

CONSTITUTION AND BYLAWS

GEORGIA ASSOCIATION OF NATURAL RESOURCE EXTENSION PROFESSIONALS

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

Section 1. Name.

The name of this Association shall be the Georgia Association of Natural Resource Extension Professionals, 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 consistent 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:

1. 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 in both urban and rural communities; and to facilitate information sharing.
2. To discuss, develop, sponsor, and promote educational and training programs and activities which will advance the practice of natural resource management in Georgia.
3. To advance the professional status, public service and interdisciplinary collaboration of Land Grant and Sea Grant extension faculty in Georgia by encouraging continuing self-improvement in their knowledge, skills and practices, and a regular sharing of their successes in natural resource education.
4. To strengthen communication with Extension Administration at the county and state level.

Section 4. Membership.

There will be five classes of membership: 1) Active; 2) Life; 3) Honorary; 4) Affiliate and 5) Student. Extension agents and state faculty with an Extension appointment are eligible for membership and induction as Active or Life Members at the Annual Membership Meeting.

1. Active Members are currently employed by the Cooperative Extension or Sea Grant Extension Program 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.
2. Life Members must have retired from the Cooperative Extension or Sea Grant Extension Program having held an appointment and/or had responsibilities or conducted programming in natural resources. 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.

3. Honorary membership is conferred upon an individual by majority vote of the Board of Directors 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.
4. Affiliate Members are professionals in federal/national, state and local natural resource management agencies and conservation organizations who have developed a collaborative programming relationship with natural resource extension agents and state specialists employed by the Georgia Cooperative Extension. Affiliate membership is available upon invitation following a written appeal to the Board of Directors from a sponsoring member in good standing, and conditioned upon payment of annual dues by the Affiliate member. Persons afforded Affiliate member status are non-voting members of the Association, and may not hold elected office or appointed positions.
5. Student Members are individuals currently attending a college or university as a student who do not meet the qualification to be an Active Member. They will pay no dues. Student Members are non-voting members, but can participate in Annual Business Meeting activities. They may not hold elected office at the state or national level.

The Board of Directors 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 of Directors.

Section 5. Dues.

The annual membership dues shall be set by the Association Board of Directors with changes approved by the membership, collectible for each calendar year by the Treasurer. Except for first-year members, whose state chapter dues are waived, members of the Association also shall be members of ANREP and are responsible for paying their National ANREP dues. Life, Honorary, and Student members shall not pay annual dues to the Association.

The Association shall conduct an annual enrollment of members. The membership year shall be from January 1 to December 31.

Members may be considered for awards, recognition, scholarships, and other programs of the Association if, and only if, annual dues are received by the Treasurer by January 30.

ARTICLE II -- GOVERNING BODY, OFFICERS & DIRECTORS

Section 1. Governing Body.

The Board of Directors shall be the governing body of the Association.

Board of Directors. The officers, the Immediate Past-President and six (6) non-officer Directors elected by the membership of the Association shall constitute the Board of Directors which shall have authority to act for the Association.

Executive Committee. The officers shall constitute the Executive Committee which shall have authority to act for the Association's Board of Directors in executing all decisions of the Association and its Board requiring attention between Board meetings, to fill mid-year vacancies in elective office, and to ensure that arrangements for the Annual Membership Meeting and special meetings are made.

Section 2. Officers.

The officers shall be President, President-Elect, Past President, Secretary, and Treasurer. The President, President-Elect, and Past President shall serve for one year: the Secretary and Treasurer shall serve for two years.

The President-Elect shall automatically move into the office of the President and the President shall automatically move into the office of the Past-President and the Past-President will no longer serve on the board on January 1.

The officers shall assume their duties on January 1 of the year following election.

It shall be the policy of this Association that, to the extent that qualified and willing candidates for elected Office are evenly distributed throughout the state.

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 Executive officer of the Association; preside at all Board of Directors, Executive Committee and Annual Membership meetings; and appoint all standing and all select committees unless otherwise directed by the motion creating the committee. The President and the Secretary or any other officer of the Association authorized by the Board of Directors, shall sign any contract or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Board of Directors. 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 of Directors.

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 of

Directors 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 of Directors. The President-Elect shall serve as the chair for the Association's Conference (that will follow in the year when he/she will be President) and work with the local coordinator to plan, advertise, and implement Conference.

Duties of the Past President: The Past President will be the chair of the nominating committee and will also review by-laws, processes and procedures to ensure that no changes or updates are needed. If any changes are pursued, the Past President will form a committee which he/she will chair. The committee will present their findings to the Board to determine if a membership vote is necessary. If so, standard process described in the Bylaws will be followed.

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 of Directors. The Treasurer shall prepare a statement for submission at the Annual Membership Meeting showing receipts and disbursements. The Treasurer shall prepare for approval of the Executive Committee 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 or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever. The Treasurer shall assure deposit of all moneys in the name of the Association, in such bank or other financial institution as shall be selected by the Executive Committee. The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors. 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 new Treasurer may request a formal audit by the Audit Committee of the financial records of the Association covering the fiscal year ending June 30.

Duties of the Secretary: The Secretary shall take, prepare, and keep records of all meetings of the general membership, Board of Directors and Executive Committee 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; keep a register of the name and address of each member; and tally election results. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Membership Meeting (i.e., resolutions, motions, directives, etc.), and shall be completed before the incoming secretary assumes total responsibilities.

Section 4. Directors.

One (1) Director shall be elected at-large to represent extension agents in each of the GEORGIA ANREP Districts of Georgia. GEORGIA ANREP Districts shall be congruent with UGA extension administrative districts, currently numbering four. In addition there will be two elected state specialist directors.

The six (6) Directors shall be elected for a period of two (2) years, with staggered terms, resulting in election of three directors of the six (3) Directors each year.

ARTICLE III – MEETINGS

Section 1. Meetings of the Board of Directors.

The Board of Directors shall meet at least three (3) times during the year, at the call of the President. Conducting such meetings via telecommunications is acceptable when feasible and applicable.

Section 2. Annual Membership Meeting.

There shall be an Annual Membership Meeting of the Association, held at a time and place selected by the Board of Directors, and upon sixty (60) days written or electronic notice to all members of record. This Annual Membership Meeting is currently held in concurrence with the Association's conference, which is held annually.

The order of this Association's Annual Membership Meeting shall be:

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

Section 3. Special Meetings.

Special Meetings of the general membership, other than the Annual Membership Meeting, may be held at the call of the Executive Committee for purposes designated by the Board of Directors, at the call of the Board of Directors, 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 Executive Committee. 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 4. Quorum.

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

A quorum for meetings of the Board of Directors and the Executive Committee shall consist of seven (7) and four (4) members, respectively.

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

Section 5. Voting.

Voting at Annual Membership or 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 of Directors may elect to submit any question by electronic communication to the membership. Votes on such questions shall be returned within thirty (30) days of the submission of the question to the entire membership.

Section 7. 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 National Meetings.

The President and Past-President are the Association representatives at relevant national meetings (e.g. Joint Council of Extension Professionals, Association of Natural Resource Extension Professionals, Public Issues Leadership Development). If either is unable to attend, the President shall appoint alternative representatives.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS, VACANCIES

Section 1. Nomination Procedure for Officers and Directors.

The Past President will chair a Nominating Committee, which will nominate candidates for the elected officers of the Association. The Nominating Committee shall seek candidates by soliciting the general membership by August 1. The Nominating Committee shall present a slate of candidates, at least one for each office to be filled by September 1.

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 Secretary shall certify that all nominees on the slate of candidates are members of the Association and qualified to stand for election.

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.

Section 2. Elections.

Election of Officers and Directors shall be by electronic vote of the entire membership over a thirty (30) day period ending by October 1.

The Secretary shall prepare, distribute, receive and tally the electronic ballots. The Secretary shall certify the membership status of everyone casting a ballot, certify that a quorum participated in the election, and certify the election results to the Board of Directors and the membership by electronic announcement.

Each member shall be privileged to cast one vote for each elective Office and Director position. Directors are elected at-large.

Section 4. Method of Voting.

Voting shall be by 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 and assume duties on January 1.

Section 6. Terms.

The term of office for all members of the Board of Directors shall commence upon installation and continue until replaced.

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 Executive Committee. Both shall hold their respective offices until the installation of officers at the next election.

Vacancies in any other Office or Director position shall be filled by appointment of the Executive Committee. 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 during the next regular election for it.

Section 8. Re-election.

The Secretary, Treasures, and Directors may be re-elected to succeed themselves once. 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 of Directors deems necessary to further the purpose of the Association. The objectives, activities and organization of committees shall be defined by their individual charters.

Section 2. Types of Committees.

The following types of committees will be utilized by the Association in conducting its affairs:
1) Standing and 2) Select.

1. Standing Committees: The Board of Directors 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 of Directors. Standing Committees may include an Audit Committee, a Nominations Committee, and any other committees approved by the Board of Directors. Once established, Standing Committees are deemed permanent until abolished by the Board of Directors. Standing committees may have subcommittees when the topic makes such delegation appropriate.
2. Select Committees: The Board of Directors 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 of Directors. 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 of Directors must vote on the proposal at its next regular meeting following submission of the petition.

Section 4. Committee Membership and Leadership.

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 President. The President shall appoint all committee chairs and members.

The number of persons appointed to each committee, unless otherwise prescribed in these Bylaws, shall be at the discretion of the President. Every attempt will be made to attain geographic distribution from the GEORGIA ANREP 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 one-year term. Committee chairs can be reappointed to non-successive terms without limit or restriction, but can be re-appointed only once to a successive second term.

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

Section 5. Committee Charters.

Charters for Standing and Select Committees shall be developed by the Board of Directors. Each charter shall provide as a minimum:

- a) The need for and mission of the committee;
- b) The primary contacts and liaison; and
- c) General goals. Committee chairs shall review charters annually to determine whether

changes are needed. The President and/or Board of Directors shall provide specific charges to committees annually, consistent with committee charters.

Section 6. 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 to the President and approved by the Board of Directors.

Section 7. Committee Reports.

Each committee chair shall submit a written annual report on committee activities and accomplishments to the President for presentation at the Annual Membership Meeting. Interim reports may be requested by the Board of Directors or Executive Committee.

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 of Directors as depositories for the funds of the Association.

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

Section 2. Payment of Expense Accounts.

The Board of Directors 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 of Directors. The Board of Directors may elect to delegate to the Executive Committee the task of approving disbursements according to Board guidelines. All expenses must be submitted to the treasurer within thirty (30) days of the date of occurrence.

Section 3. 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 of Directors. The Board

shall submit the statement to the membership by e-mail for adoption or rejection.

Upon receipt of the affirmative vote of at least two-thirds of the membership, the policy statement shall be declared adopted, and the membership so notified. For policy statements received within sixty (60) days prior to the Annual Membership Meeting, the Board may elect to discuss the statements during the Annual Membership Meeting, prior to distributing the ballot for adoption or rejection.

Section 3. Policy Statements Originated by the Board of Directors.

The Board of Directors shall annually review existing policy statements and may develop and present new policy statements for consideration at the Annual Membership 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. Amendment of Bylaws.

The Bylaws of this Association shall be amended by a two-thirds majority vote of members in attendance at the Annual Membership 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 e-mail. This ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. Ballots must be e-mailed to or posted online for all members at least thirty (30) days in advance of the close of balloting.

Section 2. Notification of Membership.

The Secretary 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.

Latest revisions approved: August 1, 2017

-END of CONSTITUTION & BYLAWS-
