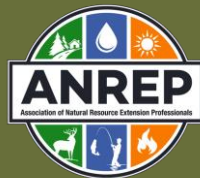


Association of Natural Resource Extension Professionals

Policies and Procedures Handbook



ANREP Policies and Procedures Handbook

Originally approved by the ANREP Executive Committee on 11/17/ 2009

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Association of Natural Resource Extension Professionals Policies and Procedures Handbook

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GUIDELINES FOR DISTRIBUTION OF ANREP POLICIES AND PROCEDURES HANDBOOK

The ANREP Policy and Procedures Handbook shall be made accessible to all members on the ANREP website.

The ANREP Policy and Procedures Handbook shall be reviewed and updated as needed with a full review every five years (next review shall occur in 2026). The Past-President will serve as the Policies and Procedures Handbook Committee chair and shall select ANREP members to serve on the committee. The Past-President will submit updates and revisions to the ANREP President. The Executive Committee ("Board") shall vote to approve changes to the Policy and Procedures Manual.

EXECUTIVE COMMITTEE (BOARD) ACTIVITIES

Executive Committee Meetings:

The Executive Committee (Board) meets monthly by conference call, and face-to-face at biennial conferences. The President-Elect establishes the annual conference call schedule no later than 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 two non-voting members: the Executive Secretary and NIFA Representative.

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.

Business Meeting Agenda

- Minutes approval
- Treasurer's report
- Dues/membership report
- Summary of the year's accomplishments, or document completion
- Initiative updates
- NREEF (Natural Resources Extension Education Foundation) Update
- Conference updates
- JCEP (Joint Council of Extension Professionals) Presentation

DUTIES OF ASSOCIATION REPRESENTATIVES

ANREP's Executive Committee is a working Board. It sets and implements policies that serve our members and builds partnerships with other Extension Professional Associations, related

organizations, state Extension organizations and USDA NIFA. Serving on the Board carries responsibilities as well as benefits. The benefits include honing leadership skills through practice and building connections with Extension organizations within the region and throughout the nation. As a result of the partnerships developed, service on the 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. In case of vacancy, see Article 10 in Bylaws.

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 Board, 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 send 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.

President:

The office of President is an elected position filling a three-year commitment. The elected person will serve on the Executive Committee for one year as President-Elect, one year as President, and one year as Past- President. The President serves as the Executive Officer of ANREP (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 Board, 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 legal 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 (Board)
- Schedule, issue agendas, attend and participate in monthly conference calls; ensure meeting minutes are taken.
- Oversee the ANREP budget and approve expenditures; assist in future budget projections.
- During the year of the conference, the President serves on the Conference Planning Committee (Conference Committee).
- Preside over the biennial national conference.
- Support implementation of strategic plan

- Plan and conduct Association business meetings
- Represent and promote ANREP at national conferences and other events.
- Coordinate with National Program Leaders and National Institute of Food and Agriculture (NIFA) administrators.
- Distribute information about jobs, conferences, etc. to the membership via ANREP broadcast emails.
- Appoint all standing and select committees (other than Policies and Procedures, which is chaired and selected by the Past-President). See Committee section in this handbook for current structure.
- Annually review the duties, responsibilities and performance of the Executive Secretary, Webmaster and any other paid staff. Serve on committee with Past-President and President- Elect.
- Solicit members to serve on committees and to fill special assignments such as PILD representative, ELC representative, 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.
- Print, sign and mail award certificates
- Additional assignments as needed.

Past-President:

The office of Past-President is an elected position filled by the person who served as President the preceding year. This position is the final year of a three-year presidential commitment (President-Elect, President, Past-President). The Past-President serves as the President if the President and 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 Board, 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 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.

Duties:

- Preside over the Board meeting in the absence of the President.
- Provide input to the President.
- Support implementation of strategic plan
- Serve on the ANREP Conference Planning Committee (Conference Committee).
- Serve as Elections Chair for positions that will be open the following year, with a call for nominations in July and elections in August.
- Serve as Chair for annual review of the Policies and Procedures Handbook Review 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.
- Annually review the duties, responsibilities and performance of the Executive Secretary, Webmaster and any other paid staff. Serve on committee with the President and President-Elect.
- Assist in planning JCEP events and training programs.
- Serve a one-year term as the ANREP Representative on the Natural Resources Extension Education Foundation (NREEF) Board as a Trustee with the option to continue serving a full three-year term.

President-Elect:

The office of President-Elect is an elected position beginning a three-year presidential commitment (President-Elect, President, Past-President). The President-Elect serves as the President if the President and 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 Board. The President-Elect is a voting member of the Board. The President-Elect also serves as a working member of JCEP.

Duties:

- Preside over the Board meetings in the absence of the President and Past-President.
- Provide input to the President.
- During the year prior to the ANREP biennial conference, the President-elect will serve on the ANREP Conference Committee.
- Support implementation of strategic plan
- Represent and promote ANREP at national conferences and other events.
- 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 training programs.
- Annually review the duties, responsibilities and performance of the Executive Secretary, Webmaster and any other paid staff. Serve on committee with the President and Past-President.
- Additional assignments as needed.
- Establishes the annual conference call schedule no later than the December conference call.

Secretary:

The office of Secretary is an elected position filling a two-year term, elected in the even-year cycle. The Secretary serves to document the workings of the Board at their scheduled meetings and is a voting member of the Board. Unapproved minutes are to be submitted to the Board prior to the next scheduled meeting for review and approval. Once approved, the Secretary will post meeting minutes on the Board's intranet site and provide them to the Executive Secretary for posting on the ANREP web site. The Secretary also documents the workings of the general membership/business meetings at

biennial conferences. Unapproved minutes from these meetings are to be submitted to the Board for approval. Board-approved minutes are then to be presented at the general membership/business meeting at the next biennial conference for general membership approval.

Duties:

- Participate and document the workings of all Board and general membership/business meetings.
- Recruit two Board members to review meeting minutes every month.
- Submit proofed Board meeting minutes to Board for approval.
- Submit general membership/business meeting minutes to the Board and general membership for approval.
- Forward approved minutes to the Executive Secretary for posting.
- Support implementation of strategic plan.
- Maintain and update the Policies and Procedures Handbook and forward approved versions to the Executive Secretary for posting.
- Serve as liaison to ANREP Policy and Procedures standing 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 filling 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 outgoing 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 outgoing 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 Executive Secretary 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.
- Serve on the ANREP Conference Committee if the association is handling biennial conference bookkeeping in-house. The Treasurer will use the Conference Checking Account for receiving conference registration and sponsorship monies and paying conference expenses.
- Funds raised through ANREP sponsored silent auctions, and donated for scholarships, will be used to fund scholarships for members to attend biennial ANREP conferences or other ANREP-sponsored events. The Treasurer will oversee these funds to be kept in the Conference Checking Account. The Treasurer will establish and report on a budget within that account to provide a paper trail on source and use of the scholarship funds.
- Maintain an electronic budget workbook for the Association, tracking income, expenditures and budgets.
- Annually prepare and present a budget to the Board, consisting of a three-year projection (current year, two future years) to apprise the Board on how to maintain solvency of the Association.
- Prepare and present a biennial budget report (past year, current year) to the membership at the biennial conference meeting.
- Support implementation of strategic plan
- Prepare an annual financial statement for circulation to the membership in January each year.
- Maintain an audit trail of all transactions and comply with the Association's "Policy on Document Retention and Destruction," as adopted by the Board.
- Annually 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 Board should vote to direct the Audit Committee to undertake a review of the Treasurer's records.
- Serve as liaison to the Finance/Audit Committee and as needed to other ANREP Committees.
- 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 Board to fill the remainder of an existing term.

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, and West Virginia

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

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

West - Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, and Guam.

Duties:

- Serve on Board
- Rotationally draft notes from the Board meeting and share with other regional reps for monthly distribution.
- Attend and participate in monthly videoconference calls.
- The representative from the region hosting the conference will serve on the ANREP Conference Planning Committee (Conference Committee)
- Work with outgoing and incoming Representatives to ensure continuation of efforts including planned regional events.
- Support implementation of strategic plan
- Represent and promote ANREP at national conferences and other events.
- Coordinate at least one ANREP standing committee (Awards, Communications, Scholarship, Finance, Membership, Professional Development, Policy & Procedures, Bylaws, and Strategic Planning & Emerging Issues). At the January Board meeting, establish standing committee assignments.
- Solicit regional members to serve on committees.
- Nominate at least one regional member for Executive Board elections.
- Act as a leader within the region to recruit and retain ANREP members.
- 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.
- Assist with the formation of new chapters within respective regions.
- Serve as Compliance Officer on an annual, rotating schedule as noted in the Whistleblower Policy.
- Serve on other committees as assigned. (See Page 30)
- Review ANREP website during the first quarter of every year and suggest updates.

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. The Executive Secretary is paid by ANREP funds for services as agreed. The President, President -Elect and Past President performs an annual review of the duties and responsibilities as well as performance by the Executive Secretary.

Duties:

- Keep database of membership current, publish directory, keep directory and dues information updated on the web.
- Coordinate with National Program Leaders and NIFA administrators.

- Distribute information about jobs, conferences, etc. to the membership via the ANREP listserv.
- Manage electronic listserv, ANREP business email accounts.
- Assist web developer with the management and oversight of <http://www.anrep.org> website.
- Assist ANREP committees with assignments on an as needed basis and within the scope of the position.
- Support implementation of strategic plan
- Elections Committee (help Past-President confirm candidate eligibility to run for office)
- 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 the web, assisting with by-law changes, etc.
- Annual Conference – assist with miscellaneous details as requested.
- Coordinate the monthly Board conference calls.
- Handle necessary correspondence, forward to appropriate individuals or committee heads (President, committee chairs, etc.).
- Collect and deposit checks to the bank account; contact the treasurer with additions to the bank account.
- Respond to general questions and requests for information concerning ANREP.
- Send a Welcome Letter to new members on behalf of the President.
- File annual business registration with the State of Georgia (filed online) by April 1.
- File annual nonprofit tax paperwork by April 1.
- Fill out W-9 Forms for institutions requesting it when members are required to file with their institutions.
- Fill in for Board members at meetings and other ANREP/Extension/related functions when needed.
- Assist the President with development of an annual budget, if requested.
- Handle miscellaneous requests, etc.
- Keep original records/act as historian of the organization.
- Attend monthly Board conference calls.
- Other duties and assignments as requested by the board and membership that fall within the scope of the position.

NIFA Representative

The NIFA Representative is a non-voting board position. Their duty is to provide regular reports to the ANREP Board on NIFA activities.

(Approved 11-17-10)

NEW EXECUTIVE COMMITTEE MEMBER ORIENTATION

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

- ANREP Bylaws and Policies and Procedures Manual
- ANREP Web site and contact list protocol.
- ANREP Board meeting dates (conference calls)
- Recent ANREP minutes (on Website)
- ANREP budget
- ANREP election process

ANREP EXECUTIVE BOARD TIMELINE – IMPORTANT DATES

- January – Presentation of financial statement (Treasurer)
- January – Invoices to membership (Executive Secretary)
- January – Dues notice (Executive Secretary)
- January – Establish standing committee assignments for regional representatives.
- January/February – Present annual plan of work to Executive Board (Committee Chairs)
- February – Report back to committees based on reports they submitted in December (Executive Board)
- March – Notice to members who still haven't paid (Executive Secretary)
- April 1 – File business and tax paperwork (Executive Secretary)
- April 1- Financial audit completed (Finance Committee)
- April – Review ANREP website and suggest updates during first quarter (Regional Representatives)
- April – Annual internal financial review during first quarter (Treasurer and Finance/Audit Committee)
- May – Select new PILD and ELC Rep and submit names to PILD and ELC Chair (President)
- May – Determine if new JOE Representative is needed (next Representative elected 2022)
- May - Notice to members who still haven't paid (Executive Secretary)
- May/June – Budget report and financial statement at Conference (Treasurer)
- June - Invoices to membership (Executive Secretary)
- July – Call for nominations (Past-President)
- August – Elections (Past-President, Executive Secretary, and Web Master)
- August/September – Presentation of annual budget and three-year projection (Treasurer)
- September – New officers announced (Past-President)
- September - Invoices to membership (Executive Secretary)
- September (15th) – Unpaid members are removed from distribution list (Executive Secretary)
- November/December –Establishes regular meeting times for following year's Board meetings (President-Elect)
- December – New executive committee orientation (President)
- December (15th) – Committee reports due to Board (Committees Chairs and/or Regional Representatives)
- December – Orientation meeting with committee chairs (President)
- December – Update list of current President for State Chapters (Executive Secretary)
- Bi-weekly

- Essential documents and financial files duplicated or backed up (Treasurer and Executive Secretary)
- Annually:
 - Update list of current President for State Chapters (Executive Secretary)
 - Review duties, responsibilities and performance of Executive Secretary and Webmaster (President, Past-President, President-Elect)
 - Rotation of Compliance Officer (Regional Representatives)
 - Electronic documents and records backup and recovery methods tested (Executive Secretary)
 - Update P&P Handbook and/or bylaws as needed.
 - Transfer proceeds from biannual conference, if applicable (Treasurer)

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, and conduct chapter workshops or other events. The Board may terminate a chapter's charter 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 using the existing Bylaws template on page 55.
2. The ANREP Regional Representative whose region encompasses the proposed chapter presents the state's intent to the 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 Board for a vote to approve the State ANREP Chapter.

State-Affiliated ANREP Chapter Criteria:

State Chapters must adhere to National ANREP Bylaws and associated policies. When National ANREP makes significant policy changes that affect legal status and/or liability, then State Chapters must adopt and comply with these policies.

COMMITTEES

There are two types of committees used by the Association in conducting business – Standing and Select. Standing Committees are those whose members are appointed to work on topics that are continuous or regularly recurring. These committees are 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.

President will set up an orientation meeting with committee chairs in December. The roles of committee chairs will be outlined, and chairs will be expected to present an annual plan of work to the Board at the January or February Board meeting.

The annual work plan details short-term objectives, activities to meet those objectives, and any funds needed to conduct their business. The plan is submitted to the Board for approval. The committee submits an annual report¹ of accomplishments and future directions ideas to the Board (secretary) by December 15th of each year. Each active committee will send a brief report to the ANREP President and Executive Secretary at least one week prior to the monthly board meeting.

Key documents for each committee are available on the website committee member pages. Archived documents are stored on the ANREP Goggle Drive.

Committee Sign Up Sheet

Members can sign up for committees when joining or renewing, or anytime by clicking the committees link on the ANREP website and logging in.

¹ * Committee reports submitted to either the Board or General Membership must be endorsed by the Committee Chair plus at least two other committee members identified by name in the report or in its letter of transmittal.

Standing committees

Awards:

The Awards committee conducts the annual awards competition, recruits' judges from each region, coordinates judging.

- Create awards application documents.
- Develop online format for submission.
- Judge annual awards.
- Present recommendations to the Executive Committee for approval
- Provide synopsis for conferences, Website, and other use.
- Awards instructions and timeline can be found in Appendix 8

Communications:

- Includes social media.
- Produce quarterly newsletters – The newsletter is created by the Newsletter Editor, who serves an appointable 2-yr term that begins in August following a biennial conference. The position of Newsletter Editor is recruited during the biennial conference, at the request of the current editor.
- Review Website content and usability; recommend changes.
- Improve communications with membership.

Diversity, Equity and Inclusion (DEI):

The DEI committee is charged with implementing the DEI policy and to provide advice to the ANREP Board. The ANREP Board's Regional Representatives are encouraged to recruit two ANREP members from each of the four regions to serve on the DEI Committee. The DEI Committee will also include a liaison from the ANREP Board.

- Organize outreach and recruitment efforts to expand and diversify membership from all Land-Grant universities and allied organizations, including 1890 and 1994 institutions.
- In concert with other Extension professional organizations, increase the visibility of Extension as a career opportunity.

Scholarship:

- Develop guidelines for receiving and evaluating requests for scholarship support from ANREP.
- Solicit and review applications for scholarships to biennial ANREP conference and other professional development opportunities.
- Make recommendations to the Board.
- All funds raised through ANREP sponsored silent auctions will be used to fund scholarships for members to attend biennial ANREP conferences or other ANREP-sponsored events. These funds will be kept in the Conference Checking Account. The Treasurer will establish and report on a budget within that account to provide a paper trail on source and use of the scholarship funds.
- Scholarship Forms are available on the website.

Finance/Audit:

- Engage in long-range financial planning to keep ANREP solvent.
- Establish an annual budget recommendation to the Board.
- Identify sources of funding/donors
- Conduct annual audits of ANREP finances.

Membership Committee:

- Update membership brochure
- Recruit new members.
- Maintain existing membership.
- Enumerate and communicate the value of ANREP membership.
- Determine new or existing ways to engage members both in conference and throughout the year.

Professional Development Committee:

- Write and conduct professional development needs membership surveys.
- Identify and publicize professional and leadership development opportunities.

Policy and Procedures:

- Chaired by the Past-President
- Conduct full review of P&P Handbook every five years (last done 2021)
- Review Policies & Procedures manual annually and recommend changes to the Board

Select Committees:**Abstract:**

- Abstract Committee Chair serves on the Conference Planning Committee
- Create RFP for poster and oral abstracts.
- Establish judging criteria for posters and oral abstracts.
- Establish a timeline in collaboration with conference committee.
- Solicit judges for posters and oral abstract submissions.
- Work with conference committee to create a schedule.
- Notify members of poster and oral abstract selection
- Provide synopsis for conferences, Website, and other use.
- Presenter instructions including early submission if necessary.
- Create, print and distribute poster awards, working with President to get signatures on awards.

Bylaws:

- Review bylaws and recommend changes and updates to the Board.
- Present bylaws changes to the membership for approval

Strategic Planning and Emerging Issues: (Every 5 years)

- Review existing strategic plan.
- Conduct strategic planning sessions to update and expand the plan.
- Identify and define emerging issues.
- Collaborate with Membership and Professional Development committees to identify training opportunities.

GUIDELINES FOR ELECTIONS

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.

ELECTION TIMELINE

- July – Call for nominations (Past-President)
- August – Elections (Past-President)
- September – New officers announced (Past-President)

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 Board. 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 at least quarterly to the ANREP Board.
- 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 member organizations.
- 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 Board if their usefulness has waned or when they no longer support the purpose of ANREP.

(Approved 11-17-10)

JOINT COUNCIL OF EXTENSION PROFESSIONALS (JCEP) RESPONSIBILITIES

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; such as President, Treasurer, Conference

Chair. 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. They also engage in two face-to-face meetings each year, traditionally in February and May. ANREP reimburses travel expenses for the President, Past-President and President-Elect to attend these meetings.

(Revised 09-30-21)

In addition, ANREP is required to provide the following support for JCEP activities:

JCEP Extension Leadership Conference Planning

Two ANREP members serve on the Extension Leadership Conference (ELC) committee for staggered two-year terms. Serving as ANREP's ELC 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 ELC representatives share the duties of the position with their supervisors and organize their schedules to be able to carry out the duties of the position. Assignments are made by the ELC Planning Committee with the mutual agreement of both parties to the scope of work involved. It is expected that all ANREP ELC Representatives will accept responsibilities and carry them out. When such assignments cannot be completed, the ELC representative must notify the Board and request the assignment be modified. ANREP will cover ELC registration, but not travel costs for ELC Representatives. Representatives will be recruited through the ANREP listserv and selected by the Executive Committee. ANREP provides reimbursement for ELC conference registration fees to representatives.

Duties:

- Serve on national ELC planning committee for two (2) years.
- Attend and participate in monthly conference calls.
- Assist with some detailed aspects of the national conference planning.
- Represent and promote ANREP at ELC conferences and other events.
- Attend a winter planning meeting at the conference site the second year of the term.
- Assist in running the ELC conference each year of the term.
- Coordinate with and update ANREP board on a regular basis.
- Assist in publicizing ELC to ANREP members.
- Share relevant information with ANREP President for distribution to membership.
- Report to Board about ELC experience following the conference.

(Approved 5-2021)

Public Issues and Leadership Development (PILD) Conference Planning

Two ANREP members serve on the Public Issues and Leadership Development (PILD) committee for

staggered two-year terms. 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 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 Board and request the assignment be modified. ANREP will cover PILD registration, but not travel costs for PILD Representatives. Representatives will be recruited through the ANREP listserv and selected by the Executive Committee. ANREP provides reimbursement for PILD conference registration fees to representatives.

Duties:

- Serve on national PILD planning committee for two (2) years.
- Attend and participate in monthly conference calls.
- Assist with some detailed aspects of the national conference planning.
- Represent and promote ANREP at PILD conferences and other events.
- Attend a summer planning meeting at the conference site the second year of the term (usually held in August in Washington DC)
- Assist in running the PILD conference each year of the term.
- Coordinate with and update ANREP board on a regular basis.
- Assist in publicizing PILD.
- Share relevant information with ANREP President for distribution to membership.
- Report to Board about PILD experience following the conference.

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.

Duties:

- Participate in face-to-face meetings twice a year.
- Share relevant information with ANREP President for distribution to membership.
- Report relevant information to ANREP Board following face-to-face meetings.

Selection of ANREP members to serve on JCEP PILD planning committee and the Journal of Extension Board will be done through an open call for self-nomination 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.

(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.

Conference files are stored on the ANREP Google Drive and portal.

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 Board 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 its RFP was selected.

The conference RFP template is stored on the ANREP Google Drive and portal.

Selection of Theme:

The Board 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

2012: Natural Resources Programs and Partnerships at Work
2014: Golden Opportunities
2016: Building a Path to Resiliency
2018: Blues, Bayous, and Beyond: The Nexus of Natural Resources and Stewardship
2020: Place-Based and Future-Focused: Fulfilling the land grant mission in an evolving landscape
2022: Reconnecting, Navigating, Sustaining

Conference Committee:

The Board will appoint a Conference Planning Committee (Conference Committee) consisting of ANREP members and partners after the host state has been chosen. The Conference Committee will include representatives from the host state, members of the ANREP Executive Committee, a representative from a past Conference Committee, and others as needed to ensure appropriate diversity in disciplines, geography, etc. The ANREP President or President-elect may not serve as Conference Committee Chair.

The Conference 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
- How best to advertise the conference
- The form of the published proceedings
- The Conference 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.
- How NREEF might be able to support a unique component of the conference

The Program Chair:

A Program Chair (or co-chairs) will be appointed by the Board. The Program Chair is responsible for 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 letters of appreciation to keynote speakers.

Host State Role:

At least two ANREP members from the Host State are expected to serve on the Conference 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 Committee, including:

1. Soliciting bids from potential conference sites and associated lodging

2. Producing and distributing advertising materials, including the preliminary announcement/call for abstracts; final announcement and registration instructions.
3. Recruiting speakers, as directed by the Conference Committee
4. Publishing the final conference program
5. Registering participants
6. 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.).
7. Arranging study tours, including all logistics needed (bus rental, estimated costs, food, etc.)
8. Producing a proceedings or other summary of the conference (e.g., webinars as determined by the Conference Committee)
9. Purchasing or providing all supplies needed (with reimbursement from the conference account)
10. Processing all conference income and expenses from a conference account established by the Host State
11. Summarizing the evaluation forms and providing a summary to the Conference Committee

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

Abstract Committee:

The Abstract Committee will be responsible for working within the allotted time designated by the Conference Committee to ensure that abstracts are selected, and presenters are coordinated for the conference. The Program Chair should work closely with the Abstract Committee Chair to ensure duties are fulfilled and meet the needs of the Conference Planning Committee.

GUIDELINES FOR CONFERENCE MANAGEMENT, 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 use the conference 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).

An audit trail shall be maintained for all conference income and expenditures regardless of whether the finances and audit are managed by a host state’s institution or ANREP directly. Cancellation insurance shall be purchased, to guard against financial burdens in the event of cancellation.

The fund balance in the conference checking account should represent (1) conference proceeds being

held for general budget, (2) silent auction proceeds used to cover ANREP conference travel scholarships, and (3) sufficient funds to address any potential losses from future conferences. Conference proceeds shall be deposited in the conference checking account and disbursed into the general fund account the following two years (half of the proceeds each year).

Disbursement of Profits:

ANREP must receive at least \$7,000 from the conference to support the organization. Beyond that, agreement on the disbursement of profits will be made between the Board and the host state during the planning phase. If the host state functions as the financial manager and handles all details related to registration and finances, profits will be split 50:50 between the host state and ANREP. For those conferences in which ANREP assumes responsibility for financial management, profits will be split as follows: 25% to the host state and 75% to ANREP.

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:

1. Refund requests dated at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
2. 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.
3. Refund requests dated less than 14 days prior to the event will NOT be granted.
4. The Conference Chair and Co-Chair will handle refund appeals due to an emergency on a case-by-case basis.

(Approved 11-17-10)

WEBSITE GUIDELINES

The ANREP website is found at <http://www.anrep.org>. The purpose of the ANREP Web site is to:

1. Create a visible presence for ANREP,
2. Serve as a communications hub for the association,
3. Document activities of the Board, including all meeting minutes,
4. Provide updated information on ANREP-sponsored events and activities, and
5. Share information.

Posting materials to the website: The Board makes decisions about what to post on the website. 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 Secretary will send minutes of Board meetings to the Webmaster or Executive Secretary for posting.

Webmaster:

Web services will be provided by the paid service Member Leap and should be budgeted accordingly. The Executive Secretary and one (paid) back-up webmaster oversee all online services including annual dues, communications, annual site and domain name registration, management of the site, updating and other web-related duties as necessary. If needed, the Executive Secretary and/or webmaster will also create a website for the biennial conference with input from Board members and the Planning Committee.

Required links:

ANREP will create and maintain a link to the JCEP website.

Review of guidelines:

Website will be reviewed each year by Regional Representatives in the first quarter.

All ANREP sponsored initiative groups are allowed to store past and current minutes on the ANREP website to facilitate their communications and initiative work. It is recommended the minutes be archived in yearly PDF documents.

(Approved 5-20-12)

ANREP COMMUNICATIONS

The ANREP Executive Secretary is responsible for keeping the ANREP membership list up to date. To provide professional, valuable, and useful for all members, ANREP has established policies and procedures.

Purpose:

ANREP emails, social media posts and message boards are intended to serve as means to communicate events, news and items of interest to ANREP members. They are also used, from time to time, to gather our members' opinions.

Policies:

- Please respect other members and message board subscribers. Please use these forums to communicate event information, news and items of interest to all ANREP members. Advertising commercial (for profit) activities without prior Board approval is prohibited. Members are expected to exercise both common sense and courtesy in the messages they transmit. ANREP message boards and social media shall not be used to defame or disparage a member of ANREP or any other person.
- Do not misrepresent yourself, or in any other way conceal your identity, or post anonymous messages.
- Member surveys or external research surveys must be reviewed and approved by the ANREP Board before distribution to assure that they serve the interests of ANREP members.
- Do not alter the content or source of a message that has originated from another person with the intent to deceive.
- Please ensure that the messages you post are appropriate. Please do not engage in discussions on whether a topic is appropriate or inappropriate. If inappropriate postings or violations are noticed, subscribers should not inform the entire group, but should bring this information to the attention of the website administrator (Executive Secretary). Go to <http://www.anrep.org> for contact information for the Executive Secretary.
- Please use descriptive headings in the subject line for all messages that you post. At the end of your messages, attach a standard identifier consisting of a few lines that identify you, your affiliation, and appropriate contact numbers (phone, fax, e-mail addresses).
- ANREP communications 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:

ANREP communications must be used for natural resources Extension business purposes only and in accordance with ANREP's policies and procedures.

(Approved 11-19-11; updated 12-12-2022)

GUIDELINES FOR EXTERNAL FUNDING

See Appendix 1 for External Funding Support Application Form. 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 at the Boards discretion and when finances allow to:

1. Support 4-H Natural Resource education, competition, and career exploration events at the national level, to allow broader and 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 and graduate student participation in the biennial

ANREP conference.

3. Support its affiliated college campus Natural Resource clubs with conference registration awards for student posters judged at the state level.

The Board shall consider funding this support by using an annually budgeted amount.

Application for support of a national 4-H program event or affiliated student natural resource club must be submitted on the External Funding Support Application Form (Appendix 1). Applications shall be accepted and considered by the Scholarship Committee on a revolving basis within the fiscal year, as long as funds are available.

Requests to ANREP to support grant proposals fall under three categories. Requests should meet the appropriate requirements.

1. If the request requires no commitment for ANREP support (member time nor dollars), but the grant would support ANREP members and their professional work:
 - This request needs a majority Board vote.
 - The President will write a letter of support.
2. If the request requires the commitment of member time and supports ANREP members and their professional work:
 - This request requires the identification of, and written agreement by, specific members (or committee or Initiative)
 - This request needs a majority Board vote.
 - The President will write a letter of support.
3. If the request requires a financial commitment and supports ANREP members and their professional work:
 - This request would draw from the “Support for ANREP Initiative” line item in the budget.
 - Recipients shall report regularly, but no less frequently than once a year, to the ANREP Board on the status of their project.
 - This request needs a majority Board vote.
 - The President approves the expense and will write a letter of support.

EXTENSION FOUNDATION (NREEF)

The Natural Resources Extension Education Foundation (NREEF) was formed in 2019 as a tax-exempt, public charitable organization. NREEF conducts fundraising by seeking individual and corporate donations, and staging fund-raising activities. Since NREEF has 501 (c)(3) status for the IRS, all individual and corporate donations received are tax deductible. The principal objective for NREEF is to broadly support natural resources extension education in the USA through financial backing.

Information about NREEF, including their bylaws can be found on their website at:

<https://www.nreef.org/>

The ANREP Past-President serves as “ANREP Representative Trustee” to NREEF from January 1-December 31 with the option to remain a Trustee for a full three-year term. As the ANREP Representative Trustee, the Past-President will keep the ANREP Board apprised of the ongoing business within NREEF. This position will also represent ANREP interests to the NREEF Board with voting authority on the NREEF Board of Trustees.

RISK MANAGEMENT/LIABILITY

Service on the Board 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, the handbook, articles of incorporation and financial statements.
- Follow all policies and procedures.
- Direct legal counsel to closely supervise any activities with legal ramifications.

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

Board Responsibilities:

- 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).

DIVERSITY, EQUITY AND INCLUSION POLICY

ANREP is committed to fostering, cultivating, and preserving a diverse, equitable, and inclusive organization. We strive to engage board members and members who represent the depth and breadth of race, color, national origin, gender, religion, age, ability, political beliefs, sexual orientation, and marital and family status. We work to realize diversity, equity, and inclusion through our policy and the following specific actions:

- Establish and support a DEI Committee for ANREP that will be charged with implementing the DEI policy and to provide advice to the ANREP Board. The ANREP Board's Regional Representatives are encouraged to recruit two ANREP members from each of the four regions to serve on the DEI Committee. The DEI Committee will also include a liaison from the ANREP Board.
- Ensure that DEI is a consistent part of all ANREP's endeavors (e.g., annual meeting, awards, committees, etc.).
- The DEI Committee will liaise with other ANREP committees to promote DEI in ANREP actions.
- Establish a recruitment process for underrepresented individuals that gives emphasis to achieving representation on committees and other ANREP leadership and decision-making bodies.
- Establish an outreach and communication strategy between State Chapters, the National Association, 1862, 1890, and 1994 land-grant institutions to increase awareness of the Association's program benefits and activities.
- Ensure all information released to the public contains equitable and inclusive language and acknowledges our committee to DEI.
- Motivate the membership to a fuller commitment for a diverse, equitable, and inclusive organization via trainings, and promoting DEI in all ANREP activities.
- Serve as an advocate and planning resource to assure that programs and activities are meeting the needs and interests of all members regardless of race, color, national origin, gender, religion, age, ability, political beliefs, sexual orientation, and marital and family status.
- Affect a communication-information system with the Association for the sharing of DEI policy deficiencies or limitations of mutual concern that need resolution. This may be accomplished by discussion boards, chat rooms, or other similar platforms for internal cross communication between members. This may also include periodic surveys of members to solicit this information on an ongoing basis.
- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, ability, political beliefs, sexual orientation, and marital or family status.

CONFLICT OF INTEREST POLICY

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

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

- the sale, purchase, lease or rental of any property or other asset.
- employment, or rendition of services, personal or otherwise.
- the award of any grant, contract, or subcontract.
- the investment or deposit of any funds of the Association.

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 or she has an interest, or otherwise attempting to exert any influence on the Association 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, on an annual basis, to the Association any interests that could give rise to conflicts.

(Approved 11-17-09)

WHISTLE BLOWER

General:

The Association of Natural Resource Extension Professionals' Code of Ethics and Conduct (["APIC 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 Association, 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 members 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 Association prior to seeking resolution outside the Association.

Reporting Violations:

The Code addresses the Association'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 approaching. Board

Members are required to report suspected violations of the Code to the Association'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 Association's open-door policy, individuals should contact the Association's Compliance Officer directly.

Compliance Officer:

The Association'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 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 Representatives, in the following manner:

- 2023 – North Central Representative
- 2024 – Southern Representative
- 2025 – Northeast Representative
- 2026 – Western Representative (after which the rotation repeats)

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.

DOCUMENT RETENTION AND DESTRUCTION POLICY

General:

This policy provides for the systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association's 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 Association's operations by promoting efficiency and freeing up valuable storage space.

Document Retention:

The Association 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 Association; however, these guidelines are to be followed in the event the Association 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 |
| Accident Reports and Worker's Compensation Records | 5 years |
| Salary Schedules | 5 years |
| Employment Applications | 3 years |
| 1-9 Forms | 3 years after |
| Timecards | 2 years |
| Donor Records and Acknowledgement Letters | 7 years |
| Grant Applications and Contracts | 5 years after |

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 |

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 annually by the Executive Secretary.

Emergency Planning:

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

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 Association. The Board will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

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 board in January and presents a financial statement to the membership 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 Executive Secretary should write a check only under the following circumstances:

- Upon direction from and concurrence of the Treasurer.
- 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 Executive Secretary 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.

The Fiscal Committee and Treasurer will complete annual audits of Association finances in accordance with the Financial Review guidelines.

FINANCIAL PLANNING

It is essential that the Association remains solvent. If revenues are declining or expenditures increasing, the Treasurer should recommend potential actions to the Board.

The Treasurer is responsible for annually 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's proceeds (if any). If ANREP participates in a JCEP or other conference and receives proceeds, the Treasurer will escrow in the Association's savings account the biennial conference proceeds (if any), and the JCEP or other conference reimbursements and proceeds (if any). The Treasurer will make an annual transfer of any proceeds, from savings to checking, in an equal amount determined by the return interval of the conference.

(Revised 09-30-21)

FINANCIAL REVIEW

An annual internal financial review shall be conducted during the first quarter of the following year 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 Board and one from the Fiscal Committee, and the Treasurer shall conduct the financial audit. An internal review form is located on the ANREP website.

Review Procedures:

- Secure all financial records (unused checks, canceled checks, bank statements, records, receipts, etc.) for the review period.
- If checks were written: (1) review for appropriate signatures, (2) review numerical sequence and note missing checks, and (3) list any outstanding checks and date of issue
- Randomly check documentation to bank statements (randomly select some requests for payment and some entries in reconciliation report.) List expenditures reviewed.
- Determine if all expenditures were authorized.
- Check to see if books have been reconciled to bank statements on a regular basis.
- If certificates of deposit are owned, verify that they are still deposited with the bank. If no longer on deposit, trace proceeds to deposit in the checking account.
- Compare vouchers/expenditures to budget. Determine if the level of activity appears reasonable.

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. Voting on Association business is limited to those members who have paid their dues.

Dues are collected on a calendar year basis. If you joined ANREP at any time before October of a given year, your renewal dues are owed in January. ANREP members who joined for the first time in the last quarter of a year (October through December) are provided membership through the end of the next calendar year.

Example 1: Joined August 2015, renewal due January 2016

Example 2: Joined November 2015, renewal due January 2017

The Executive Secretary sends out dues' notices in mid-December of each year to each member. Those who have not paid receive a reminder on March 15; past due notice on June 15 and, thereafter, must pay before login to ANREP member portal; and final reminder on September 15. All membership benefits will be revoked for those members whose dues have not been paid as of December 15 of the dues' year. Their names will be removed from the directory and email list, and their status dropped to past member. In mid-January, dropped members will receive an invitation to rejoin.

The Treasurer monitors the deposits of dues made by the Executive Secretary and receives notice of deposits made by the Executive Secretary

Members in good standing who get laid-off from the Extension position will be granted a free year's full membership after the current year that they were laid off.

(Approved 1-17-12; amended 8-17-22)

GUIDELINES FOR STATE DUES COLLECTION

ANREP offers these options for paying state dues:

1. Members pay national dues and state dues separately.
2. States collect national dues and send one check (or more, as they collect dues) to ANREP, along with documentation.
3. Members pay state and national dues to ANREP. The business office remits the state dues portion back to each state.

If a state chapter requests that ANREP collect their state's dues, these terms apply:

1. Dues will be invoiced and collected based on the national association bylaws and policies.
 - . Invoices are issued in December and due January 1 or after.
 - . Membership benefits will be revoked for those members whose dues have not been paid as of September 15 of the dues' year.
 - . New members who join on or after October 1 are granted membership through the following year.

- . Delinquent members are retained in the billing system and will be invoiced for one calendar year after the last dues-year paid, then will be dropped from the system.
- 2. The ANREP business office will reimburse states on a quarterly basis and will include documentation. Those payments will deduct any PayPal transaction fees incurred on the state dues portion of member payments.
- 3. State dues will be invoiced as an optional add-in for members. The ANREP business office will not, however, assure compliance with state dues payment.
- 4. Some states offer first year complimentary state dues for new members. Since complimentary dues are inconsistent with ANREP's national membership policies, we will not include that opportunity in our membership system options. However, since the business office does not require state dues payment, states with that policy are free to inform new members to omit state dues from their initial payment. ANREP will not provide refunds for state dues mistakenly paid by new members.

(Adopted 8-17-2022)

GUIDELINES FOR REIMBURSEMENT OF ANREP FUNDS

Requests for payment from ANREP funds should be sent via e-mail or U.S. mail to the ANREP Treasurer with documentation of pre-approval within 60 days after travel is completed. A receipt, invoice, or other proper documentation is necessary for payment. After approval by the President, the Treasurer will issue payment. The form is in the appendices of this handbook and in the member portal Executive Committee page.

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. Reimbursement of travel costs for the Executive Secretary will be considered annually at the discretion of the board. See the travel reimbursement policy for more information on reimbursement of travel expenditures. All other ANREP Board members participating in ANREP-sponsored activities are expected to pay the full registration fee and travel costs.

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, except for the President and Treasurer, who are required to attend the conference and preside over the Membership meeting.

GUIDELINES FOR ANREP CONTRACTS

The ANREP President shall sign all contracts for ANREP activities and ANREP sponsored events. If the President is incapable of signing, the President-Elect will sign the contracts.

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, and notably the Natural Resources Extension Education Foundation.

(Insurance section removed/Approved 7-20-2011)

TRAVEL REIMBURSEMENT POLICY

Requests for funding for travel on ANREP official business must be made to the President well in advance of the event. Any ANREP support will be reimbursable to the individual after travel including travel scholarships.

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 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, meals and incidental expenses (MI&E not to exceed GSA rates), parking, and mileage. While lodging expenses are not bound by GSA maximum rates, upon making the reservation, travelers should inquire about applicable discounts, such as rates for government employees.

Reimbursement of private vehicle use will be at the current GSA rate for authorized use of privately-owned vehicles. 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. Mileage reimbursement will be limited to 700 miles round trip.

Expenses must be submitted to the ANREP Treasurer via email, fax or U.S. mail using the Travel Reimbursement Request Form found at the ANREP intranet site or as available from the Treasurer (See Appendix). Include receipts and a note providing the name and address of the traveler and the purpose of the trip. Meal and incidental expenses (M&IE) reimbursement (receipts not necessary), including gratuities, shall not exceed US General Service Administration (GSA) rates, based on the location of the conference or meeting. Meal receipts are not required. Reimbursement will not be made for meals provided by the event. Single room expenses will be paid when a roommate is not available, or when medical or other conditions make sharing a room inappropriate.

The ANREP travel reimbursement form is available on the ANREP Google Drive and portal.

(Approved 1-20-09) (Modified with Board Approval 2-16-2011, 3-26-13, and 5-04-16)

GUIDELINES FOR REIMBURSEMENT OF EXPENSES FOR INVITED GUESTS

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

1. Meals not covered in registration at the current GSA rate, receipts not required.
2. Mileage, at the current GSA rate of reimbursement
3. Airfare, most economical and time-effective flights
4. 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.

(Revised 09-30-21)

POLICY REGARDING GIFTS AND SPECIAL RECOGNITION

The Board is authorized to approve appreciation gifts to be presented to outgoing Board Members. The value of the gift shall not exceed \$100, and funds shall come from monies allocated in the ANREP Treasury.

The Board may wish to purchase gifts to recognize service to the organization or for encouragement/condolences (in incidence of illness or loss). The value of which shall not exceed \$50.00.

(Revised 09-30-21)

APPENDIX 1: 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:

Website 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 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 (____) _____ - _____ or e-mail _____.

APPENDIX 2: SAMPLE CONFERENCE RFP

August XX, 20XX

To: ANREP Members

From: Ima President, ANREP President

Phone:

E-mail: IP@my.edu

Re: Seeking bids to host the 9th National Extension Natural Resources Conference – 20xx

The Association of Natural Resource Extension Professionals (ANREP) is seeking proposals from Extension units that would like to host the Xth National Extension Natural Resources Conference to be held in the year 20XX. Proposals should be returned to me not later than **Wednesday, August XX, 20XX**. Proposals will be accepted from Extension faculty at Land Grant Universities in any state.

Extension 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 and expertise of your university and the natural resources and special features of your state. The “Guidelines for ANREP Conferences” section of the ANREP Policies and Procedures Handbook (at <http://www.anrep.org/resources>; pages 16-18) contains up-to-date information on this conference.

PLANNING COMMITTEE ROLE

The ANREP Board will appoint a Conference Planning Committee consisting of ANREP members and partners after the host state has been chosen. The Planning Committee will include representatives from the host state, members of the ANREP Board, 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 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.

HOST STATE ROLE

At least two ANREP members from the Host State are expected to serve on the Conference Planning

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 Planning 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 Planning Committee.
- Publishing the final conference program booklet or handbook.
- 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
- 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 Planning Committee in coordination with and with the oversight of the Host State.

It is ANREP policy that the biannual conference covers its costs plus produces revenue that can help supplement ANREP's budget to fund conference scholarships or other priorities. In negotiating a contract with you (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 Board 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.

PROPOSAL REQUIREMENTS

Your proposal must include the following:

- 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:
 - Distance to the nearest national airport (2-hr maximum travel time)
 - Nearest city
 - Meeting and lodging facilities (see criteria below)
 - Guest amenities
 - A description of five or six half-day natural resource tour opportunities in the local vicinity
 - A description of sustainable practices employed by the conference center.

- Names of one or two Extension faculty from your university that you recommend serving on the Conference Planning Committee. Include a brief description of their past experience in planning a national conference or other major event.
- At least one letter from an appropriate administrator verifying that your university has the faculty resources and financial backing to conduct this conference.
- 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. Choose approximate dates that you feel will attract the most participants based on cost, amenities and competing events. Assume there will be 200 to 300 participants.
- Anything else you think the Board 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 Planning Committee Chairs. Their contact information is found in the ANREP online directory (login required).

Beth Clawson – 2022 Conference, Kalamazoo, MI
 Carrie Berger and Shannon Murray – 2020 Conference, Bend, OR
 James Henderson and John Kushla – 2018 Conference, Biloxi, MS

SELECTION CRITERIA

The ANREP Board 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 200 – 300 people in a safe, clean, and healthy environment.
- Sufficient meeting space for general sessions for all conference attendees
- Breakout rooms for concurrent sessions and workshops of approximately 50 people each
- Banquet facilities for the entire group as well as for 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
- Cost sharing and revenue sharing

NOTIFICATION

Following Board consideration, you will be notified of the outcome of your bid by the ANREP President.

AGREEMENT EXAMPLE

Agreement between Association of Natural Resource Extension Professionals (ANREP) and [Organization] to Plan and Deliver the 20xx ANREP Conference

March 14, 2011

The Association of Natural Resource Extension Professionals enters into this Agreement with the [Organization] for the conduct of certain Work, upon the following terms and conditions. This Agreement includes the Statement of Work and the Budget.

Statement of Work. [Organization] shall use best efforts to conduct the work indicated in the following Statement of Work, the planning and delivery of the 20xx ANREP Conference, outlined in Attachment A of this agreement.

Period of Performance. The period of performance shall extend from January 1, 20xx to July 31, 20xx.

Key Personnel. All of [organization's] work under this Agreement shall be performed by [organization] staff and associated Extension Forestry colleagues, who are considered essential to the Work.

Fixed Price Cost. The total project cost of performing the Work shall not exceed \$xx,000. In no event shall ANREP be liable for any cost that would result in cumulative payment under this Agreement exceeding the total cost unless this Agreement is modified in writing by mutual agreement of both parties.

Budget. The Budget (Attachment B) lists estimated variable costs and categories of costs approved to fund [organization's] performance of the Work. A line item of \$7,000 payment to ANREP must be included in registration calculations. Should the conference revenue exceed expenses, the excess shall be split 75% (ANREP)/25% ([organization]).

Payment. Payment for Work shall be made upon completion of the conference and all submittal of all necessary receipts and reports. [Organization] will deduct expenses as outlined in Attachment B, from the revenue it collects through registration fees, sponsorships, and exhibits, relating directly to the 20xx ANREP Conference.

Reports. [Organization] shall furnish weekly registration and revenue reports to ANREP, or on a frequency dictated by the level of registration activity taking place from week to week as well as a final report

concerning spending, conference participation and conference participant surveys as well as other necessary information.

Assignment. With the exception of Conference Center, or their designated service providers such as caterers or exhibit service companies, [organization] may not assign, transfer or subcontract any part of this Agreement, any interest herein or claims hereunder, without the prior written approval of ANREP.

Termination. This Agreement may be terminated by either [organization] or ANREP upon 30 days written notice. At such time payment will be due for work performed to date.

Changes. By mutual agreement, [organization] and ANREP may make changes to the Work and to the terms of this Agreement.

By signature the respective parties agree to the above.

Signature

Signature

Date

Date

APPENDIX 3: ASSOCIATION HISTORY

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 Geisler, 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 associations. 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, and the Public Issues Leadership Development (PILD) conference each April in Washington DC.

There are nine active state affiliate associations: Alabama, Florida, Georgia, Idaho, Michigan,

Minnesota, Ohio, Pennsylvania, and South Carolina.

There are two inactive state affiliate associations: New York and Maine.

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 | Natural Resources Partnerships at Work |
| May 18-22, 2014 | Sacramento, CA | Golden Opportunities |
| June 26-29, 2016 | Burlington, VT | Building a Path to Resiliency |
| April 29 – May 3, 2018 | Biloxi, MS | Blues, Bayous, and Beyond: The Nexus of Natural Resources and Stewardship |
| May 3-6, 2020 (Held virtually in 2021 due to COVID) | Bend, OR | Place-Based and Future Focused: Fulfilling the land grant missions in an evolving landscape |
| May 31, June 1-3, 2022 | Kalamazoo, MI | Reconnecting Navigating Sustaining |

Past ANREP Presidents:

- 1996 – Don Hanley, Washington State University
- 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, Utah State University
- 2012 – Eleanor Burkett, University of Minnesota
- 2013 – Sanford Smith, Penn State University
- 2014 – Robert Bardon, North Carolina State University
- 2015 – Dean Solomon, Michigan State University
- 2016 – Diana Rashash, North Carolina State University
- 2017 – Chris Jones, University of Arizona
- 2018 – James Henderson, Mississippi State University
- 2019 – John Kushla, Mississippi State University
- 2020 – Lara Milligan, University of Florida
- 2021 – Alicia Betancourt, University of Florida
- 2022 - Beth Clawson, Michigan State University
- 2023 - William Warren, University of Idaho

Information originally 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.

Updated February 2012 and May 2016.

We have a group picture of some of them, taken at the Florida conference in 2002.

APPENDIX 4: 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

**APPENDIX 5: 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
 - i. 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

APPENDIX 6: 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 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.

2016 Update: The Board is working on reverting the association back to 501(c)(3).

2018 Update: The Board is maintaining the current tax status for ANREP and establishing a foundation with 501(c)(3) status: The Natural Resource Extension Education Foundation, Incorporated.

2019 Update: The Natural Resource Extension Education Foundation, Incorporated was formally established as a 501(c)(3) to serve all natural resource educational activities, not strictly ANREP.

APPENDIX 7: STATE CHAPTER TEMPLATE

CONSTITUTION AND BYLAWS

_____ ASSOCIATION OF NATURAL RESOURCE EXTENSION PROFESSIONALS (STATE CHAPTER NAME)

ARTICLE I -- NAME, AFFILIATION, OBJECTIVES, MEMBERSHIP, DUES

Section 1. Name.

The name of this Association shall be the _____ Association of Natural Resource Extension Professionals (STATE CHAPTER NAME), hereinafter referred to as the "Association." This organization is a charter of the National Association of Natural Resource Extension Professionals, a non-profit organization, hereinafter ANREP, and shall operate in a manner not inconsistent with the ANREP Constitution and Bylaws.

Section 2. Dissolution.

The Association shall continue to function until it officially is voted out of existence by a two-thirds (2/3) majority of the membership.

Section 3. Objectives.

The objectives of this Association shall be:

- a) To bring together Extension professionals who teach management of forests, range, wildlife, fisheries, watersheds, coasts, estuaries, and energy to discuss natural resource issues, needs, and opportunities of mutual interest; and to facilitate information sharing.
- b) To discuss, develop, sponsor, and promote educational and training programs and activities which will advance the practice of natural resource management in _____.
- c) To advance the professional status, public service, and interdisciplinary collaboration of Land Grant and Sea Grant Extension faculty in _____ by encouraging continuing self-improvement in their knowledge, skills, and practices, and a regular sharing of their successes in natural resource education.
- d) To strengthen communication with Extension administration in ways that foster the maintenance and improvement of working conditions for extension professionals conducive to a beneficial evolution of the profession and of the University's efforts to recruit and retain highly qualified faculty in the future.

Section 4. Membership.

There will be three classes of membership: 1) Active; 2) Life; and 3) Honorary. Extension agents and state faculty with an Extension appointment are eligible for membership and induction as Active or Life members at the annual business meeting.

Active members are currently employed by the _____ Cooperative Extension with an appointment, responsibilities, or programming for youth or adults in natural resources extension education. They may vote, hold elected or appointed positions, and must annually pay the full current dues amount.

Life members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities or conducted programming in natural resources. Life members will be approved by a majority vote of the Board. 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 resume paying dues as an Active member until retirement is resumed. Only those persons not eligible for Active or Life membership are to be considered for membership and induction as Honorary members at the annual business meeting.

Honorary membership is conferred upon an individual by majority vote of the Board of this Association. Persons afforded Honorary member status are non-voting members of the Association, and may not hold elected office or appointed positions. Honorary membership carries no dues and once conferred, can be renewed annually for life without further Board action, unless a motion is brought that renewal of a specific Honorary membership be put to a vote.

Except for first-year members whose state chapter dues are waived, members of the Association also shall be members of ANREP, through payment by the Association of membership dues to the National Association.

The Board may revoke membership, for cause, provided the member is allowed a hearing with the Board in a regular meeting.

In the event that any of the foregoing guidelines on membership status are in conflict with ANREP's guidelines, the national guidelines will be followed and these Bylaws revised accordingly by action of the Board.

Section 5. Dues.

The annual membership dues shall be set by the STATE CHAPTER NAME Board with changes approved by the membership, collectible for each calendar year by ANREP on December 31 each calendar year.

Members may be considered for abstracts, awards, recognition, scholarships, and other programs of the Association if, and only if, annual dues are received by the ANREP by December 31. This deadline may be waived by the Board in the Association's initial year of existence.

Membership shall be revoked for failure to pay membership dues prior to March 1.

Dues shall be waived for first-year membership of new members who join during the first year of employment.

Life members shall pay a one-time lifetime membership fee. Honorary members shall not pay annual dues to the Association.

Section 6. Life Membership in ANREP.

Those granted Life membership in STATE CHAPTER NAME may also become Life members of the National Association of Natural Resource Extension Professionals (ANREP) upon payment of an additional fee to ANREP, as prescribed by the Bylaws of the national association.

Section 7. Conduct of Business.

Please refer to the STATE CHAPTER NAME Policy and Procedures Manual for further details of officer duties (available on website).

ARTICLE II -- GOVERNING BODY, OFFICERS & DIRECTORS

Section 1. Governing Body.

The Board shall be the governing body of the Association. The Board shall consist of the President-elect, President, Past President, Secretary, Treasurer, and the five District Representatives. The Board shall have authority to act for the Association on any matters requiring attention between annual meetings of the Association, to fill mid-year vacancies in elective office, and to ensure that arrangements for the annual meeting and special meetings are made.

Section 2. Officers.

The officers shall be President-elect, President, Past President, Secretary, and Treasurer.

The President-elect shall automatically move into the office of the President. The President shall automatically move into the office of the Past President. At the Annual Meeting, the following shall be elected: President-elect, Secretary, and Treasurer. In the event the President-elect is unable to continue their service, a President shall be elected. President-elect, President, Past President, and Secretary shall hold office for a one-year term or until a successor is elected and installed. The Treasurer shall be a 2-year appointment with option to renew for a 3rd year.

The President, President-elect, Secretary, and Treasurer shall commence service on the date of their installation at the Association's annual meeting.

It shall be the policy of this Association that, to the extent that qualified and willing candidates for elective positions are evenly distributed throughout the state, the Nominating Committee shall present a slate of candidates that consists of nominees from as many STATE CHAPTER NAME Districts as possible, in accordance with the District definitions established by Section 4 of this article.

Section 3. Duties of Officers.

Unless otherwise directed by resolution, or Bylaws, the duties of officers shall be governed by the latest edition of *Roberts Rules of Order*.

Duties of the President: The President shall serve as the officer of the Association; preside at all Board and General membership meetings; and appoint all standing and all select committees unless otherwise directed by the motion creating the committee. The President shall perform all duties incident to the office of President and such other duties which shall from time to time be assigned by the Board.

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 Board specifically gives written authorization to do so. 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 Board. The President-elect shall be responsible for scheduling the Annual Meeting and notifying the membership of that meeting. The President-elect may choose to work with an Annual Meeting Committee to develop the Annual Meeting program.

Duties of the Treasurer: The Treasurer shall collect the annual dues, receive other funds accruing to the Association and shall disburse funds as directed by resolution or an order of the Board. The Treasurer shall prepare a statement for submission at the Annual Meeting showing receipts and disbursements. The Treasurer shall prepare for approval of the Board and distribution to the membership, guidelines for the reimbursement of expenses. All expense payments will 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 all financial accounts in the name of the Association, in the financial institution as shall be selected by the Board. The Treasurer will, as needed, provide additional duties as assigned by the Board. When these duties present a conflict of interest or require a second signatory, the President will assume supplemental treasury duties. The duties of the Treasurer shall be completed upon the submission of all financial accounts, funds, and records pertaining to the office to the newly elected Treasurer. The President will assume duties if the Treasurer is unable or if the situation has an implied conflict of interest. Within 60 days of the annual meeting, on years when Treasurers change position, an audit will be conducted by the Audit Committee. When a new treasurer is elected, the Past President will be responsible for identifying and selecting a three-person Audit Committee, for which they can be a member of, to conduct an audit of the past treasurer's activities.

Duties of the Secretary: The Secretary shall take, prepare, and keep records of all meetings of the general membership and Board of the Association, or shall be responsible for such action. He/she shall be responsible for distributing minutes of general membership meetings 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; maintain a register of membership; and tally election results. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and shall be completed before the incoming secretary assumes total responsibilities.

Duties of the Past President: The role of Past President is an elected position to fill the third year of a three-year term (President-elect, President, Past President). The Past President serves as the President in the event that both the President and President-elect are unable or unwilling to serve. The Past President shall assist the President in the performance of duties and authority as granted from time to time by resolution of the Board, and represent and promote STATE CHAPTER NAME at state conferences and other events. The Past President is also a voting member of the Board. He/she will serve on the EPAF Board in special assignments, and will assist in planning EPAF conferences in accordance with EPAF's policy of rotating leadership responsibilities for conference planning and execution among EPAF's constituent associations.

Section 4. District Directors.

One (1) Director shall be elected at-large to represent extension agents and state specialists in each of the STATE CHAPTER NAME Districts of _____. State Specialists will be members of the District in which their office is located. STATE CHAPTER NAME Districts shall be congruent with extension administrative districts, currently numbering five (5). Specific duties of the district directors can be found in the STATE CHAPTER NAME Policy and Procedure Manual.

The five (5) Directors shall be elected for a period of two (2) years, with staggered terms, resulting in election of either two (2) or three (3) of the five (5) Directors each year. The initial slate of Directors shall draw straws to establish which two will serve a one-year term to initiate the staggered election cycle.

ARTICLE III – MEETINGS

Section 1. Annual Meeting.

There shall be an annual business meeting of the Association, held at a time and place selected by the Board, and at least sixty (60) days written or electronic notice to all members of record.

Attendance at annual meetings shall be limited to the following: (1) Active, Life, and Honorary 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 Association's members may invite; and (3) Such other persons as may be invited by the President with the approval of the Board.

The business meeting is that part of the Annual Meeting held to conduct the Association's business.

Section 2. Special Meetings.

Special Meetings of the general membership, other than the annual business meeting, may be held at the call of the Board for purposes designated by the Board, or at the call of the President on the written request of five (5) members. Special Meetings shall be held at a time and place as determined by the Board. The Secretary shall notify the membership of any Special Meeting of the Association at least fifteen (15) and preferably thirty (30) days prior to the meeting. Notice shall include an agenda of the meeting.

Conducting Special Meetings via e-mail, conference call or other telecommunications is acceptable when feasible and applicable.

Section 3. Meetings of the Board.

The Board shall meet at least two times during the year, at the call of the President. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 4. Meeting Minutes.

The Secretary shall record and keep minutes of all Annual Meetings, Special Meetings, and meetings of the Board. The Secretary shall provide a copy of the minutes of the annual meeting to the membership within thirty (30) days

after the meeting.

Section 5. Quorum.

One-fourth of the membership shall constitute a quorum at any Association Annual, Special, or Business meeting.

A quorum for meetings of the Board shall consist of a majority of the members of the board.

Two-thirds of the members of any standing or select committee shall constitute a quorum at that committee meeting.

Section 6. Voting.

Voting at Annual, Business, and Special Meetings shall be limited to Active and Life members of the Association in good standing (paid-up dues) with one vote for each member.

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

The Board may elect to submit any question by survey to the membership. Except for amendments to the Bylaws (Article X) or policy statements (Article IX), votes on such questions shall be returned within thirty (30) days of the submission of the question to the entire membership.

Section 7. Order of Business.

The order of this Association's annual Business Meeting shall be:

1. Call to Order by Presiding Officer
2. Reading and Disposal of Minutes of Previous Meeting
3. Reports of Officers and Committees
4. Unfinished Business
5. New Business
6. Program
7. Adjournment

Section 8. Governance.

Unless otherwise directed by resolution, or Bylaws, the conduct of meetings shall be governed by the latest edition of *Roberts Rules of Order*.

ARTICLE IV -- LIAISON WITH OTHER ASSOCIATIONS

Section 1. Delegates to ANREP.

The Association shall send delegates to meetings of the officers and state chapter representatives of ANREP. The President shall designate delegates in a manner prescribed by ANREP policy. The President shall be, or shall appoint, the chair of the delegation.

Section 2. Liaison with _____ Associations of Extension Professionals.

As a member organization of the Extension Professionals Association of _____ (EPAF), the Association shall participate in planning and hosting the EPAF annual meeting and administrative conference. The President and President-elect shall be, the Association representative to meetings of the EPAF Council of Presidents. The President may designate a temporary meeting representative for STATE CHAPTER NAME when it is not possible for the President and/or President-elect to attend. This must be done in a manner consistent with EPAF policy.

ARTICLE V -- MEMBER AWARDS & RECOGNITION

The Association shall establish awards programs and grant recognition for outstanding Extension programs, and shall offer professional development opportunities. The President shall delegate responsibility for selection of members for recognition and professional improvement. For more information regarding STATE CHAPTER NAME Awards and Recognition please visit STATE CHAPTER NAME Policy and Procedures Manual.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS, VACANCIES

Section 1. Nomination Procedure for Officers.

The Past President, along with the five district directors will make up the Nominating Committee, and will be tasked with identifying and recruiting potential candidates to fill vacancies.

The Nominating Committee shall provide at least one candidate for each office to be filled, after soliciting nominations from the membership. Persons nominated for election must be members of the Association in good standing.

Self-nominations are permitted. The Nominating Committee Chair shall certify that all nominees on the slate are willing to accept the office if elected.

The Nominating Committee Chair shall report to the Secretary a slate of candidates at least sixty (60) days and no more than ninety (90) days prior to the annual business meeting. The Secretary shall certify that all nominees on the slate of candidates are qualified to stand for election.

Nominations shall be called for and accepted from the floor following the report of the Nominating Committee. Following the close of nominations, the Committee shall certify that all nominations received from the floor are valid, and that all nominees are willing to accept the office if elected. A nominee may be placed on the ballot for only one office. If nominated for more than one office, the nominee will be allowed to select the office for which he/she will stand for election.

The President-elect will succeed to the office of President.

Nominees for President-elect who do not have permanent status with the _____ Cooperative Extension if state line faculty, or five years of service in their current position if county line faculty, must provide a letter of recommendation (by mail or electronic mail) for that office by their County Extension and District Directors before standing for election.

Section 2. Nomination Procedure for District Directors.

Directors whose term is up will work with the Nominating Committee and identify STATE CHAPTER NAME members from the Districts they represent prior to the annual business meeting to nominate at least one candidate. The out-going Director shall report nominations for successor to the Nominating Committee Chair (the Past President) who shall present candidates report to the Association membership prior to and at the annual business meeting. Additional nominations will be called for from the floor and certified in the same manner as for Association offices.

Section 3. Elections.

If an annual business meeting is not held, election of officers and Directors shall be by electronic vote of the entire membership over a thirty (30) day period.

The Nominating Committee Chair shall prepare, distribute, receive, and tally the ballots. The Secretary and membership chair shall certify the membership status of everyone casting a ballot and award the election based on a simple majority of members casting ballots. Election results will be certified to the Board and the membership by email announcement.

Section 4. Method of Voting.

Voting shall be by voice, show of hands, or by written or electronic ballot. Election of Officers and Directors shall require a simple majority.

Section 5. Installation.

Officers and newly elected Directors shall be installed in office during the Extension Professionals Association of _____ annual conference associated with the annual business meeting. If neither the annual conference nor an annual business meeting is held, Officers and newly elected Directors shall assume their duties upon general announcement from the Secretary.

Section 6. Terms.

See Article II Section 2.

Section 7. Vacancies.

The President-elect shall serve in the absence or disability of the President. In the event of a vacancy in the office of President, the President-elect shall assume the duties of the President and the office of the President-elect shall be filled by appointment of the Board. Both shall hold their respective offices until the installation of officers at the next election. In the event the President and President-elect cannot serve the Past President will serve to lead the Board.

Vacancies in any other Office or Director position shall be filled by appointment of the Board. Such appointees shall hold office until the next election, or in the case of Directors, until expiration of the current term of office. The appointed replacement shall be eligible to run for a full term in that office or position at the time of the next regular election for it.

Section 8. Re-election.

District Directors may be re-elected to succeed themselves once, and the Secretary and Treasurer may be re-elected to succeed themselves twice. Members serving in these offices may be elected to an unlimited number of non-successive terms in the same office. A member may serve a maximum of two non-successive terms in the offices of President and President-elect, however.

ARTICLE VII – COMMITTEES

Section 1. Purpose of Committees.

Committees and the nature and extent of their duties shall be such as the Board deems necessary to further the purpose of the Association.

Section 2. Types of Committees.

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

Standing Committees: The Board may establish Standing Committees to provide functions of a continuous or recurring nature. Otherwise, functions which may be delegated to Standing Committees are performed by the Board. Standing Committees may include an Audit Committee, a Nominations Committee, and any other committees approved by the Board. Once established, Standing Committees are deemed permanent until abolished by the Board. Standing committees may have subcommittees when the topic makes such delegation appropriate.

Select Committees: The Board may establish Select Committees 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.

Section 3. Committee Establishment.

Each Standing and Select Committee shall be established or abolished by the Board. The membership can request new committees. Members requesting a new committee be created must submit to the President a petition outlining the proposed need and mission for the committee, and containing the signatures of at least four (4) members in good standing. The Board must vote on the proposal at its next regular meeting following submission of the petition.

Section 4. Committee Membership and Leadership.

The Board shall appoint all committee chairs and members.

Using forms prepared and distributed by the Secretary, Association members will indicate each year the committees on which they have an interest in serving. The Secretary will supply a potential membership list for each committee, as compiled from this information, to the Board.

The number of persons appointed to each committee, unless otherwise prescribed in these Bylaws, shall be at the discretion of the Board. Every attempt will be made to attain geographic distribution from the STATE CHAPTER NAME districts.

All committee members shall be appointed for a one-year term, but may be re-appointed annually with no restrictions on number of terms served. Committee chairs shall be appointed for a 2-year term. Committee chairs can be reappointed once to a successive second 2-year term.

Subcommittees and subcommittee chairs shall be appointed by the committee chairs as needed.

Section 5. Committee Annual Plans of Work.

Each committee chair shall prepare an annual work plan including a budget for his/her committee. The annual work plans shall detail specific short-term objectives and planned activities to meet those objectives. Work plans are to be submitted and approved by the Board.

Section 6. Committee Reports.

Each committee chair shall submit a written annual report on committee activities and accomplishments to the Board for presentation at the annual meeting. Interim reports may be requested by the Board.

ARTICLE VIII -- FINANCIAL AFFAIRS

Section 1. Depositories.

The Treasurer shall deposit all funds of the Association in a bank or banks designated by the Board as depositories for the funds of the Association.

Section 2. Withdrawal of Funds.

The President and the Treasurer must approve the withdrawal of any funds from the Association's account.

Section 3. Payment of Expense Accounts.

The Board may refuse to pay any expense accounts by any person or committee until all required expense accounts are properly presented to and filed with the Treasurer and have been approved by the Board.

Section 4. Fiscal Year.

The fiscal year of the Association shall begin on July 1, and end on June 30.

ARTICLE IX -- POLICY STATEMENTS

Section 1. Definition.

Policy statements are those motions or resolutions passed by the Association that express the attitude and wishes of the Association, legislation, or other political activities. They shall supplement the Bylaws and shall serve as directives to the officers in conducting the affairs and expressing the official stand or opinion of the Association.

Section 2. Procedures.

Policy statements may be proposed at any time and submitted to the President in writing.

The President shall present each proposed policy statement to the Board. The Board shall submit the statement to the membership by mail or electronic distribution.

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 (60) days prior to the Annual Meeting, the Board may elect to discuss the statements during the Annual Meeting, prior to distributing the ballot for adoption or rejection.

Section 3. Policy Statements Originated by the Board

The Board shall annually review existing policy statements and may themselves develop and present new policy statements for consideration at the Annual Meeting. New and/or proposed policy statements will normally be in the form of resolutions and will 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 X – BYLAWS ADOPTION AND AMENDMENT

Section 1. Adoption of Bylaws.

The initial adoption of these Bylaws was by majority vote via e-mail on January 11, 2002. Proposed STATE CHAPTER NAME Bylaws were presented electronically on December 31, 2001, with notice given to all current ANREP members in _____, and to all _____ Extension agents and state specialists currently employed by the _____ Cooperative Extension. Those who met the requirements for Active membership in STATE CHAPTER NAME as defined in the Bylaws, and who pledged in good faith to join STATE CHAPTER NAME by March 1, 2002, were eligible to cast a vote. The ballot considering Bylaws adoption was prepared and distributed via e-mail by the *Steering Committee to Form a State Chapter of ANREP in _____*, which is chaired by the State Champion.

Section 2. Amendment of Bylaws.

Once adopted, the Bylaws of this Association shall be amended by a two-thirds majority vote of members in attendance at the annual meeting when a quorum is present. Alternatively, the Bylaws of this Association shall be amended by a two-thirds majority vote of members submitting a ballot distributed by mail or electronic distribution. This ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. Ballots

must be distributed to all members at least thirty (30) days in advance of the close of balloting. The Board will conduct annual review of the bylaws and propose amendments as needed.

Section 3. Notification of Membership.

The Board shall notify the entire membership of any proposed amendments of the Bylaws at least thirty (30) days prior to consideration for adoption. No amendments shall be adopted without such prior notification.

Section 4. Effective Date.

All amendments shall include an effective date.

-END of CONSTITUTION & BYLAWS

APPENDIX 8: AWARDS INSTRUCTIONS TIMELINE

- Minimum score in order to receive an award (70%), which will need to be added to the application language.
- Set up the awards website to "Export" or "Download" the nomination data in an editable format (e.g., Excel), as this will save valuable time and potential transcribing errors in the process.
- Set up on the ANREP awards website (if possible) a membership status check of the awards nominators and nominees. If the awards committee did not check the membership status of any of the nominees or nominators of the award winners or as part of the evaluation process send the final list of awards nominations to the membership committee for review and approval.
- Keep the 3 higher scores for each entry to calculate the score median (final score used to assign the entry position in the award category). NOTE: This year, some entries had 2 judges and others had up to 6 judges (evaluators) although each entry was assigned only 3 judges.
- Judges should not evaluate any entry in a category where they are nominators / nominees

All awards material can be found on the ANREP Google Drive and portal.

Allow 4-8 weeks for people to send in applications.

- Give the judges 3 weeks to judge. If you have a lot of judges, you can probably shorten that to 2 weeks or 10 days. Typically assign 2 categories per judge, so that 2 or 3 judges would be in each category.
- Judging assignments should make sure they are not judging something they may have sent a nomination for, or part of a team in that category. Also, it is good to have a good geographic range for judges.
- Once judging is completed, cumulative scores determine Gold, Silver and Bronze. With two chairs, categories can be divided up. If you have a tie, the two chairs can talk it over to determine who gets which placement. The goal is to notify winners within a week of the end of judging and no later than the early registration deadline of the conference. (Some will attend based on whether they're receiving an award)
- Chairs need to be accessible during the nomination process to answer questions. With a shortened timeline there may be a lot of questions.
- Create the certificates to be given to the President to sign and mail or distribute at the conference and develop a Power Point for the awards ceremony and the descriptions attached above. The Power Point is a shortened version of the descriptions.

Important dates

Solicit Judges – Dec 1

Judges to Executive Secretary – Feb 1

Submission deadline – Feb 15





Awards chairs vet nominations and assign judges – Feb 15 – 25th

Awards distributed to judges – Feb 25th






Judges finish evaluation – March 15

Awards Announced – March 22

APPENDIX 9: PROMOTIONAL MATERIAL

GET INVOLVED WITH ANREP TODAY!

Awards Committee

- Create awards, approval documents
- Work with webmaster to set a online submission system
- Submit and support judges for award needs
- Provide support for conferences, website, and other use

Communications Committee

- Create, maintain and sustain social media presence
- Review website content and make any recommended changes
- Improve communication with membership
- Includes Newsletter Editor who produces quarterly newsletters

Scholarship Committee

- Solicit and review applications for scholarship to local ANREP conference
- Develop guidelines for awarding and evaluating requests for scholarship support from ANREP
- Solicit, review, and award scholarships to attend other professional development opportunities

Finance/Audit Committee

- Engage in long-range financial planning to keep ANREP viable
- Present a yearly budget recommendation to the Board
- Review annual audit of budget/finances
- Conduct annual audit of ANREP finances

Membership Committee

- Update membership brochure
- Recruit new members
- Maintain existing membership
- Encourage and communicate the value of ANREP membership

Professional Development Committee

- Meet and conduct professional development needs membership survey
- Identify and publicize professional and leadership development opportunities
- Coordinate and deliver appropriate, timely, and relevant regional events based on member survey responses

Policy and Procedures Committee

- Create and update the Bylaws document
- Annually review existing policy statements and present new policy statements for consideration at the following year meeting
- Review Policies & Procedures manual annually and recommend changes to the Board

Bylaws Committee

- Review bylaws and recommend changes and updates to the Board
- Discuss bylaws changes to the membership for approval

Strategic Planning and Emerging Issues Committee

- Develop existing strategic plan
- Conduct strategic planning sessions to collect and expand the plan
- Identify and define emerging issues
- Collaborate with Membership and Professional Development to identify training opportunities


2022 Conference Planning Committee

- Makes all major decisions regarding the conference including dates and schedule, overall program format and schedule, conference location and registration, details, advertising, published proceedings, and website requirements

PILD Representative

- Serve on national PILD planning committee for three years
- Attend and/or facilitate tri-monthly conference calls
- Represent and promote ANREP at PILD conferences and other events
- Attend a summer planning meeting at the conference site the second and third years of your term

Sign up today at
<http://bit.ly/serveANREP>
or scan the QR code to the right





APPENDIX 10 - GENERAL REIMBURSEMENT FORM

Name of Person to Be Reimbursed (“payable to”):

Address to Mail Check:

Purpose for Reimbursement:

Board Member Who Approves Expense:

| | |
|-------------------------------|--|
| Date(s) of receipt | |
| Vendor | |
| Materials purchased | |
| Other expenses | |
| Other information | |
| Total to be reimbursed | |

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

Approval by President/Past President

Date paid

Amount

Check number

APPENDIX 11 - TRAVEL REIMBURSEMENT FORM

Instructions: Traveler should review ANREP’s Travel Reimbursement Policy before travel. See other relevant instructions in footnotes. Sign and attach appropriate receipts.

Name of traveler:

Check payable to (leave blank if same as above):

Address where check will be mailed:

Name of event: _____

Dates of travel: _____ Location (city and state):

Purpose for attending:

Board member who approved travel costs:

| | | | | |
|--|--|------------|-----------------------|-------|
| Mode of travel and cost Attach receipts as necessary. [1] | | | | |
| Hotel dates and cost Attach receipts. | | | | |
| Meal and incidental | | Amount per | Number of meals to be | TOTAL |

| | | | | |
|--|---------------------|---------------------|------------|--|
| expenses (M&IE) No receipts required. | | meal ^[2] | reimbursed | |
| | Breakfast | | | |
| | Lunch | | | |
| | Dinner | | | |
| | Incidental expenses | | | |
| Other costs Attach receipts. | | | | |
| Total to be reimbursed | | | | |

“I certify that the above-stated expenses were incurred for official business of ANREP.”

Signature and date

(Approved 06-25-13)

^[1] Receipts required for travel by air, train, taxi, etc. For use of private vehicle, no receipt is necessary; multiply number of miles traveled times the current GSA rate for authorized use of privately owned vehicle. For GSA rate for authorized use of privately owned automobile, see www.gsa.gov/mileage.

^[2] Find the daily M&IE rate for the travel location at www.gsa.gov/perdiem. Find the breakdown of M&IE by meal at www.gsa.gov/mie.

APPENDIX 12 - ANREP SCHOLARSHIPS

Previous scholarship application forms for ANREP conferences can be found on ANREP’s internal website and searching for “Scholarship”. A more general form can be found on the ANREP portal.

APPENDIX 13 - MISCELLANEOUS

A variety of files from previous committees and Board Members have been archived in ANREP’s Google Drive. If you cannot find a file, inquire with ANREP’s Executive Secretary.