



**Bylaws of the  
Center for Natural Resource Economics & Policy**

**Approved May 3, 2005**

**GENERAL**

- I. Name:** The organization shall be known as: *Center for Natural Resource Economics & Policy* (CNREP).
- II. Description:** CNREP is a cooperative of social scientists and policy professionals engaged in research and extension programs that contribute to the management and sustainability of natural resources.
- III. Mission Statement:** The mission of CNREP is to foster the interaction of economic, social, and policy professionals to address natural resource and environmental problems.

**MEMBERSHIP**

- IV. Affiliate Membership:** “Affiliate Membership” in CNREP is dynamic, project-dependent, and open to any social science or policy professional who maintains an active research and/or extension program related to natural resource economics and/or policy.

Written nominations for membership as an Affiliate Member in CNREP shall be accepted by the Executive Committee no later than 30 days prior to the Annual Meeting for consideration within a given year. Each nomination will be sponsored by 2 Full Members. Upon review of nominations, recommendations for Affiliate Member status will be made by the Executive Committee to the voting membership and all nominations will be approved or rejected by majority vote at the Annual Meeting.

Affiliate Members may participate in all regular CNREP meetings but do not have voting privileges. Affiliate Members will be restricted from holding positions within the CNREP Executive Council. Affiliate Members will be reviewed at the Annual Meeting after the anniversary of their second year of official membership and every two years thereafter. At that time, Affiliate Membership may be renewed or cancelled by a majority decision of the voting membership.

- V. Full Membership:** “Full Membership” status is automatically granted to those individuals active in CNREP prior to May 3, 2005. Future applications for Full Membership will be open only to those Affiliate Members who have actively participated in CNREP for a minimum of two years. Written letters of application for membership as a Full Member shall be accepted by the Executive Committee no later than 30 days prior to the Annual Meeting for consideration within

given calendar year. Full Membership will be reserved for those candidates who have acquired a terminal graduate degree in their particular field of study.

Upon review of nominations, recommendations for Full Member status will be made by the Executive Committee to the voting membership and all nominations will be approved or rejected by majority vote at the Annual Meeting. Renewal of Full Members status will be voted on every 5 years.

## ADMINISTRATION

### **VI. Structure and Elections:** Pursuant to the Louisiana Board of Regents Guidelines for Proposed New Centers, Institutes, and Other Similar Academic/Research Units,

“The primary purpose of a center is to conduct research, but closely related academic or public service activities may also be included. [A center] typically resides within an existing academic unit (College, Department, etc.) and reports to the head of that unit ...”

CNREP, having been established in the Department of Agricultural Economics and Agribusiness in the Louisiana Agricultural Center, shall be governed by an Executive Committee and a Board of Directors that reports to the Head of the Department of Agricultural Economics and Agribusiness. The Executive Committee shall consist of a Director, a Deputy Director, and a Secretary-Treasurer. The Director and 1 other member of the Executive Committee shall be faculty of Louisiana State University.

The Board of Directors shall consist of 5 members: the CNREP Director and 4 Full Members, one of which will be designated as Chairman. The Chairman and 2 other members of the Board shall be faculty of Louisiana State University.

Elections for administrative posts on the Executive Committee will be held at the Annual Meeting in odd-numbered years. Elections for two of the members of the Board of Directors shall be held at the Annual Meeting on odd-numbered years. Elections for the remaining three members of the Board of Directors shall be held at the Annual Meeting on even-numbered years. The term of office for all elected officers will be two years. Consecutive terms on the Executive Committee or Board of Directors will be permissible, but will require a two-thirds majority of the voting members present.

### **VII. Executive Committee Responsibilities:** The Executive Committee is tasked with collecting membership nominations and making membership recommendations to the voting membership at the Annual Meeting. The Executive Committee is authorized to publicly represent CNREP. The Executive committee will have authority to make aggregate annual expenditures of \$750 or less in support of official CNREP business - provided that these expenditures are approved by at least 2 of the 3 members of the Executive Committee. Any amount of annual expenditures by the Executive Committee in excess of the \$750 per year shall require notification and approval by the Board of Directors

### **VIII. Director’s Responsibilities:** The Director of CNREP will be responsible for 1) communicating and updating the Executive Committee and Board of Directors on all CNREP correspondence, internal decisions, and small-scale expenditures; 2) coordinating all long-term programmatic funding requests (institutional and foundation); 3) tracking, compiling, and reporting on all short-term requests (sponsored grants) and productivity; 4) working with the Board of Directors to

develop and fulfill planning goals for the five-year horizon concurrent with his/her current appointment as Director; 5) acting as primary CNREP spokesperson at all local, state, and national meetings; 6) assisting in the development of media coverage, press releases, brochures, and websites; 7) calling all regular and special meetings; 8) and serving as a parliamentarian at all meetings, and assuring the courteous professional exchange of views.

The Director should at all times serve as a neutral moderator. The Director shall call for votes and employ parliamentary procedure if necessary, but shall seek consensus whenever possible. The Director shall announce each meeting of CNREP no less than 72 hours prior to the meeting. Meeting agendas shall be e-mailed to the Membership 48 hours prior to meetings.

- IX. Deputy-Director's Responsibilities:** The primary duty of the Deputy Director is to work in conjunction with the Director on all matters regarding CNREP administration. The Deputy Director will serve as an Acting Director anytime that the Director is unable to attend a specific meetings or events. If at anytime the position of Director should become vacant, the position shall be filled by the Deputy Director until the next regularly scheduled election of the Executive Committee.
- X. Secretary-Treasurer's Responsibilities:** The Secretary Treasurer will work with the Director to coordinate the financial aspects of CNREP, including the tracking of all revenues and expenditures. The Secretary Treasurer will submit a comprehensive financial report at the Annual Meeting and periodic financial updates as needed at regular meetings. The Secretary Treasurer will be responsible for keeping the minutes of each meeting.
- XI. Board of Directors Responsibilities:** The Board of Directors shall meet at least once annually, preferably at the Annual Meeting. The Board may also meet as needed on the request of any two Board members. The Board of Directors shall take the lead role in the development of a 5-year Strategic Plan for CNREP. In odd-numbered years, the Chairman of the Board shall present an update on the Strategic Plan to the CNREP membership. The Chairman shall preside over all over all Board meetings.
- XII. Special (Ad Hoc) Committees:** The Director shall appoint Committee Chairmen as needed for specific initiatives. Each Committee Chairman may then select other members to serve on the committee and forward those names to membership. Committee chairman may be either Affiliate Members or Full Members.
- XIII. Annual Meeting:** CNREP shall hold an Annual Meeting for the consideration of membership nominations, administrative elections and strategic planning.
- XIV. Quorums:** The following quorums shall be required for CNREP voting. Membership applications, Strategic Plan Approval, Administrative Elections, and any other voting will require the presence of 50% of the voting members. Decisions of the Board of directors will require a quorum of the Chairman plus 2 Board members. Decisions of the Executive Committee will require a quorum of the Director plus one additional member of the Executive Committee.
- XV. Amendments:** Amendments to these bylaws will require a 2/3 majority of the present voting membership. Notifications of intent to amend the bylaws will be submitted to the membership a minimum of 72 hours prior to the meeting.