



# Association of Natural Resource Extension Professionals

## 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 resources 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 Service (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 have retired from the Cooperative Extension Service, (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 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 will 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 committees. 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 program, 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 a 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:

Representing and promoting ANREP membership at Extension natural resources regional and national conferences when possible, and at other gatherings when appropriate. 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. 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 Representative 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 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.

**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.

**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 of each committee. All committee members are appointed from one-year terms but can be re-appointed annually with no restrictions 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 the 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 an annual work plan 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.

*Version current as of March 2022.*

