

Association of Natural Resource Extension Professionals

Policies and Procedures Handbook



ANREP Policies and Procedures Handbook

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**Association of Natural Resource Extension
Professionals
Policies and Procedures
Handbook**

CONTENTS

CONTENTS..... 3

GUIDELINES FOR DISTRIBUTION OF ANREP POLICIES AND PROCEDURES HANDBOOK 7

EXECUTIVE COMMITTEE (BOARD) ACTIVITIES 7

 Executive Committee Meetings:..... 7

 Business Meetings: 7

DUTIES OF ASSOCIATION REPRESENTATIVES 7

 President:..... 8

 Past-President:..... 9

 President-Elect:..... 9

 Secretary:..... 10

 Treasurer:..... 11

 Regional Representative:..... 12

 Executive Secretary:..... 13

 NIFA Representative 14

NEW EXECUTIVE COMMITTEE MEMBER ORIENTATION..... 14

GUIDELINES FOR CHAPTER FORMATION 14

 Steps in chapter formation: 14

 State-Affiliated ANREP Chapter Criteria: 15

STATE CHAMPIONS 15

COMMITTEES 16

 Standing committees 17

 Awards: 17

 Communications: 17

 Scholarship:..... 17

 Finance/Audit:..... 17

Membership Committee:..... 17

Professional Development Committee:..... 18

Policy and Procedures:..... 18

Select Committees: 18

 Bylaws: 18

 Strategic Planning and Emerging Issues: 18

RESPONSIBILITIES TO JOINT COUNCIL OF EXTENSION PROFESSIONALS 18

 JCEP Leadership Conference Planning 19

 Public Issues and Leadership Development Conference Planning 19

 Journal of Extension Board: 19

GUIDELINES FOR ANREP CONFERENCES 20

 Site Selection: 20

 Selection of Theme: 20

 Conference Committee:..... 21

 The Program Chair: 21

 Host State Role: 21

 Financial Management: 22

 Disbursement of Profits: 22

 Registration Refund Policy:..... 22

WEBSITE GUIDELINES..... 23

 Webmaster: 23

 Required links: 23

 Review of guidelines: 23

ANREP LIST SERV 23

 Purpose: 24

 Policies: 24

 Monitoring and Enforcement: 24

REQUESTS FOR EXTERNAL FUNDING SUPPORT 25

RISK MANAGEMENT/LIABILITY 26

 Risk Management Checklist: 26

 Board Responsibilities:..... 26

AFFIRMATIVE ACTION POLICY 26

CONFLICT OF INTEREST POLICY 27

WHISTLE BLOWER POLICY.....	28
General:	28
Reporting Responsibility:	28
No Retaliation:	28
Reporting Violations:	29
Compliance Officer:	29
Acting in Good Faith:	29
Confidentiality:.....	29
Handling of Reported Violations:.....	30
DOCUMENT RETENTION AND DESTRUCTION POLICY	30
General:	30
Document Retention:	30
Corporate Records:	30
Accounting and Corporate Tax Records.....	31
Bank Records.....	31
Payroll and Employment Tax Records	31
Employee Records.....	32
Legal, Insurance and Safety Records	32
Electronic Documents and Records:.....	32
Emergency Planning:	32
Document Destruction:.....	33
Compliance:	33
ANREP BUDGET	33
FINANCIAL PLANNING.....	33
FINANCIAL REVIEW	34
GUIDELINES FOR PAYMENT OF ANNUAL DUES	34
GUIDELINES FOR REIMBURSEMENT OF ANREP FUNDS.....	35
ANREP BOARD MEMBER FISCAL RESPONSIBILITY FOR PARTICIPATION IN ANREP- SPONSORED ACTIVITIES	35
ANREP BOARD MEETING EXPENSES	35
GUIDELINES FOR ANREP CONTRACTS.....	36
GUIDELINES FOR SECURING FUNDS.....	36
TRAVEL REIMBURSEMENT POLICY.....	36
GUIDELINES FOR REIMBURSEMENT OF EXPENSES FOR INVITED GUESTS TO ANREP EVENTS.....	37

POLICY REGARDING GIFTS AND SPECIAL RECOGNITION 37

GUIDELINES FOR ANREP INITIATIVES..... 37

APPENDIX 1: ANREP APPLICATION FOR EXTERNAL SPONSORSHIP 39

APPENDIX 2: SAMPLE CONFERENCE RFP 41

 PLANNING COMMITTEE ROLE 41

 HOST STATE ROLE 41

 PROPOSAL REQUIREMENTS..... 42

 HELPFUL INFORMATION 43

 SELECTION CRITERIA 43

 NOTIFICATION 44

 AGREEMENT..... 44

APPENDIX 3: ASSOCIATION HISTORY 46

 Conferences 47

 Past ANREP Presidents:..... 47

APPENDIX 4: ARTICLES OF INCORPORATION OF ASSOCIATION OF NATURAL RESOURCE EXTENSION
PROFESSIONALS 49

APPENDIX 5: ARTICLES OF AMENDMENT OF ASSOCIATION OF NATURAL RESOURCE EXTENSION
PROFESSIONALS, INC. 51

APPENDIX 6: TAX EXEMPT STATUS 52

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 Web site.

The ANREP Policy and Procedures Handbook shall be reviewed and updated annually. The President-Elect will serve as the Policies and Procedures Handbook Committee chair and shall select ANREP members to serve on the committee. The President-Elect will submit updates and revisions to the ANREP President. The Executive Committee ("Board") shall vote annually to approve changes to the Policy and Procedures Manual.

(Approved 11-17-09)

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.

(Approved 11-17-09)

DUTIES OF ASSOCIATION REPRESENTATIVES

ANREP's Executive Committee is a working board. It sets and implements policy that serves our members and builds partnerships with other Extension Professional Associations, related organizations, state Extension organizations and USDA NIFA (previously CSREES). 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 fax 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; edit minutes
- 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
- 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
- Welcome new members and provide descriptions of member benefits
- Distribute information about jobs, conferences, etc. to the membership via the ANREP listserv
- Oversee surveys of the membership and evaluate the results
- Appoint all standing and select committees (other than Policies and Procedures, which is chaired and selected by the President-Elect). 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 liaison, 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
- 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 in the event that 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.
- 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.
- 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 of the duties, responsibilities and performance of the Executive Secretary, Webmaster and any other paid staff.
- Assist in planning JCEP events and trainings.

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 in the event that 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.
- 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 trainings.
- Serve as Chair for annual review of the Policies and Procedures Handbook Review Committee.
- Annual review of the duties, responsibilities and performance of the Executive Secretary, Webmaster and any other paid staff.
- Additional assignments as needed.

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 to at the general membership/business meeting at the next biennial conference for general membership approval.

Duties:

- Participate and document workings of all Board and general membership/business meetings
- Submit Board meeting minutes to Board for approval
- Submit general membership/business meeting minutes to Board and general membership for approval.
- Forward approved minutes to the Executive Secretary for posting. Draft Association correspondence and maintain copies of all correspondence
- 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, comprised 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.
- 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.
- Serve in an advisory role to formation of the Natural Resource Extension Education Foundation.
- 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
- Attend and participate in monthly conference calls
- The representative from the region hosting the conference will serve on the ANREP Conference Planning Committee (Conference Committee)
- Represent and promote ANREP at national conferences and other events
- Solicit, collect and contribute articles for one quarterly newsletter per year, as assigned
- Serve on subcommittees as needed
- 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
- Act as a leader within the region to recruit and retain ANREP members
- Coordinate with and update ANREP state champions on a regular basis
- Coordinate the development of content for the ANREP portion of the JCEP regional meetings
- 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 Office on an annual, rotating schedule as noted in the Whistleblower Policy.
- Serve on other committees as assigned.

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 from ANREP funds for services as agreed. The Board 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.
- Elections Committee (help create and electronically disseminate ballots – create online voting system (see <http://www.surveymonkey.com> for example)
- 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 web, assist with by-law changes, etc.
- Annual Conference – assist with miscellaneous details as requested
- Awards Committee
- Coordinate the monthly Board conference calls –
- Assist committees with utilizing UGA’s conferencing utility.
- Handle necessary correspondence, forward to appropriate individuals or committee heads (President, committee chairs, etc.).
- Collect and deposit checks to banking account (currently in Athens, GA); contact treasurer with additions to bank account.
- Respond to general questions and requests for information concerning ANREP.
- Forward addresses of new members to President for welcome letters, packets, etc.
- File annual business registration with State of Georgia (filed online).
- File annual nonprofit tax paperwork.
- 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.
- Attend biennial ANREP meeting
- 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 list serve protocol
- ANREP Board meeting dates (conference calls)
- Recent ANREP minutes (on Website)
- ANREP budget
- ANREP election process

(Approved 11-17-09)

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.
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 Chapter 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.

(Approved 11-17-10)

STATE CHAMPIONS

The purpose of ANREP state champions is to identify a person in each state who can serve as an ANREP state representative. The state champion is charged with representing ANREP and building and maintaining membership in their state. In those states having a chapter, the elected chapter president shall also serve the role as State Champion.

Duties:

- Understand the goals and mission of ANREP.
- Understand ANREP bylaws related to membership (Article III, section 1).
- Identify and recruit Extension personnel who are potential ANREP members. Provide names and addresses of potential ANREP members to the Membership Committee, so they can be included in ANREP mailings.
- Interact with the Membership Committee Chair(s) and members, Regional ANREP representative, and other ANREP members in state and region.
- Promote ANREP at Extension meetings and conferences.
- Serve as a state contact for Extension workers and administrators who have questions or comments about the purposes and benefits of ANREP.
- Communicate informally with other Extension organizations about ANREP and its desired relationship with those organizations.
- Assess obstacles and opportunities related to ANREP membership maintenance and recruitment within the state and communicate those to the ANREP membership committee.

Qualifications:

- ANREP member in good standing.
- An interest in helping to build and maintain an active ANREP state and national membership.

- An interest in building positive relationships between ANREP and other Extension professional associations and Extension administrators.

Benefits:

- Increased membership and viability of ANREP.
- Higher ANREP member satisfaction.
- National recognition for recruiting ANREP members.

Term length and time commitment:

- Two-year term, renewable by the Board, unless the state champion is also serving as chapter president. If the chapter president is a one-year term, the responsibilities of state champion remain with the annually elected chapter president.
- One-hour orientation at ANREP national conference or one-on-one with ANREP Membership Committee members or Regional Representative.
- One to three days annually spent recruiting ANREP members from your state.

(Approved 11-17-09)

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 considered to be 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.

The Board reviews committee reports and future direction ideas and provides specific charges to each committee, at the Jan or Feb meeting. The Board picks committee liaison (a board member) for each committee. The committee liaison meets with committees and collectively creates an annual work plan for that committee. 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

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.

the Board (secretary) by December 15th of each year.

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

Communications:

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

Scholarship:

- Solicit and review applications for scholarships to biennial ANREP conference
- 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. Develop guidelines for receiving and evaluating requests for scholarship support from ANREP
- Solicit, review, and award scholarships for members to attend other professional development opportunities.
- Make recommendations to the Board

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

Professional Development Committee:

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

(Approved 08-28-12)

Policy and Procedures:

- Chaired by the President-elect
- Annually review existing policy statements and present new policy statements for consideration at the Membership meeting
- Review Policies & Procedures manual annually and recommend changes to the Board

Select Committees:

Bylaws:

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

Strategic Planning and Emerging Issues:

- Review existing strategic plan (<http://www.anrep.org/resources/ANREP%202015-2020%20Strategic%20Plan.pdf>)
- Conduct strategic planning sessions to update and expand the plan
- Identify and define emerging issues
- Collaborate with Membership and Professional Development to identify training opportunities

(Approved 11-17-10)

RESPONSIBILITIES TO JOINT COUNCIL OF EXTENSION PROFESSIONALS

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, Secretary, Treasurer, Handbook Chair, Partnership/Public Issues Chair, or Historian. 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 January and June. ANREP reimburses travel expenses for the President, Past-President and President-Elect to attend these meetings.

(Revised 01-06-16)

In addition, ANREP is required to provide the following support for JCEP activities (see <http://www.jcep.org> for more details).

JCEP Leadership Conference Planning

One of the ANREP representatives to the JCEP board (President, Past-President, or President-Elect) will be appointed by JCEP to this committee.

(Approved 3-16-11)

Public Issues and Leadership Development Conference Planning

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

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

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.

(Approved 11-17-09)

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. Information

on these positions is posted on the ANREP Intranet page in the file "JCEP-JOE Volunteer Info."

(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.

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.

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

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 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
- Which abstracts will be accepted
- How best to advertise the conference
- The form of the published proceedings

The Program Chair:

A Program Chair (or co-chairs) will be appointed by the Board. The Program Chair is responsible for soliciting abstracts, establishing an abstract review committee and developing review criteria, overseeing abstract review, drafting the program, notifying presenters of acceptance, and 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 letter of appreciation to keynote speakers.

Host State Role:

At least two 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:

- 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 Committee
- Publishing the final conference program
- 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 (e.g., webinars as determined by the Conference Committee)

- 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 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.

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 establish a separate 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.

(Approved 7-20-11)

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. In the event that 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:

- Refund requests dated at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
- 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.
- Refund requests dated less than 14 days prior to the event will be NOT be granted.

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

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

Posting materials to the Web site: The Board makes decisions about what to post on the Web site. 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 for posting.

Webmaster:

The Webmaster is selected by the Board and is paid from ANREP funds for services as agreed. The Webmaster is responsible for annual site and domain name registration, management of the site, updating and other Web-related duties as necessary. The 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 Web site.

Review of guidelines:

Website guidelines will be reviewed each year for relevancy.

(Approved 11-17-09)

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 LIST SERV

The ANREP Executive Secretary and Webmaster are responsible for keeping the ANREP listserv up to date. In order to keep its listserv professional, valuable, and useful for all subscribers, ANREP has established policies and procedures.

Purpose:

The ANREP listserv is intended to serve as means to communicate events, news and items of interest to ANREP's members. It is also used, from time to time, as a means to gather our membership's opinions.

Policies:

- Please respect other subscribers of the listserv. Please use this listserv to communicate event information, news and items of interest to all ANREP members. This listserv is not intended as a discussion board or for advertising commercial (for profit) activities without prior Board approval. The listserv is not moderated, and comments made are not reviewed before being sent to all subscribers. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit over the listserv. The listserv is not to 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 on the listserv.
- Do not alter the content or source of a message that has originated from another person's computer with the intent to deceive.
- Please ensure that the messages you post to this list are appropriate for this list. Please do not engage in discussions on whether a topic is appropriate or inappropriate for this list. Such discussions take up valuable space on the listserv and distract subscribers away from more meaningful discussions. If inappropriate postings or violations of the listserv are noticed, subscribers should not inform the entire group, but should bring this information to the attention of the listserv 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 to the listserv. At the end of your messages, attach a standard identifier comprised of a few lines that identify you, your affiliation, and appropriate contact numbers (phone, fax, e-mail addresses). Do not include drawings, pictures, maps, graphics, etc. in the identifier lines since these materials may not be compatible on all systems.
- When asking questions, please request that individuals reply directly to you. After all the replies have been gathered, you may post a summary to the list. When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.
- The listserv 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:

The listserv must be used for natural resources Extension business purposes only and in accordance with ANREP's policies and procedures. ANREP reserves the right to remove members from the listserv for violating this agreement.

REQUESTS FOR EXTERNAL FUNDING SUPPORT

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

The Board shall fund this support by using an annually budgeted amount as match money to leverage investment by its State Chapters, affiliated Student Clubs, and the private sector (corporate and NGO partners).

The Board shall administer this support by adoption and periodic revision of External Funding Guidelines at the pleasure of the Board, and establishment of a standing committee for External Support.

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

The application shall indicate what self-help actions have been taken by the 4-H Event Committee or affiliated Student Club to meet its financial needs. The application shall ask for information that will facilitate Committee success in leveraging ANREP monies to garner investment by partners in the private sector.

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.

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

- 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
- 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
- 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

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, 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).

(Approved 11-17-09)

AFFIRMATIVE ACTION POLICY

It is imperative that the Board review and strengthen efforts to ensure equal access and opportunity in all aspects of the programs and operations of ANREP without regard to race, color, national origin,

gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

To assist in fulfilling the intent of our nondiscrimination affirmative action policy, ANREP shall:

- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and underrepresented individuals that gives emphasis to achieving representation of minorities on committees and other ANREP leadership and decision-making bodies.
- Establish an outreach public notification effort to increase awareness of the Association's program benefits and activities.
- Seek to establish effective communications among State Chapters, the National Association, 1862, 1890 and 1994 land-grant institutions to ensure protection against discrimination.
- Ensure all information released to the public contain no discriminatory language.
- Engage affirmatively in creative strategies to harness the talent and cultural diversity of our membership, for full and meaningful participation in the official business and activities of the Association.
- Strengthen efforts to ensure equal access and opportunity in all aspects of our programs without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Advance the concept of full compliance with and support of nondiscrimination requirements by demonstrating aggressive leadership in those matters related to the improvement of participation by racial/ethnic groups who are underrepresented.
- Motivate the membership to a fuller commitment of "equality."
- Eliminate, insofar as possible, all vestiges of inequality and alienation in programs and processes that will motivate all members to become actively and effectively involved in all aspects of programs and activities.
- Administer Association business and all programs and activities at all levels in such a way that it will not exclude from participation in or deny any member the benefits thereof because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.
- Serve as an advocate and planning resource to assure that programs and activities are meeting the needs and interests of minority members.
- Affect a communication-information system with the Association for the sharing of affirmative action problems of mutual concern that need resolution.

The Board will engage affirmatively in creative strategies to harness the talent and cultural diversity of its membership, for full and meaningful participation in the official business and activities of the organization.

(Approved 11-17-09)

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; or
- 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 POLICY

General:

The Association of Natural Resource Extension Professionals' Code of Ethics and Conduct ("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 member 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 in 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:

- 2018 – Northeast Representative
- 2019 – Western Representative
- 2020 – North-Central Representative
- 2021 – Southern 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.

(Approved 11-17-09)

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 on a regular basis.

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.

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.

(Approved 11-17-09)

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 Exec 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.

(Approved 11-17-09)

FINANCIAL PLANNING

It is essential that the Association remain solvent. In the event that 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). In the event that 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.

(Approved 11-17-09) (Revised 01-06-16)

FINANCIAL REVIEW

An annual internal financial review shall be conducted 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 internet site.

Review Procedures:

- Secure all financial records (unused checks, cancelled checks, bank statements, records, receipts, etc.) for the rev 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 on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
- Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.

(Approved 11-17-09)

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. As of 2015, annual dues are set at \$60. Voting on Association business is limited to those members who have paid their dues.

(Revised 11-17-09)

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 their 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

(Revised 05/04/16)

The Executive Secretary sends out dues notices in January of each year to each member. Those who have not paid receive another notice in March and then in May. All membership benefits will be revoked for those members whose dues have not been paid as of September 15 of the dues year. Their names will be removed from the directory and listserv.

The Treasurer monitors the deposits of dues made by the Executive Secretary and by direct transfer, receives notice of deposits made by the Executive Secretary, and gives notice to the Executive Secretary of deposits received by electronic transfer.

(Approved 11-17-09)

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)

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. A receipt, invoice, or other proper documentation is necessary for payment. After approval by the President, the Treasurer will issue payment. The form is located in Appendices of this Handbook.

(Approved 11-17-09)

ANREP 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. 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.

(Approved 11-17-09)

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, with the exception of the President and Treasurer, who are required to attend the conference and preside over the Membership meeting.

(Approved 11-17-09)

GUIDELINES FOR ANREP CONTRACTS

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

(Approved 11-17-09)

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.

(Approved 11-17-09) (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.

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 of 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 vehicle. 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.

(Revised 01-06-16)

Expenses must be submitted to the ANREP Treasurer via e-mail, fax or U.S. mail using the Travel Reimbursement Request Form found at the ANREP intranet site or as available from the Treasurer. 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 was not available, or when medical or other conditions make sharing a room inappropriate.

(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 TO ANREP EVENTS

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

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

(Approved 11-17-09) (Revised 01-06-16)

POLICY REGARDING GIFTS AND SPECIAL RECOGNITION

The Board traditionally purchases appreciation gifts to be presented to the outgoing Past-President. The value of the gift shall not exceed \$100 and funds shall come from monies so 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 01-06-16)

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 regularly, and no less frequently than once a year, 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 8-24-11)

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:

Web site 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's 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 _____.

(Approved 11-17-09)

APPENDIX 2: SAMPLE CONFERENCE RFP

August XX, 20XX

To: ANREP Members

From: Ima President, ANREP President

Phone: (435) 456-7890

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; and
- The form of the published proceedings

HOST STATE ROLE

At least two 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 to serve 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, www.anrep.org/directory.

- James Henderson and John Kushla – 2018 Conference, Biloxi, MS
- Diana Rashash – 2016 Conference, Burlington, VT
- Bill Frost and Rick Standiford – 2014 Conference, Sacramento, CA
- Susan Moore and Robert Bardon – 2012 Conference, Hendersonville, NC
- Mike Reichenbach and Eleanor Burkett – 2010 Conference, Fairbanks, AK
- David Drake, Scott Craven and Jamie Nack – 2008 Conference, Madison, WI
- Mike Kuhns – 2006 Conference, Park City, UT
- Jim Johnson – 2004 Conference, Wheeling, WV

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.

(Approved 8-28-12)

AGREEMENT

Agreement between Association of Natural Resource Extension Professionals (ANREP) and Forestry and Environmental Outreach Program (FEOP) to Plan and Deliver the 2012 ANREP Conference

March 14, 2011

The Association of Natural Resource Extension Professionals enters into this Agreement with the Forestry and Environmental Outreach Program (FEOP) at North Carolina State University 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. FEOP shall use best efforts to conduct the work indicated in the following Statement of Work, the planning and delivery of the 2012 ANREP Conference, outlined in Attachment A of this agreement.

Period of Performance. The period of performance shall extend from January 1, 2011 to July 31, 2012.

Key Personnel. All of FEOP's work under this Agreement shall be performed by FEOP 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 \$12,000. 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 FEOP'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% (FEOP).

Payment. Payment for Work shall be made upon completion of the conference and all submittal of all necessary receipts and reports. FEOP will deduct expenses as outlined in Attachment B, from the revenue it collects through registration fees, sponsorships, and exhibits, relating directly to the 2012 ANREP Conference.

Reports. FEOP 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 Kanuga Conference Center, or their designated service providers such as caterers or exhibit service companies, FEOP 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 FEOP or ANREP upon 30 days written notice. At such time payment will be due for work performed to date.

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

By signature the respective parties agree to the above. ANREP NCSU-FEOP

Mike Kuhns

Susan E. Moore

Date

Date

NC State University EIN: 56-6000756

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 Geislar, 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 association. 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 ten state affiliate associations: Florida, Georgia, Ohio, New York, Idaho, Michigan, Maine, Arizona, Pennsylvania, and Minnesota.

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 ConferenceCenter, 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

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

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 considered to be 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 National Resource Extension Education Foundation, Incorporated.