

CONSTITUTION AND BYLAWS
OHIO ASSOCIATION OF NATURAL RESOURCE OUTREACH PROFESSIONALS (OHANREP)
July 12, 2011

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

Section 1. Name

The name of this Association shall be the Ohio Association of Natural Resource Outreach Professionals (OHANROP), hereinafter referred to as the “Association.” This organization is a Chapter of the National Association of Natural Resource Extension Professionals, a non-profit organization, hereinafter referred to as ANREP, and shall operate in a manner not inconsistent with the ANREP Constitution and Bylaws.

Section 2. Objectives

- To bring together extension and other professionals and volunteers who work with natural resources to discuss issues, needs and opportunities of mutual interest and to facilitate information sharing.
- To discuss, develop, sponsor, and promote educational and training programs and activities which will advance the practice of natural resource management in Ohio.
- To advance the professional status, public service and interdisciplinary collaboration of Land Grant extension staff in Ohio by encouraging continuing self-improvement in their knowledge, skills, and practices, and a regular sharing of their successes in natural resource education.
- To strengthen communication with Extension Administration in ways that foster the maintenance and improvement of working conditions for extension professionals conducive to a beneficial evolution of the profession and of the University’s efforts to recruit and retain highly-qualified faculty and staff in the future.

Section 3. Membership

There will be two levels of membership: 1) Active and 2) Affiliate.

- Extension Natural Resource professionals and university students are eligible for membership and induction as Active Members at the annual Association business meeting.
- Active members are current dues paying members of the Association.
- Only OSU employees will have voting and office holding privileges, as governed by the National Association.
- Affiliate members are dues paying members of the Association. Affiliate members do not have voting or office holding privileges.
- All OSU employees who are members of the Association shall also be members of the national ANREP. The Board of Directors may revoke membership, for cause, provided the member is allowed a hearing with the Board in a regular meeting.

Section 4. Dues

- The annual membership dues shall be set by the Association Board of Directors with changes approved by the membership, collectible for each calendar year by the Treasurer on or before the date of the preceding annual business meeting.
- Members may be considered for awards, recognition, scholarships, and other programs of the Association if, and only if, annual dues are received by the Treasurer by January 1. Membership shall be revoked for failure to pay membership dues prior to March 1.
- Dues shall be waived for first-year membership of new members who join during the first year of employment.

ARTICLE II – GOVERNING BODY, OFFICERS & DIRECTORS

Section 1. Governing Body

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

- Board of Directors: The officers, the Immediate Past-President and two (2) non-officer Directors elected by the membership of the Association shall constitute the Board of Directors which shall have authority to act for the Association.

Section 2. Officers

- The officers shall be President, President-Elect, Secretary and Treasurer.
- The President-Elect shall automatically move into the office of the President. The following shall be elected at the Annual Meeting in autumn of each year: President-Elect, Secretary and Treasurer. Each shall commence service on the date of their installation.
- The President and President-Elect shall each hold office for a one-year term. Each other officer shall hold office for a two-year term or until a successor is elected and installed. The secretary and treasurer shall have staggered terms with the secretary's term ending in even years and the treasurer's in odd years.

Section 3. Duties of Officers

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

Duties of the President:

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

The President shall perform all duties incident to the Office of the President and such other duties which shall, from time to time, be assigned by the Board of Directors.

Duties of the President-Elect:

1. The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason.
2. The President-Elect shall not be authorized to sign documents unless the Board of Directors specifically gives written authorization to do so.
3. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the Board of Directors.
4. The President-Elect shall be responsible for scheduling the Annual Meeting and notifying the membership of that meeting. The President-Elect may choose to work with an Annual Meeting Committee, to develop the Annual Meeting program.

Duties of the Treasurer:

1. The Treasurer shall collect the annual dues, receive other funds accruing to the Association and shall disburse funds as directed by resolution or an order of the Board of Directors.
2. The Treasurer shall prepare a statement for submission at the Annual Meeting showing receipts and disbursements.
3. The Treasurer shall prepare for approval of the Board of Directors and distribution to the membership, guidelines for the reimbursement of expenses.
4. All expense payments will be approved by the Treasurer in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to ensure sufficient funds.
5. The Treasurer shall have charge and custody for or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever and assure deposit of all moneys in the name of the Association, in such bank or other financial institution as shall be selected by the Board of Directors and in general perform all duties incident to the Office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors.
6. The duties of the Treasurer shall be completed upon submission of all financial accounts, funds and records pertaining to the office to the newly elected Treasurer. The Treasurer may request a formal audit of the financial records of the Association covering the fiscal year ending December 31.

Duties of Secretary:

1. The Secretary shall take, prepare and keep records of all meetings of the general membership and Board of Directors of the Association, or shall be responsible for such action.
2. He/she shall be responsible for distributing minutes of general membership meetings to all Association members.
3. The Secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the Association records; keep a register of the name and address of each member; and tally election results.
4. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and shall be completed before the incoming secretary assumes total responsibilities.

Section 4. Directors:

- Two (2) Directors shall be elected at-large to represent extension professionals of Ohio.
- The two (2) Directors shall be elected for a period of two (2) years, with staggered terms, resulting in election of one (1) of the two Directors each year.

ARTICLE III - MEETINGS

Section 1. Annual Meeting:

- There shall be an annual business meeting of the Association, held at a time and place selected by the Board of Directors, and upon thirty (30) days written or electronic notice to all members of record.
- The purpose of the annual meeting shall be to provide opportunities for professional development of the membership and provide for an annual business meeting.
- Attendance at annual meetings shall be limited to the following: (1) Active, Life, Affiliate and Honorary members of the Association; (2) Such persons engaged in natural resource work in employment of land grant management organizations or professionals as the Association's members may invite; and (3) Such other persons as may be invited by the President with the approval of the Board of Directors.
- The business meeting is that part of the Annual Meeting held to conduct the Association's business. It is an opportunity to review activities and affairs of OHANREP making decisions for the future as attending membership shall choose to make. The Directors are encouraged to prepare and distribute an agenda to the membership indicating the topics and issues they recommend be discussed.

Section 2. Special Meetings:

- Special meetings of the general membership, other than the annual business meeting, may be held at the call of the Board of Directors for purposes designated by the Board of Directors or at the call of the President with the request of five (5) members.
- Special meetings shall be held at a time and place as determined by the Board of Directors. The Secretary shall notify the membership of any Special Meeting of the Association at least fifteen (15) and preferably thirty (30) days prior to the meeting. Notice shall include an agenda of the meeting.
- Conducting Special Meetings via email, conference call or other telecommunications is acceptable when feasible and applicable. The quorum rule for an email meeting will be determined by replies received in response to the issue posed including abstentions.

Section 3. Meetings of the Board of Directors:

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

Section 4. Meeting Minutes:

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

Section 5. Quorum:

- One-fourth of the membership shall constitute a quorum at any Association Annual, Special or Business meeting.
- A quorum for meetings of the Board of Directors shall consist of a majority of the members of the Board.
- One-third of the members of any standing or select committee shall constitute a quorum at that committee meeting.

Section 6. Voting:

- Voting at Annual, Business and Special Meetings shall be limited to Active and Life members of the Association in good standing (paid-up dues). Proxy or absentee votes will not be recognized.
- Any question or issue other than an amendment to the Bylaws shall be determined by a simple majority vote of the quorum present.
- The Board of Directors may elect to submit any question by mail, email or fax to the membership. Except for amendments to the Bylaws (Article X) or policy statements (Article IX), votes on such questions shall be returned within thirty (30) days of the submission of the question to the entire membership.

Section 7. Order of Business:

The Association's Annual Business Meeting shall include:

1. Call to order by Presiding Office
2. Reading and Disposal of Minutes of previous Meeting
3. Reports of Officers
4. Unfinished Business
5. New Business
6. Adjournment

ARTICLE IV - LIAISON WITH OTHER ASSOCIATIONS

Section 1. Delegates to ANREP:

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

Section 2. Representation to the Ohio Association of Extension Professionals (OAEP):

The President shall serve as the official OHANREP representative to OAEP. In the event that the President cannot attend an OAEP meeting, the President may appoint a designee from amongst current Board of Directors to attend in the President's place.

ARTICLE V - ELECTIONS

Section 1. Nomination Procedure for Officers:

- The President shall appoint a Nominating Committee, to nominate candidates for the elected officers and directors of the Association.
- The Nominating Committee shall select a slate of candidates, at least one for each office to be filled, after soliciting nominations from the membership.
- The Nominating Committee shall report a slate of candidates at least thirty (30) days prior to the annual business meeting to the Secretary.
- Persons nominated for election must be members of the Association.
- The Committee shall certify that all nominations presented were valid, and that all nominees are willing to accept the office if elected.

Section 2. Elections:

- Elections of Officers and Directors shall be by vote of the entire membership by the voting ballots distributed by the Nominating Committee via mail, email or fax.
- Each member shall be privileged to cast one vote for each elective Office and Director position.

Section 3. Installation:

Officers and newly elected Directors shall be installed in office with the commencement of the new fiscal year.

Section 4. Terms:

The terms of office for all members of the Board of Directors shall commence upon installation and continue until a replacement has been elected.

Section 5. Vacancies:

The President-Elect shall serve in the absence or disability of the President.

- In the event of a vacancy in the office of President, the President-Elect shall assume the duties of the President and the office of the President-Elect shall be filled by appointment by the Board of Directors. Both shall hold their respective offices until installation of officers at the next election.
- Vacancies in any other Office or Director position shall be filled by appointment of the Board of Directors. Such appointees shall hold office until the next election or until expiration of the current term of office.

- The appointed replacement shall be eligible to run for a full term in that office or position at the time of the next regular election for it.

Section 6. Re-election:

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

ARTICLE VI - FINANCIAL AFFAIRS

Section 1. Depositories:

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

Section 2. Withdrawal of Funds:

The President and the Treasurer must approve the withdrawal of any funds from the Association's account either by email or in writing.

Section 3. Payment of Expense Accounts:

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

Section 4. Fiscal Year:

The fiscal year of the Association shall begin on January 1 and end on December 31.

ARTICLE VII - POLICY STATEMENTS

Section 1. Definition:

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

Section 2. Procedures:

Policy statements may be proposed at any time and submitted to the President in writing. The President shall present each proposed policy statement to the Board of Directors. The Board, if it approves, shall submit the statement to the membership by mail, email or fax for adoption or rejection. Otherwise, a petition signed by ten members shall require a vote by the membership. Upon receipt of the affirmative vote of at least two-thirds of the membership responding, the policy statement shall be declared adopted, and the membership so notified. For policy statements received within sixty (60) days prior to the Annual Meeting, the Board may elect to discuss the statements during the Annual Meeting, prior to distributing the ballot for adoption or rejection.

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

The Board of Directors shall annually review existing policy statements and may themselves develop and present new policy statements for consideration at the Annual Meeting. New and/or proposed policy statements will normally be in the form of resolutions and will be documented in the minutes.

ARTICLE VIII - BYLAWS ADOPTION AND AMENDMENT

Section 1. Adoption of Bylaws:

The initial adoption of these Bylaws shall be by majority vote. Proposed OHANREP Bylaws will be presented electronically with email notice given to all current ANREP members in Ohio. Those who meet the requirements for Active Membership in OHANREP as defined by the Bylaws, and who pledge in good faith to join the OHANREP by April 1, 2005 will be eligible to cast a vote. The notice on Bylaws adoption will be prepared and distributed via email to form a State Chapter of ANREP in Ohio.

Section 2. Amendment of Bylaws:

Once adopted, the Bylaws of this Association shall be amended by a two-thirds majority vote of the members in attendance at the annual meeting when a quorum is present.

Alternatively, the Bylaws of this Association shall be amended by a two-thirds majority vote of members submitting a ballot distributed by mail, email or fax including abstentions. This ballot shall include a copy of the proposed amendment and the portion of the Bylaws that are affected. Ballots must be mailed, emailed or faxed to all members at least thirty (30) days in advance of the close of balloting.

Section 3. Notification of Membership:

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

Section 4. Effective Date:

Amendments shall include an effective date.

ARTICLE VIII - DISSOLUTION OF CHAPTER

Section 1. Dissolution:

The Association shall continue to function until it officially is voted out of existence by a two-thirds (2/3) majority of the membership. All remaining unspent funds will be donated to The Ohio State University, School of Environment & Natural Resources for student scholarships should dissolution occur.

END OF CONSTITUTION & BYLAWS

THE FOREGOING CONSITUTION AND BYLAWS ARE HEREBY ADOPTED:

July 12, 2011

Board of Directors

President – Joe Bonnell, Program Director, Watershed Management

Past President – Eugene Braig

President Elect – Bill Lynch, Program Specialist, Aquatics

Secretary – Marne Titchenell, Extension Program Specialist, Wildlife

Treasurer – Robert McCall, Extension Educator, AGNR

Director – Jim Hoorman, Extension Educator, AGNR

Director – Clare Thorne, Extension Program Assistant, Horticulture