Board. These documents must include provisions for allocating conference revenues across the time period between events. In the two years following each biennial conference year, the Treasurer makes an annual transfer from savings to checking in an amount equal to one-half the previous biennial conference proceeds (if any). In the event that ANREP participates in a Galaxy conference and receives proceeds, the Treasurer will escrow in the association's savings account the biennial conference proceeds (if any), and the Galaxy reimbursements and proceeds (if any). In the five years following each Galaxy conference year, the Treasurer makes an annual transfer from savings to checking in an amount equal to one-fifth the previous Galaxy conference proceeds (if any).

(Approved 11-17-09)

FINANCIAL REVIEW

An annual internal financial review shall be conducted according to the following procedures. The audit is the responsibility of the Treasurer and the Fiscal Committee, who will perform the tasks below and then sign off on the

review. A minimum of two members, one from the Executive Committee and one from the Fiscal committee, and the Treasurer shall conduct the financial audit.

1. Secure all financial records (unused checks, cancelled checks, bank statements, records, receipts, etc.) for the review period.
2. Randomly review checks for appropriate signatures.
3. Randomly match documentation (vouchers) to checks. Record check numbers reviewed.
4. Determine if all expenditures were authorized.
5. Randomly check to see if expenditures in records are found on the bank statement. List expenditures reviewed.
6. Review numerical sequence of cancelled and unused checks. Note any missing checks.
7. Check to see if books have been reconciled to bank statements on a regular basis.
8. If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
9. Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.
10. List any checks that are outstanding and date of issue.

(Approved 11-17-09)

GUIDELINES FOR PAYMENT OF ANNUAL DUES

Membership in the organization is maintained via payment of annual dues. Dues are set by the Executive Committee and are payable on January 1 of each year. As of 2009, annual dues are set at \$45. Voting on Association business is limited to those members who have paid their dues.

The Executive Secretary sends out dues notices in January of each year to each member. Those who have not paid receive another notice in March and then in May. All membership benefits will be revoked for those members whose dues have not been paid as of September 15 of the dues year. Their names will be removed from the directory and listserve.

The Treasurer monitors the deposits of dues made by the Executive Secretary and by direct transfer, receives notice of deposits made by the Executive Secretary, and gives notice to the Executive Secretary of deposits received by electronic transfer.

(Approved 11-17-09)

GUIDELINES FOR REIMBURSEMENT OF ANREP FUNDS

Requests for payment from ANREP funds should be sent to the ANREP President or to the Treasurer with documentation of pre-approval. A receipt, invoice, or other proper documentation is necessary for payment. After approval by the President, the Treasurer will issue payment.

(Approved 11-17-09)

ANREP BOARD MEMBER FISCAL RESPONSIBILITY FOR PARTICIPATION IN ANREP-SPONSORED ACTIVITIES

Travel costs for the ANREP President and Treasurer to attend the biennial conference and preside over the Association business meeting will be reimbursed. See the travel reimbursement policy for more information on reimbursement of travel expenditures. All other ANREP Executive Committee members participating in ANREP-sponsored activities are expected to pay the full registration fee and travel costs.

(Approved 11-17-09)

ANREP BOARD MEETING EXPENSES

ANREP shall pay for equipment costs, meeting room space, breaks and meals that are a part of any required face-to-face Board meeting. Travel, lodging and other meals for the ANREP board will be reimbursed by ANREP, unless the Board takes other action. Expenses and registration fees for Board members who attend ANREP conferences will not be reimbursed, with the exception of the President and Treasurer, who are required to attend the conference and preside over the Membership meeting. *(Approved 11-17-09)*

GUIDELINES FOR ANREP CONTRACTS

The ANREP President shall sign all contracts for ANREP activities and ANREP sponsored events. In the event that the President is incapable of signing, the President-Elect will sign the contracts. *(Approved 11-17-09)*

GUIDELINES FOR SECURING FUNDS

Securing financial resources from donors or sponsors is essential to fulfilling the mission of ANREP. Funds may be secured from both private and public donors. *(Approved 11-17-09)*

TRAVEL REIMBURSEMENT POLICY

Requests for funding for travel on ANREP official business must be made to the President well in advance of the event.

ANREP travelers will be fiscally responsible when travel is supported by member fees. Whenever possible, the traveler should attempt to pay from office budgets some or all of the costs of attending an event.

Reimbursable expenses include the event registration fee, transportation expenses for the least expensive manner of travel that can be accommodated (air vs train vs rental car vs personal vehicle), hotel room with computer connectivity, the actual cost of meals (not to exceed GSA rates), tips, parking and mileage.

Reimbursement of private vehicle use will be at half the current GSA-approved rate. Private vehicles should not be used when the cost of a rental vehicle with unlimited mileage plus fuel is less than the reimbursable cost of using one's private vehicle.

Expenses should be submitted to the ANREP Treasurer using the Travel Reimbursement Request Form found in the Appendix. Include all receipts and a note providing the name and address of the traveler and the purpose of the trip. For meals, receipts are required (gratuity may be written on receipt). Meal reimbursement including gratuity shall not exceed current GSA rates. Alcoholic beverages are not reimbursable. Note that GSA meal rates vary in different parts of the country and include a maximum daily rate, but that daily rate also is broken down with set amounts for breakfast, lunch, incidentals, and dinner. ANREP pays the meal portion of the GSA rates, not including the incidental expense amount. *(Approved 1-20-09) (Modified with Board Approval 2-16-2011)*

GUIDELINES FOR REIMBURSEMENT OF EXPENSES FOR INVITED GUESTS TO ANREP EVENTS

When pre-approved, ANREP will cover the expenses for invited guests, including speakers, as follows:

- Meals not covered in registration at the current GSA rate, receipts required
- Mileage, at the current GSA rate of reimbursement
- Airfare, most economical and time-effective flights
- Other miscellaneous expenses, such as airport parking, hotel transfers, etc.

All reimbursable expenses must be entered on the appropriate form and submitted by e-mail or fax to the President for approval within 30 days of the date of the event. *(Approved 11-17-09)*

POLICY REGARDING GIFTS AND SPECIAL RECOGNITION

Appreciation gifts are traditionally presented to the outgoing President. The value of the gift shall not exceed \$100 and funds shall come from monies so allocated in the ANREP Treasury. The President may also use his/her discretion to recognize members for their service to the organization. *(Approved 11-17-09)*

APPENDICES

TRAVEL REIMBURSEMENT REQUEST

Name of traveler: _____

Address: _____

Name of event: _____

Purpose for attending: _____

Board member who approved travel costs: _____

Dates of travel	
Mode of travel and cost	
Hotel dates and cost	
Meal costs	
Other costs	
Total to be reimbursed	

Signature of traveler (I certify that the above-stated expenses were incurred for official business of ANREP.)

Approval by President _____

Date paid _____

Amount _____

Check number _____

(Approved 11-17-09)

ANREP APPLICATION FOR EXTERNAL SPONSORSHIP

Organization: _____

Street address: _____

City, State, Zip: _____

Name of contact person: _____

Phone: _____

E-mail: _____

Event or purpose for which you are seeking ANREP support: _____

Event sponsor(s) if different from applicant: _____

Web site of event (if applicable) or organization seeking support: _____

Event registration fee (if seeking individual support for conference or event registration): _____

Deadline for individual event registration (if applicable): _____

What are the total estimated costs for your participation in the event (i.e., travel, per diem, etc.)?

If applying for event support, what is the total estimated budget for the program? _____

How much money are you requesting? _____

What funds have you been able (or at least attempted) to secure from other sources first? _____

Is your request supported in writing by an ANREP member (attach letter)? Yes No

If applying for individual support, will you be presenting a student poster or exhibit, and/or providing logistical assistance to the event organizer? Yes No

How would ANREP's financial support help further your own professional development, or further career exploration and development of future Extension natural resource professionals? _____

Please submit your scholarship application to: _____. If you have a question, please contact _____ at (772) 462-1660 or e-mail _____.

(Approved 11-17-09)

SAMPLE CONFERENCE RFP

August XX, 2009

To: ANREP Members

From: Mike Reichenbach, ANREP President and Chair of the ANREP Executive Committee

Phone: (218) 726-6470

E-mail: reich027@umn.edu

Re: Seeking bids to host the 8th National Extension Natural Resources Conference, 2012

The Association of Natural Resource Extension Professionals (ANREP) is seeking proposals from Extension units that would like to host the 8th National Extension Natural Resources Conference to be held in the year 2012. Proposals should be returned to me not later than **Friday, October 23, 2009**. Proposals will be accepted from Extension faculty at Land Grant Universities in any state. Faculty in two or more adjoining states may co-host this event but there will be only one host state (the state in which the conference occurs) recognized by ANREP.

We recognize that serving as a Host State for an ANREP Conference is a major undertaking, but it also is an opportunity to showcase the quality of your staff and the natural resources and special features of your state.

STEERING COMMITTEE ROLE

The ANREP Executive Committee will appoint a Conference Steering Committee consisting of ANREP members after the host state has been chosen. The Steering Committee will include representatives from the host state, members of the ANREP Executive Committee, a representative from a past conference Steering Committee, and others as needed to ensure appropriate diversity in disciplines, geography, etc. The Steering Committee makes all major decisions regarding the conference, and will determine:

- the overall program format and schedule
- how best to advertise the conference
- the conference location and dates based on bids received
- which abstracts will be accepted
- the form of the published proceedings

HOST STATE ROLE

At least two members from the Host State are expected to serve on the Conference Steering Committee. Additional members will be added as needed to conduct this conference. The Host State will be responsible for carrying out all plans made by the Conference Steering Committee, including:

- Soliciting bids from potential conference sites and associated lodging
- Producing and distributing advertising materials, including the preliminary announcement/call for abstracts; final announcement and registration instructions.
- Recruiting speakers, as directed by the Conference Steering Committee
- Publishing the final conference program
- Registering participants

- Recruiting volunteers as needed to conduct the conference (e.g., moderators, audio-visual equipment operators, tour guides, poster set-up managers, registration assistants, state gift swap, auction, photographers, etc.).
- Arranging study tours, including all logistics needed (bus rental, estimated costs, food, etc.)
- Producing a proceedings or other summary of the conference (e.g., webinars as determined by the Steering Committee)
- Purchasing or providing all supplies needed
- Processing all conference income and expenses from a conference account established by the Host State
- Summarizing the evaluation forms and providing a summary to the Steering Committee

Certain duties of the Host State as described above may be delegated to other members of the Steering Committee, but the Host State maintains responsibility for ensuring completion.

PROPOSAL REQUIREMENTS

Your proposal must include the following:

1. Description of one or more potential conference sites. If possible, we prefer a site that practices sustainability and that is surrounded by or located near a setting with natural resource interest. Your proposal should include the following features:
 - a. distance to the nearest national airport (2 hours maximum travel time)
 - b. nearest city
 - c. meeting and lodging facilities (see criteria below)
 - d. guest amenities
 - e. a description of five or six half-day natural resource tour opportunities in the local vicinity
 - f. a description of sustainable practices employed by the conference center. For an example, see: <http://www.treeo.ufl.edu/services/GreenConf.asp>
2. Names of one or two Extension faculty from your university that you recommend to serve on the Conference Steering Committee. Include a brief description of their past experience in planning a national conference or other major event.
3. At least one letter from an appropriate administrator verifying that your university has the faculty resources and financial backing to conduct this conference.
4. Cost estimates for lodging, food, and meeting room space from each potential conference site. Plan for a conference length of 3 days. Traditionally, the conference has been held during mid-May, although the 2010 conference will occur in late June. Choose approximate dates that you feel will attract the most participants based on cost, amenities and competing events. Assume there will be 250 to 300 participants.
5. Anything else you think the Executive Committee should know about when considering your proposal.

HELPFUL INFORMATION

To assist you in understanding the work that is involved and the expenses that you may incur, we encourage you to contact one of the past Steering Committee Chairs. Their contact information is found in the ANREP online directory, www.anrep.org/directory.

- Mike Reichenbach and Eleanor Burkett – 2010 Conference, Fairbanks, AK
- David Drake, Scott Craven and Jamie Nack – 2008 Conference, Madison, WI
- Mike Kuhns - 2006 Conference, Park City, Utah
- Jim Johnson –2004 Conference, Wheeling , WV

SELECTION CRITERIA

The ANREP Executive Committee will select the Host State based on:

- Prior experience on the part of the Host State's faculty in conducting a major educational event; evidence of support from Host State's Extension faculty
- Convention facilities and hotels that have:
 - Ability to host 250 – 300 people
 - Sufficient meeting space for general sessions for all conference attendees
 - Breakout rooms for concurrent sessions and workshops of approximately 50 people
 - Banquet facilities for the entire group as well as special events
 - Exhibit space for approximately 80 – 100 posters and 10 - 15 vendors
- Location within 2 hours of a major airport
- Estimated costs for lodging, meals, and meeting space
- Amenities offered by the potential conference sites
- Sustainable practices employed by the conference site/center/hotels
- A broad variety of natural resources tours

NOTIFICATION

Following Board consideration, you will be notified of the outcome of your bid by the ANREP President. We anticipate making a decision during December, 2009.

(Approved 11-17-09)

ASSOCIATION HISTORY

Information provided to Ben Jackson on January 16, 2008 by Larry Biles, charter member of ANREP and retired National Forest Management Program Leader for USDA CSREES 1989-2004.

The idea for organizing a group came about at the National Extension Foresters Meeting (the Triennial) in Eugene, OR in 1991. Many of the state natural resources Extension leaders were at the meeting. The planning committee included Scott Reed, the host from Oregon, Charlie Blinn from Minnesota, Jim Finley from Pennsylvania, Jim Neal, Southern Regional Extension Forester in Georgia, and Larry Biles, mentioned above. There might have been others on the committee. In part the impetus for forming an association came when Mitch Geislar, at the time Associate Administrator of the USDA Extension Service, called the participants a dysfunctional family.

At the Triennial the participants selected four regional reps to work on forming an association. Mark Vodak from Rutgers was probably the NE representative and it was his job to write the bylaws. He may have been selected as the Bylaws Chair. Exactly when it is unclear but the first association name considered was the National Association of Forest Resource Extension Professionals (NAFREP).

The first time the bylaws were presented was at the National Forestry Extension Meeting held at the 1992 Society of American Foresters (SAF) convention in Richmond, VA. The bylaws were not adopted then because they were considered to be too long. Vodak pared them down. The bylaws were revisited at the National Extension Forestry meetings in conjunction with the SAF annual conventions in 1993 and 94.

In 1995 it was decided to go forward with the NAFREP name. Don Hanley from Washington became the first President in 1996 and Mel Baughman from Minnesota the President-Elect. Because of the concerns from wildlife Extension specialists the name was no longer acceptable and was changed to ANREP that year.

The Joint Council of Extension Professionals (JCEP) was not well known among natural resource Extension professionals in 1995-96. Larry Biles as an ANREP de facto representative wrote a letter to Extension Committee On Organization and Policy (ECOP) representatives asking about how to join JCEP. He was told this was not a National Association of State Universities and Land Grant Colleges (NASULGC) function but he would have to petition JCEP directly. He did and discovered that JCEP had no process for admitting new member association. President Don Hanley assumed leadership for the JCEP relationship at that point and worked with JCEP to adopt new member guidelines. The new guidelines included a provision that the requesting association had to be in existence for at least two years prior to consideration.

ANREP became a member of JCEP in 2000 when Bill Hubbard from Georgia was the president. As a member of JCEP, ANREP was given representation in the ECOP Budget and Legislative committee. We continue to participate on that committee and NASULGC's Leadership Advisory Council. As a JCEP member organization we also have an opportunity to participate in JCEP's annual regional leadership meetings, the Policy and Leadership Development (PILD) conference each April in Washington DC, and the GALAXY conference held every five years.

Conferences

Dates	Location	Theme
May 17-20, 1998	Deerwood, MN	First conference
May 16-18, 2000	Stateline, NV (Lake Tahoe)	Excellence Through Partnerships
June 2-5, 2002	Naples, FL	Revolutionizing or Evolutionizing Extension Programming?
May 16-19, 2004	Wheeling, WV	Extension Outside the Box: Natural Resources Programming Across Landscapes
May 14 – 17, 2006	Park City, UT	Finding the “Ability” in Sustainability
May 19 – 23, 2008	Madison, WI	Leopold's Legacy: Extension's Response to a Changing World -- "The land ethic at work today"
June 27 – 30, 2010	Fairbanks, AK	Opportunities for Extension in a Changing Environment: Lessons from the Last Frontier
May 19 – 23, 2012	Kanuga Conference Center, North Carolina	

There are seven state associations as of 2009: Florida, Georgia, Ohio, New York, Idaho, Michigan, Maine and Arizona

Past ANREP Presidents:

1996 – Don Hanley, University of Washington

1997 – Mel Baughman, University of Minnesota

1998 – Rick Hamilton, North Carolina State University

1999 – Bob Edmonds, University of Connecticut

2000 – Bill Hubbard, Southern Regional Extension Forestry, housed in Georgia

2001 – Chuck Gay, Utah State University

2002 – Mike Kroenke, University of Wisconsin

2003 – Joe Schaffer, University of Florida

2004 – Scott Reed, Oregon State University

2005 – Janean Creighton, Washington State University

2006 – Ben Jackson, University of Georgia

2007 – Viviane Simon-Brown, Oregon State University

2008 – Susan Donaldson, University of Nevada

2009 – Mike Reichenbach, University of Minnesota

2010 – Jeff Schalau, University of Arizona

2011 – Mike Kuhns (elected), Utah State University

ARTICLES OF INCORPORATION OF ASSOCIATION OF NATURAL RESOURCE EXTENSION PROFESSIONALS

I. The name of the corporation is Association of Natural Resource Extension Professionals (ANREP).

II. The corporation is organized pursuant to the Georgia Nonprofit Corporation Code.

III. The street address of the initial registered office of the corporation is 4-433 Forest Resources Building, University of Georgia, Athens, Clarke County, Georgia 30602, and the initial registered agent of the corporation at such address is William G. Hubbard.

IV. The name and address of the sole incorporator is William G. Hubbard, 4-433 Forest Resources Building, University of Georgia, Athens, Georgia 30602.

V. The corporation will have members.

VI. The mailing address of the initial principal office of the corporation is 4-433 Forest Resources Building, University of Georgia, Athens, Georgia 30602.

VII. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. **(Amendment made October 22, 2003, Amendment adopted by Board of Directors on October 24, 2003)**

VIII. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. **(Amendment made October 22, 2003, Amendment adopted Board of Directors October 24, 2003)**

IX. Upon the dissolution of the *organization*, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local *government*, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. **(Amendment made October 22, 2003, Amendment adopted Board of Directors October 24, 2003)**

IN WITNESS THEREOF, the undersigned has executed these Articles of Incorporation

This the _____ day of _____, 1999. _____

William G. Hubbard, Incorporator

And amended This the _____ day of _____, 2003 _____

William G. Hubbard, Executive Secretary

ARTICLES OF AMENDMENT OF ASSOCIATION OF NATURAL RESOURCE EXTENSION PROFESSIONALS, INC.

I. The name of the corporation is Association of Natural Resource Extension Professionals (ANREP) Inc.

II. Due to requirements set forth by the Internal Revenue Service the Association must make the following amendment to their original Articles of Incorporation in order to qualify for nonprofit taxation status:

a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

c. Upon the dissolution of the *organization*, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local *government*, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

III. The above named amendment was adopted by the Association Board of Directors via an email vote on October 24, 2003 without membership approval.

IN WITNESS THEREOF, the undersigned has executed these Articles of Amendment

This the _____ day of _____, 2003. _____

William G. Hubbard, Incorporator and Executive Secretary

BYLAWS

ARTICLE I: NAME

This organization shall be known as the Association of Natural Resource Extension Professionals (ANREP).

ARTICLE II: OBJECTIVES

The objectives of this Association shall be:

- To bring together natural resource/environmental education extension professionals to discuss natural resource issues, needs and opportunities of mutual interest; to facilitate information sharing, and recognize innovative work.
- To promote cooperation on natural resource issues and educational and training efforts among the various states and regions, as well as among governmental agencies, private natural resources groups, related industries and other natural resource professionals.
- To discuss, develop, sponsor and promote educational and training programs and activities that will advance the practice of natural resource management.
- To provide support and promote activities and programs at the national level that advance natural resource management, education, training and diversity in the work force.
- To advance the professional status of natural resource extension professionals (NREPs) by encouraging professional self-improvement.
- To strengthen communication with Extension Administration at the county, state and federal level.

ARTICLE III: MEMBERSHIP, CHAPTERS, AND DUES

Section 1. Membership.

The membership of this Association shall be comprised of dues-paying Extension professionals in each state, Washington, D.C., and the territories of Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, the Northern Mariana Islands, and the Federated States of Micronesia, who conduct natural resource education programs. Extension professionals from other countries outside of the United States and its territories are also eligible for membership as affiliate members. There will be four classes of membership:

1) Active: Active Members are currently employed by the Cooperative Extension System (CES) or Sea Grant Extension Program (SGEP) with an appointment and/or responsibilities in natural resources extension (NRE). This includes employees of USDA-National Institute of Food and Agriculture (NIFA). Active Members may vote, hold elected or appointed positions, and must annually pay the current full dues amount.

2) Life: Life Members must be retired from the Cooperative Extension System, (CES) or Sea Grant Extension Program (SGEP), having held an appointment and/or had responsibilities in the natural resources field. Dues for Life Membership are payable on a one-time basis and are set at an amount equal to five times the current annual rate for dues for Active Members. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an active member until retirement status is resumed. Life Member status will be reinstated without additional payment required when Extension employment returns to retirement status.

3) Student Members: An individual who is currently attending a college or university as a full-time student and does not meet the qualification to be an Active Member will pay one-half the current Active Member dues amount. Student Members may vote and participate in annual meeting activities but may not hold elected office at the national level. Student Members may hold appointed positions.

4) Affiliate Members: Includes adult professionals employed in natural resources education other than Extension; former ANREP dues-paying members who were Active Members but do not currently qualify for Active or Life Membership; ANREP donors and sponsors; and NREPs from countries other than the United States and its territories. Affiliate Members shall pay the same dues as Active Members, but may not vote or hold elected office. Affiliate Members may participate in annual meeting activities.

There shall be no limit to the maximum number of members within the Association or either of its membership classes. Any person meeting the membership requirements stated above may become a member by submitting an application and paying the annual dues.

The Association shall conduct an annual enrollment of members. The membership year shall be from January 1 to December 31. However, persons may be admitted to membership at any time during the membership year, with approval and submission of full dues. Only Active or Life Members in good standing (current dues paid) of the Association shall be eligible to vote or hold elected or appointed positions in the Association. Student Members may vote and hold appointed positions. Membership in the Association shall be available without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, disability, marital status, public assistance status or veteran status.

Section 2. Chapter Incorporation/Affiliation.

The basic operating unit of the ANREP organization shall be a chapter within a state, region, territory or similar geographic area. To establish a chapter, a group of Extension professionals may petition the Executive Committee. If approved, a chapter name will be assigned and a charter granted. The relevant ANREP Regional Representative will represent the chapter on the Executive Committee.

Chapter Termination: A chapter's charter may be terminated by the Executive Committee when the chapter does not support the purpose of the Association of Natural Resource Extension Professionals, as set forth in Article II.

Executive Committee members are available to visit or communicate electronically with chapters, to speak at annual meetings, to conduct chapter workshops and to assist in other ways. Chapters are encouraged to request one such contact each five (5) years or sooner.

Section 3. Dues.

Each member in the Association will maintain membership by payment of annual dues to the Association as established by the Executive Committee. In addition to the national dues, chapters may assess dues at their discretion. The Executive Committee reviews the dues structure during the budget planning process.

ARTICLE IV: OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers.

There shall be nine elected officers serving as voting members on the Executive Committee. ANREP officers must be members in good standing and shall include a President, a President-Elect, a Past-President, a Treasurer, a Secretary, and four Regional Representatives. Officers will be elected as set forth in Article IX, Elections. With the exception of the President and President-Elect, officers may succeed themselves in office.

Section 2. Duties of the President.

The President shall serve as the Executive Officer of the Association, preside at all Executive Committee and General Membership meetings, and appoint all standing and all select committees unless otherwise directed by the motion creating the committee. The President is a voting member and shall perform all duties incident to the office of President and such other duties that shall, from time to time, be assigned by the Executive Committee. The President and the Secretary or any other officer of the Association authorized by the Executive Committee shall sign any contract or other instrument that the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Executive Committee. The President is elected to a three-year commitment: one year as President-Elect; one year as President; and one year as Past-President. Each term begins January 1 and concludes December 31.

Section 3. Duties of the President-Elect.

The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason. The President-Elect shall not be authorized to sign documents unless the Executive Committee specifically gives written authorization to do so or it is recorded in the minutes of an Executive Committee meeting. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the Executive Committee. The President-Elect will be responsible for scheduling the Membership Meeting, working with the Membership Meeting Committee to develop the Membership Meeting program, and notifying the membership of that meeting. The President-Elect will serve a three-year term as President-Elect, President and Past-President. Each term begins January 1 and concludes December 31.

Section 4: Duties of Past-President.

The Past-President shall serve as President in the event that the President or President-Elect are unable or unwilling to serve. The Past-President shall not be authorized to sign documents unless the Executive Committee specifically gives written authorization to do so or it is recorded in the minutes of an Executive Committee meeting. The Past-President shall assist the President in the performance of duties and authority as is granted from time to time by resolution of the Executive Committee. The Past-President shall serve as the ANREP Elections Chair and will issue the call for nominations beginning in

July, with elections taking place in August and new officers announced in September of the year before duties begin.

Section 5. Duties of the Treasurer.

The Treasurer is elected to a two-year term, and performs all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Executive Committee. The Treasurer shall receive dues and other funds accruing to the Association and shall disburse funds as directed by resolution or an order of the Executive Committee. The Treasurer shall prepare a statement for submission at the Membership Meeting showing receipts and disbursements for the current year and a budget for the upcoming year. The Treasurer shall prepare guidelines for the reimbursement of expenses. The guidelines will be submitted to the Executive Committee for approval and distribution to the membership,. All expense payments shall be approved by the Treasurer in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to ensure sufficient funds. The Treasurer shall have charge and custody for or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever. The Treasurer shall verify deposit of all moneys in the name of the Association, in such bank or other financial institution as shall be selected by the Executive Committee. The duties of the Treasurer shall be considered completed upon the submission of all financial accounts, funds and records pertaining to the office to the newly elected Treasurer. The new Treasurer may request that the Audit Committee perform a formal audit of the financial records of the Association covering the calendar year ending 31 December.

Section 6. Duties of the Secretary.

The Secretary is elected to a two-year term and shall take, prepare, distribute and keep records of all Executive and general membership meetings of the Association, or shall be responsible for ensuring that such records are kept. He/she shall be responsible for distributing meeting minutes to all Association members. The Secretary shall also see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records and Policies and Procedures Handbook; update and maintain the Handbook as new policies or policy changes are adopted by the Executive Committee; and keep a register of the name and address of each member. The Secretary is responsible for completing the processing and distribution of the official business conducted at the Membership Meeting (i.e., resolutions, motions, directives, etc.). All communications will be completed before the incoming Secretary assumes office.

Section 7. Duties of the Regional Representatives.

Four regional representatives, one each from the Northeastern, North Central, Southern, and Western areas, shall be elected by the members in their respective regions to serve two-year terms. The states in each region are as follows:

Northeast - Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia

North Central - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

South - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, and the Virgin Islands

West - Alaska, American Samoa, Arizona, California, Colorado, Federated States of Micronesia, Guam, Hawaii, Idaho, Montana, New Mexico, Nevada, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

Regional Representatives shall serve as members of the ANREP Executive Committee and the Biennial Conference Planning Committee. Other duties of ANREP Regional Representatives include:

1. Representing and promoting ANREP membership at Extension natural resources regional and national conferences when possible, and at other gatherings when appropriate.
2. Contributing items of interest from the region for the ANREP Newsletter and taking leadership to solicit and develop articles for the newsletter when the Representative's region is featured.
3. Providing leadership within the region to help identify and work with State Representatives via teleconference, e-mail or other suitable means on selected issues/concerns including program development and membership recruitment.

The ANREP Regional Representatives may also serve on other ANREP committees at the request of the Chair. A regional meeting may be called at the ANREP National Biannual Conference to conduct regional business and/or to introduce regional members to one another.

Section 8. Executive Secretary.

The Executive Secretary is not a voting member of the Executive Committee, but attends and participates in meetings of the Committee. The Executive Secretary duties will include the following: manage the database of membership and the official ANREP website; send out ANREP dues notices; purge membership databases on an annual basis after sending out a minimum of three notices to the membership; send each ANREP member a dues receipt; circulate materials on the listserv as appropriate; assist with the election of officers via electronic vote, including tallying the votes; forward ANREP dues to the ANREP bank account and provide a copy of the ANREP deposit information to the Treasurer. Additional duties include posting Executive Committee minutes on the ANREP Web site in a timely fashion; directing interested members and others to the appropriate ANREP officers and regional/state chairs; and acting as a repository for official ANREP records and information (nonprofit status records, etc.) according to the policy on document retention and destruction.

Section 9. Executive Committee.

The Executive Committee shall have the authority to act for the Association, to decide all matters requiring attention during and between regular meetings, and to ensure that arrangements for annual meetings and special meetings are made. The Executive Committee shall adopt operating policies and procedures by majority vote as necessary to conduct the business of the Association. The policies and procedures can be revised, amended or deleted by the Executive Committee as it sees fit.

ARTICLE V: MEETINGS AND ATTENDANCE

Section 1. Membership Meetings.

Upon sixty days written or electronic notice to all members, Membership Meetings of the Association will be held during ANREP Conferences and at other times and places as determined by the Executive Committee. The President, with agreement of the Executive Committee, or the Executive Committee, or the President on the written request of at least ten members, may call a Membership Meeting.

Conducting such meetings via telecommunications or other electronic methods is acceptable when feasible and applicable.

Section 2. Membership Meeting Attendance.

Attendance at Membership Meetings shall be limited to the following: (1) Active, Life, Student, and Affiliate members of the Association. (2) Such persons engaged in natural resource work in the employment of land grant universities, governmental agencies, or other natural resources management organizations or professionals as the NREPs of each state may invite. (3) Such other persons as may be invited by the President with the approval of the Executive Committee.

Section 3. Business Meetings.

The Business Meeting is that part of the Membership Meeting held to conduct the Association's business. All Members may attend and participate in meetings. Voting at Business Meetings and Membership Meetings shall be limited to Active Members, Life Members and Students. The Executive Committee may invite others into the Business Meeting to discuss matters of importance with the Association.

ARTICLE VI: QUORUM

A quorum of the Executive Committee consists of two-thirds of the voting members of the Executive Committee, or six members. The membership present at any Association Membership or Business Meeting shall constitute a quorum. The membership present at a meeting of any standing or select committee shall constitute a quorum.

ARTICLE VII: VOTING

Section 1. Members.

Voting shall be limited to Active, Life, and Student Members in good standing (that is, whose dues are paid and current), with one vote for each member.

Section 2. Decisions by Simple Majority.

Any question or issue other than an amendment to the Bylaws shall be determined by a simple majority vote of those present.

Section 3. Procedure for Simple Majority Votes.

The Executive Committee may submit any question by mail, email or electronic means to the membership. Except for amendments to the Bylaws (Article XII) or policy statements (Article VIII), such questions shall be voted upon within thirty days of the submission of the question to the entire membership.

ARTICLE VIII: POLICY STATEMENTS

Section 1. Definition.

Policy statements are those motions or resolutions passed by the Association that express the attitudes and wishes of the Association on external matters. They shall supplement the Bylaws and shall serve as Directives to the officers in expressing the official platform or opinion of the Association.

Section 2. Procedures.

Policy statements may be proposed at any time and must be submitted to the President in writing. The President shall forward the statements to the Committee on Policy and Bylaws. The Committee will submit the statement to the membership by mail or email for adoption or rejection. Upon receipt of the affirmative vote of at least two-thirds of the membership, the Policy statement shall be declared adopted, and the membership so notified. For policy statements received within sixty days prior to the Membership Meeting, the Committee may elect to discuss the statements during the Membership Meeting, prior to mailing the ballot for adoption or rejection.

Section 3. Committee on Policy and Bylaws.

The Committee on Policy and Bylaws shall annually review existing policy statements and present any new policy statements for consideration at the Membership Meeting. New and/or proposed policy statements will normally be in the form of resolutions and shall be documented in the minutes.

Section 4. Policy Statement Presenters.

Policy statements shall in no way bind an individual member when expressing the opinion of the Association.

ARTICLE IX: ELECTIONS

Section 1. Procedure.

Elections for members of the Executive Committee shall be held annually. The President-Elect shall be elected annually for a three-year term as President-Elect, President and Past-President. The Treasurer, North Central, and Northeast Regional representatives shall be elected in the same election during even-numbered years to serve two-year terms beginning Jan. 1 of the following year. The Secretary, Southern and Western Regional representatives shall be elected in the same election during odd-numbered years to serve two-year terms beginning Jan. 1 of the following year.

Elections shall be held by mail or electronic vote of the membership conducted in the following manner. The Past President, as Chair of the Nominations Committee, shall call for nominations from the ANREP Board and solicit nominations by notifying the ANREP listserv. Members may nominate persons from either within or outside their region to serve as President-Elect, Secretary or Treasurer. Nominations for regional representatives must be made by ANREP members from that region. Nominations will only be accepted from members in good standing (current dues-paying members) of the Association. Persons nominated for election must also be members of the Association in good standing.

Following the close of nominations, the Committee shall certify that all nominations received are valid, that is, that candidates are Active or Life Members in good standing, and that all nominees are willing to accept the position if elected. A nominee may be placed on the ballot for only one position. If nominated for more than one position, the nominee will be asked to select the position for which he/she will run for election. The Past-President, serving as the Chair of the Nominating Committee, shall develop an election ballot and direct the Executive Secretary to conduct the election. The closing date of

elections shall be 30 days after ballots are distributed. Results of the election shall be provided to the President by the Executive Secretary. The candidate for each office receiving the largest number of affirmative votes from the ballots cast by the membership shall be elected. In the event of a tie, the elected officer shall be determined by a random draw held by the Executive Secretary. Within thirty days following the close of elections, members shall be notified of election results.

Section 2. Office of President.

The President-Elect will succeed to the office of President after a one-year term. The President will succeed to the office of Past-President after a one-year term.

Section 3. Secretary and Treasurer.

These officers will be elected by the entire membership.

Section 4. Regional Representatives.

Four regional representatives, one each from the Northeastern, North Central, Southern, and Western areas, shall be elected by the members in their respective regions.

Section 5. Assumption of Office.

The term of office for all members of the Executive Committee shall commence on January 1 and continue until December 31.

Section 6. Re-election.

While it is the general policy of the Association to effect a change of membership on the Executive Committee, a given officer--except for the Past-President--may be re-elected to succeed himself/herself. An individual may serve more than one term in the office of President-Elect, President and Past-President, but not successive terms.

ARTICLE X: VACANCIES

In the event of a vacancy in the office of President, the President-Elect shall assume the duties of the President and a successor to the office of the President-Elect shall be appointed by the Executive Committee. Both shall hold their respective offices until the installation of officers at the next election. Vacancies in any other position shall be filled by appointment of the Executive Committee. Such appointees shall hold office until the next election. If any officer or Executive Committee member is separated from CES, or voluntarily submits their resignation for an elected office, the Executive Committee shall appoint a replacement for the remainder of that individual's term. The appointed replacement shall be eligible to run for a full term in that office at the time of the next regular election.

ARTICLE XI: COMMITTEES

Section 1. Types of Committees.

The following types of committees will be utilized by the Association in conducting its affairs.

1. Standing Committees: Committees appointed to consider topics of a continuous or recurring nature. The services of these committees are needed year after year and the committee is deemed permanent as long as the topic needs consideration and the Executive Committee approves it. Standing committees may assign subcommittees when the topic makes such delegation appropriate. Standing Committees shall include: Awards; Communications; Scholarships and External Support; Finance and Audit; Membership and Professional Development; Policy and Bylaws; Strategic Planning and Emerging Issues; and any other committees approved by the Executive Committee.
2. Select Committees: These are committees appointed to consider topics on an ad-hoc basis. The life of each committee shall continue until the specific assignments are completed. The topic area covered is usually not one covered by a standing committee. The objectives, activities and organization of committees shall be defined by the Executive Committee.

Section 2. Committee Establishment.

Standing and Select Committees can be established or abolished by the Executive Committee. Alternatively, the membership can request new committees. Members requesting creation of a new committee must submit a request including proposed duties and a petition containing the signatures of at least ten members in good standing to the President. The Executive Committee must vote on the proposal at its next regular meeting following submission of the petition. No member in good standing may be restricted from participating on any committee.

Section 3. Committee Membership.

Members may volunteer to serve on committees in which they have an interest. The Secretary will supply a potential membership list for each committee, as compiled from this information, to the President. The President shall be responsible for appointments to all committees and for appointing the Chairs for each committee. All committee members are appointed for one-year terms, but can be re-appointed annually with no restriction on number of terms served. The number of persons assigned to the committees shall be at the discretion of the President. Every attempt will be made to attain geographic distribution in committee membership. Subcommittees and subcommittee chairs will be appointed by committee chairs as needed.

Section 4. Committee Duties.

Duties for Standing and Select Committees shall be developed by the Executive Committee. Guidance for committees shall include, at a minimum: 1) the need for and mission of the committee; 2) the primary contacts and liaison; and 3) general goals. Committee chairs shall review committee duties annually to determine whether changes are needed. The President and/or Executive Committee should strive to provide specific charges to committees annually, consistent with committee duties.

Section 5. Annual Work Plans.

Committee chairs shall prepare annual work plans for their committees based on current issues and interests within their purview. The annual work plans shall detail specific short-term objectives, planned activities to meet those objectives, and potential funds needed. Work plans are to be submitted to the President and approved by the Executive Committee.

Section 6. Committee Report.

Committee chairs shall present a written annual report on committee activities and accomplishments to the Executive Committee at the end of each calendar year. Interim reports may be requested by the Executive Committee.

ARTICLE XII: AMENDMENTS

The Bylaws of the Association may be amended by a two-thirds majority vote of the members voting at the membership meeting where a quorum is present, or by electronic means through an affirmative vote of at least two-thirds of the responding members. The ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. Ballots must be mailed or distributed electronically to all members at least thirty days in advance of the close of balloting.

Approved by ANREP membership 7/19/10

TAX EXEMPT STATUS

ANREP is a 501(c)(6) organization. According to the Internal Revenue Service, a 501(c)(6) organization is a nonprofit organization business league devoted to the improvement of business conditions of one or more lines of business. It is not engaged in any regular business typically carried on by for-profits. Trade associations and professional associations are considered to be business leagues. The mission of a 501(c)(6) organization must focus on the advancement of the conditions of a particular trade or the interests of the community.

A 501(c)(6) business league may further its exempt purposes through lobbying as its primary activity without jeopardizing its exempt status. However, a 501(c)(6) organization that engages in lobbying may be required to either provide notice to its members regarding the percentage of dues paid that are applicable to lobbying activities, or pay a proxy tax.

Examples of 501(c)(6) organizations include the National Association of Truck Stop Operators, Home Builders Associations, and local chambers of commerce.