

BY-LAWS

Of

Michigan State University Extension Community and Natural Resources Development Association “CNRDA”

Adopted January 10, 2002

[Annotation: Amended, November 3, 2004; October 12, 2005; March 15, 2006]

ARTICLE 1

National Affiliation

The Michigan State University Extension Community and Natural Resources Development Association is a state affiliate of the Association of Natural Resource Extension Professionals (ANREP) and The National Association of Community Development Extension Professionals (NACDEP)

ARTICLE II

Elections of Board of Directors

The procedure in the election of the Board of Directors shall be as follows:

1. The board of director members representing regions (and campus) shall be elected by the CNRDA members in each of their respective Extension Regions.

The two board of director members representing Area of Expertise teams shall be elected by Area of Expertise team co-chairs.

The Area of Expertise teams are those teams which are considered within the Community and Economic Development and Natural Resource program areas of Extension.

2. The president shall appoint a four member nominating committee at least two months prior to the annual meeting. The committee shall consist of the president and three board of director members.
3. The nominating committee shall meet or communicate prior to the annual meeting and shall nominate candidates for each board of director seat up for election.

4. An anonymous ballot shall be prepared by the nominating committee, with candidates for each office, to be presented to the membership at the annual meeting. Space for nominations from the floor shall be included for each office. Voting shall take place after nominations for all offices are complete and nominations declared closed.
5. The winner is the individual who receives the most votes for a seat. If a tie then the elected member shall be determined by a random draw.
6. The nominating committee shall tally the ballots and announce the new board members at the annual meeting.
7. Directors shall take office November 1st following the annual meeting of the Association and shall serve for three-year staggered terms.
8. Vacancies occurring on the board of directors shall be filled by appointment by the remaining board of director members.
9. When directors fail to attend two consecutive directors meetings, without being properly excused, the director's seat may be declared vacant by the executive committee.

ARTICLE III

Duties of Board Member

1. To represent their own region or campus, or the Areas of Expertise to which the board member is elected to represent, at all meetings of board of directors.
2. To outline the general policies of the Association.
3. To determine a program of activities for the Association for the year and recommend such committees as are necessary for the completion of such a program.
4. To hold an organizational meeting of old and new directors and officers immediately following the annual meeting.

ARTICLE IV

Elections of Officers

1. During the annual Extension Conference the newly constituted board of directors shall meet and

elect its officers. Each officer shall be a member of the board of directors. The current vice president shall become the president. The current president shall become past president. Any board member is eligible for nomination to be secretary and treasurer. Only those board members starting their first or second year of their three-year term of office is eligible for nomination to be vice president.

[Annotation: Article III §1 changed by amendment at the November 3, 2003 Board Meeting, effective November 3, 2004.]

2. Nominees receiving a majority vote of the members present and voting shall be declared elected.
3. Officers shall assume their duties November 1, following their election.
4. Should one of the duly elected officers resign or leave office for any reason, the vacancy shall be filled by the board, except in the case of the president, the vice-president would fill the unexpired term and the board shall elect a new vice president.

ARTICLE V

Duties and Responsibilities of the Officers of the Association

Sec. 1 - The President Shall:

1. Preside at all meetings of the executive committee, the board of directors and the membership body and issue calls for the same.
2. Inspire leadership and represent the Association as the situation demands (When meeting with MSUE administration on CNRDA business, he/she shall see that the vice-president is also in attendance to provide continuity of policy).
3. Shall be empowered to appoint all committees.
4. Be an ex-officio member of all such committees.
5. Be empowered to fill all committee vacancies by appointment.
6. Nominate agents to National Association committees.
7. Initiate unusual and special correspondence with the knowledge of the secretary, such as congratulatory letters, letters of recommendation, etc.
8. Be responsible for the State reports.
9. Be responsible for official representation of CNRDA where appropriate.

Sec. 2- The Vice-President Shall:

1. In the absence of the president, the vice-president shall assume the duties of the same.

2. Shall be responsible for collecting committee reports for the annual meeting (45 days prior to the annual meeting.)
3. Shall be responsible for the historical records.

Sec. 3 - Duties of the Secretary:

1. To keep an accurate record of the proceedings of all meetings of the Association, the executive committee and the board of directors.
2. Carry on the necessary correspondence of the Association.
3. To initiate and prepare progress reports from the board of directors and executive committee to the membership under the name of the president, vice-president, secretary and treasurer.
4. Send copies of the minutes of the board of directors meetings to board members and all active past presidents.
5. Send official notice of annual meetings to all members, including, all retirees in good standing.
6. Keep a list of state officers and directors up to date and properly inform the National Association.

Sec. 4 - Duties of Treasurer:

1. Be custodian of the funds. Pay all bills and prepare a financial statement for board of director meetings and membership meetings.
2. Initiate the collection of dues by sending invoices on or about December 1 with dues being paid by January 31 of each year, except for the first collection of dues after this association has been formed.
3. Maintain an up to date list of paid members with address, phone, email and other information deemed necessary.
4. Secure personal surety bond as required.
5. The books of the treasurer shall be audited at the ending of term or office by an auditing committee appointed by the president, and the report of the committee shall be made to the membership at any meeting close to the end of the fiscal year.
6. Upon completion of his term of office shall turn over all records and funds of the Association to his/her successor within 10 days.

Sec. 5 - Duties of Past President

1. Contact newly employed personnel of MSU Extension and inform them about the Association and invite them into the Association.
2. Be responsible for maintaining a record of Association policy as adopted and executed by the Association.
3. Shall be the educational coordinator of the by-laws and constitution of the Association.

4. Chair the policy committee.
5. If not a member of the board of directors, shall be an ex-official member of the board of directors.

Sec. 6. - Duties of the Executive Committee.

1. The executive committee, as created in the constitution of this Association, shall be responsible for conducting the business of the Association in accordance with the policy and agenda set forth by the members and board of directors at their annual meeting.

ARTICLE VI

Dues and Membership

1. Dues of the Association shall be determined by the Board of Directors from time to time. The association will create a voucher that allows association members to indicate which memberships (state and national – ANREP or NACDEP) they wish to join and the association will collect and pay the national professional organizations their membership fees from state members. Members may pay national dues to either Association of Natural Resource Extension Professionals (ANREP) or National Association of Community Development Extension Professionals (NACDEP), or members may join both national organizations by paying both national membership dues². Professional members of other MSU Extension Associations may become members of this association by paying dues.
3. Billing of dues will be handled by the treasurer and are payable to him/her no later than January 31.
4. All members shall pay dues, except that new MSU Extension staff that work in the Community and Economic Development and Natural Resource program areas of Extension are to be invited to the annual meeting in the fall and shall be offered a complementary one year membership for the next fiscal year.

[Annotation: Article V §4 added by amendment at the August 17, 2004 Board Meeting, effective August 17, 2004.]

5. Active Members:

a. State and National members. State and National dues paid members may vote, hold elected or appointed positions, and apply for scholarships at both levels.

b. State-Only Members. State-Only membership in the Association is available without joining a national organization. While eligible to participate fully within the State Association; these members are not eligible to serve as a state officer, hold national elected or appointed positions, apply for national scholarships and awards, or vote at the national level. They will not receive any national newsletter.

c. Life Members: Life Members must have retired from the Cooperative Extension Service having held an appointment and/or had responsibilities in natural resources or community and economic development. Life Members have all the rights and privileges of Active Members. If a Life Member returns to active employment status, he/she will be required to pay dues as an active member until retirement status is resumed. Life Member status would be reinstated without additional payment when Extension employment returns to retirement status.

ARTICLE VII

Fiscal Year

1. The fiscal year shall date from November 1 to October 31.

ARTICLE VIII

Special Meetings

1. Special meetings of the membership of the Association or board of directors may be called by the president. The membership or the board of directors must be notified 20 days ahead of the meeting.

Article IX

Order of Business

1. The order of business at all Association meetings shall be determined by an agenda approved by the membership at the meeting.

ARTICLE X

Quorum

1. A quorum sufficient for the transaction of business by the membership at any meeting shall be a majority of those present at the meeting. A quorum sufficient for the transaction of ordinary business by the Board of Directors shall be four (4) members of the board of directors. Nothing herein shall prohibit meetings by telephone, virtual meetings by email or electronic forum, teleconferencing or other means, so long as at least four board of director members are actively participating.

ARTICLE XI

Amendments

1. Amendments to the constitution shall be presented to the membership no later than 30 days prior to annual or special meeting of the membership. Any changes must receive a majority of votes cast by members present.
2. Amendments to these by laws shall be presented to the members of the board of directors at a face-to-face meeting. Any changes must receive a majority of votes cast by the members present, or a total of four (4) votes, which ever is greater.

ARTICLE XII

Policy Committee

1. The Policy Committee shall consist of the active past presidents with the immediate past president as presiding chairperson. The board of directors shall determine items of policy to be followed by the association, but shall refer any proposed changes or adoption of any new polices to the said committee for their recommendation before adoption.

These by-laws adopted at the CNRDA board of directors meeting January 10, 2002.