

**CONSTITUTION AND BYLAWS**

**FLORIDA ASSOCIATION OF  
NATURAL RESOURCE EXTENSION PROFESSIONALS  
(FANREP)**

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

**Section 1. Name.**

The name of this Association shall be the Florida Association of Natural Resource Extension Professionals (FANREP), 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 Florida.
- c) To advance the professional status, public service, and interdisciplinary collaboration of Land Grant and Sea Grant Extension faculty in Florida 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 Florida 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 FANREP 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 FANREP 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 FANREP 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 3<sup>rd</sup> 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 FANREP 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 FANREP 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 FANREP Districts of Florida. State Specialists will be members of the District in which their office is located. FANREP Districts shall be congruent with extension administrative districts, currently numbering five (5). Specific duties of the district directors can be found in the FANREP 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 Florida Associations of Extension Professionals.**

As a member organization of the Extension Professionals Association of Florida (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 FANREP 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 FANREP Awards and Recognition please visit FANREP 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 Florida 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 FANREP 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 Florida 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 FANREP 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 FANREP Bylaws were presented electronically on December 31, 2001, with notice given to all current ANREP members in Florida, and to all Florida Extension agents and state specialists currently employed by the Florida Cooperative Extension. Those who met the requirements for Active membership in FANREP as defined in the Bylaws, and who pledged in good faith to join FANREP 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 Florida*, 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***

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