

# Recommendations for the Formation of an ANREP State and/or Regional Chapter

February 24, 2004

## 1. Chapter Formation

- a. An ANREP Chapter is defined as a group of ANREP members-in-good-standing who come together with the intent to form a state or regional chapter.
- b. Regional consortiums are acceptable provided there is a threshold level of ANREP members per region to support the activities of the consortium.
- c. The formation of a state/regional chapter will be a voluntary process and is not necessary to participate fully in ANREP activities at the national level.
- d. Chapter formation process should be initiated by the states with guidance of National ANREP.
- e. The number of individuals required to initiate the state chapter formation process is left to the state's own discretion. However, it is recommended that a state/region be prepared to meet a minimum number of 8 members prior to initiating the formation process.
- f. Interested state and regional chapters are not required to submit a "Letter of Intent to Form a State Chapter" to National ANREP, however it is required that interested states and regions write mission statements and bylaws by way of an application for submission to their ANREP Regional Representative. This representative will be responsible for reporting this to the ANREP Executive Committee for approval and subsequent granting of a charter. (Article III Sec. 2 of the ANREP By-laws)
- g. A mission statement and bylaws are required for final approval and formal recognition by the National ANREP organization.
- h. A reciprocal membership agreement between National ANREP and official state/regional chapters is required by National ANREP.
- i. A template for developing by-laws is available to all interested states, Regions, and ANREP members on the ANREP web site. It is intended that newly forming state and regional chapters will use this template to fashion their individual by-laws, specific to their members' needs.
- j. A chapter's charter will be terminated by National ANREP if it is found that the chapter in question is not meeting the purposes of ANREP as specified in Article II of the ANREP Bylaws.
- k. Members of the ANREP Executive Board are available to visit state and regional chapters, attend their meetings, offer workshops, or provide other assistance as needed as is stated in Article XII in the ANREP by-laws.

- l. National ANREP is not liable for state and regional accounts. Chapters are encouraged to obtain their own IRS tax identification number for their chapter accounts. National ANREP will provide guidance and assistance when appropriate.
- m. Official state / regional chapters will be acknowledged on the ANREP website. This acknowledgement will include chapter contact information and website linkages (if available).

## 2. Chapter Service to National ANREP

- a. Recruitment and retention of new members.
- b. Mentor newly formed state and regional chapters.
- c. Serve as role models for ANREP to other Extension Associations.
- d. Provide state and regional membership with opportunities for leadership at both local and national levels.

## 3. Strategies For Excellence: recommendations to new Chapters

- a. A defined commitment to professional excellence.
- b. Development of chapter short- and long-term professional goals, and include periodic assessments of progress.
- c. Ensure Extension's recognition and value to the University leadership and to the communities served.
- d. Establish a mentoring program for new Extension professionals.
- e. Provide professional development opportunities for all members, and encourage member participation at annual state and/or regional chapter meetings.
- f. Identify ways to maintain critical mass of membership necessary for a viable state and regional chapter.
- g. Encourage the participation of state and/or regional chapter members at ANREP National events.