

North Carolina Agritourism Networking Association

BYLAWS

Article I - Purpose and Definition

Purpose: The North Carolina Agritourism Networking Association (hereinafter “NC ANA” or “Association”) shall serve as a statewide proactive advocate for agritourism venues and shall act as a liaison between and among state-level organizations, field organizations, nonprofits and rural landowners to support and facilitate agritourism.

Definition: Agritourism farms, ranches, wineries or vineyards and farm direct marketers are defined as value-added agricultural venues that provide pleasure as well as recreation, information, education or other agriculturally-oriented experiences or services. Visitors may or may not pay admission or a fee to participate in and/or purchase an agricultural product or activity. This definition shall be used to define the category of applicants for membership.

Article II - Principal Office and Executive Director

The Association may have such offices within the State of North Carolina as the business of the Association may require from time to time. Correspondence will be mailed to “NC ANA, Agritourism Office, 1020 Mail Service Center, Raleigh NC 27699-1020.” The manager of the Agritourism Office in the Department of Agriculture and Consumer Services shall serve as Executive Director of the Association at the pleasure of the Executive Board.

Article III - Membership

1. Annual membership shall be automatically extended to any person, institution, organization, agency, or business interested in home or farm-based business or related business (irrespective of race, color, national origin, religion, sex, age, or disability) that pays dues to the Association in the appropriate category and amount.
2. Membership may be denied or revoked at the discretion of the Board if the applicant does not in good faith represent agritourism interests.
3. Classification of membership shall include voting members (active) and non-voting members (sponsoring and junior) members as follows:
 - a. Active Member: Farmers currently operating or aspiring to operate an agritourism or direct marketing operation and paying such active member dues shall have voting rights and may serve as an officer or district representative. Extension agents who are agritourism farmers may choose to become active members or elect to remain the Sponsor category. There will be one vote per farm.
 - b. Junior Member: Individuals or youth organizations, enrolled in senior high school or college-age, aspiring to operate agritourism or direct marketing operations or who have interest in educational opportunities. Junior members shall not have voting rights.
 - c. Sponsor Member: Individuals, organizations, and/or firms whose activities or programs are pertinent to the affairs of the Association and who are interested in agritourism. Examples: farmers, extension agents, hotels, farm stores, restaurants, local rural craftspersons, farm agencies, rural lending institutions, Chambers of Commerce or Visitors Bureaus, economic developers, state or local agency tourism professionals and others interested in rural tourism. Sponsor members shall not have voting rights except as District Directors if elected as one of two District Directors.
 - d. Century Farm Members: Century Farms are recognized and honored as active members.

4. The secretary will keep a record of membership and membership will be for a period of one year or the remainder of the calendar year in which the dues were paid. The membership year will be based on the calendar year, January-December.

Article IV – Dues and Other Expenses

1. Annual membership fees for Active, Sponsor, Junior and Five and Ten Year memberships will be decided annually by a majority vote of the Board of Directors and will be communicated to membership by December of the year preceding the change for the next year.
2. Membership applications for the next year will reflect any dues change and will be posted on the appropriate website before December 31 of the year preceding the year in which the new changes are made. Membership applications reflecting dues which are different will not be accepted and the renewing/new member will be notified of the dues which are then current.
3. All membership fees will be collected on a calendar year basis, and are due by February 28 of that year.
4. Dues received on or after October 15 of the year in which membership begins/is renewed will be prorated for the coming year.
5. Registration for Board members is waived for annual meetings and district workshops.
6. The Board may by vote extend stipends to reimburse members to attend out-of-state agritourism meetings or other such meetings that will benefit the membership. Reports of meetings as well as receipts for lodging and food will be sent in writing to the Treasurer following the meetings. The Board will decide on a case-by-case situation the amount of money to be expensed for the stipends. The stipends will be sent to members after they attend the meetings and provide the requested information mentioned above.
7. The Board will offer scholarships for ANA members showing financial need through an application process to attend the ANA Annual Conference. The number and dollar amount of scholarships awarded will be determined by the Board.

Article V - Executive Board and Officers

1. The officers, district directors, executive director and immediate past president shall make up the Executive Board (hereinafter “Board”).
2. Officers and district directors shall be members of the Association and shall be elected at the annual meeting by majority vote of the membership present.
3. Each officer and district director shall be elected for a one-year term.
4. In the event that it is known by the President and/or Executive Director that a quorum will not be present at an announced Board meeting, a member notifying the President or Executive Director of his/her inability to attend the meeting will be allowed to give his/her proxy to the President or another Board member expected to attend. That member may vote the excused member’s proxy. Board members awarding their proxies must do so by Noon of the day of the Board meeting and will be considered “voting” members. Board members not notifying the President or Executive Director of their absence shall not be counted as part of the quorum needed to vote on issues arising at the Board meeting. Board members may be polled by the President or Executive Director via phone or email when a Board voting matter arises and no board meeting is called by a Board member or the President. Actions may be voted upon by the Board by a majority of voting members.
5. No officer or district director may hold the same office for more than two consecutive terms.

6. Active and Sponsor members may serve on the Board and have voting rights.
7. One of two District Director positions may be filled by members in the Sponsor category, and Sponsor members may not be elected as officers.
8. The Executive Director shall attend all Board and regular meetings.
9. If a Board vacancy occurs, the officers may appoint a member to complete the term.
10. A special election to fill a vacated seat may be held by proper notice to members, including by electronic mail, or by US mail for those members not having electronic mail access, with the election by majority response.
11. All Board meetings are open.

The Executive Board shall have the following duties:

1. The Executive Board shall manage business and affairs of the Association.
2. The Executive Board shall manage business as directed by the membership.
3. The Executive Board works at the behest of the membership and is accountable to the membership.
4. Appoint a nominating committee in November of the year preceding the next annual meeting of four members from the current Board who are ineligible to remain in office and/or other interested members to recruit and present a slate of officers for vote by the membership at the annual meeting for election for that business year.
5. Encourage District Directors to recruit members from their respective districts to serve as District Directors on the Board each year if the current District Directors' terms are concluded at two years, or unless the current District Director desires to serve a second year.
6. Encourage the election of two District Directors in each District.

The President shall be an Active member and have the following duties:

1. Preside at all meetings of the membership and at all meetings of the Board.
2. Hold at least one Board meeting during the year between annual meetings.
3. Sign as necessary all such bills, checks and contracts of the Association.
4. Report to the members at regular meetings on items of interest or of concern.
5. Submit a report of operation of the Association to the membership at the annual meeting.
6. Appoint an Active member to serve as Parliamentarian at the pleasure of the President.
7. Appoint necessary committees.
8. Such other duties as a majority of the Board shall deem necessary.

The Vice President shall be an Active member and have the following duties.

1. Assist the president in the management of the business of the Association.
2. In absence of the president, preside at meetings.
3. Such other duties as a majority of the Board shall deem necessary.
4. Call a Board meeting in an emergency or urgent situation when the President is unable or unwilling to do so.

The Treasurer shall be an Active member and have the following duties:

1. Regularly prepare or review records of all income and disbursements with supporting documentation to insure such records are maintained correctly and adequately.
2. Deposit all money and other valuables in the name and to the credit of the Association in such banks, trust companies, or other depositories as the Board may select.
3. Sign as necessary all such bills, checks, contracts associated with Association's business.
4. Such other duties as a majority of the Board shall deem necessary.

5. Make reports to the Association at such times as the Board directs.
6. Insure an annual formal or informal audit as requested by the Board. An informal audit may be performed by a committee consisting of an auditor or public accountant and two (2) disinterested active members. The informal audit shall include at least 1) a balance sheet, 2) an operating statement, and 3) a statement showing the amount of capital, if any, furnished by the members during the period under review. A formal audit, if requested by a majority of the Board, shall be performed by an independent Certified Public Accountant.

The Secretary shall be an Active member and have the following duties:

1. Keep accurate records of the Association membership.
2. Record and maintain the minutes of the Association. The minutes of all meetings shall be filed after approval at the next regular meeting of the Association.
3. Send all notices to membership required by the bylaws at least ten (10) days before business meetings by US mail and/or by electronic mail.
4. Be the custodian of the Association membership and other necessary written records.
5. Distribute the minutes of the previous meeting to membership in a timely manner following such meeting.
6. Keep an archival history of the Association in an appropriate manner through minutes or other recorded business.
7. Such other duties as a majority of the Board shall deem necessary

The Executive Director shall assist the Board of Directors as needed and requested and shall be a non-voting member of the Board. The Executive Director shall be custodian of certain records as requested by the Board.

The Parliamentarian shall assist the officers and members to conduct the business of meetings according to the latest edition of Robert's Rules of Order and shall be a non-voting member of the Executive Board. The Parliamentarian will serve at the pleasure of the President.

District Directors

1. Serve as liaisons between the Association and the counties in their districts.
2. Recruit agritourism operations in their counties for membership and participation
3. Lead county-specific activities relative to the mission of the Association.
4. Report at annual and/or other meetings and events as to activities and/or concerns of their represented counties and/or districts.
5. Work with local Cooperative Extension agents to promote workshops for education, information and training in their respective districts, assisted by other members of the Association.
6. If there are no Active members available for nomination and election to a district director seat, the seat shall remain vacant until such time as an Active member joins and agrees to serve in that position. An extension agent who is a Sponsor member or other Sponsor member from that district may become an ex-officio member of the Board to represent the interests of that district. This person may be selected or elected from among that district's membership by appropriate methods.
7. May request the president to call Board meetings to discuss such business that may arise which affects the organization as a whole.

All Active members in each district shall be entitled to elect one (1) or two (2) district directors from that district who will serve on the Executive Board. Districts are delineated geographically to match the six (6) Cooperative Extension districts in North Carolina.

Article VI - Meetings of Members

No actions or votes of the Association shall be valid unless a quorum is present which shall be a majority of members present. Meetings shall be annual and as otherwise determined by the Executive Board.

1. The annual meeting of the membership will be held as soon after the first of the next year as practical. It shall include the installation of elected officers, reports of the affairs of the NC ANA and any other business that may be properly brought before the membership.
2. Special meetings of the association for any purpose may be called by the president or by a vote of the majority of the Board. Notice of such a meeting shall be given in such a manner that all members shall receive notice prior to the meeting (see Secretary, item # 3). Business transacted at any special meeting shall be limited to the purpose stated in the notice and requires a quorum that shall be a majority of members present.
3. Meetings shall be conducted according to the latest edition or Robert's Rules of Order.

Article VIII - Amendment of Bylaws

1. Proposed changes to the bylaws requires a two (2) week prior notice before an annual or special meeting, and the adoption of any amendments shall be by a simple majority vote of the membership responding as required by the bylaws. Members may be polled.
2. A majority of the Executive Board may propose bylaws amendments based on any issue of an emergency nature, and the membership may be polled electronically and/or by US mail. Adoption of such changes shall be by majority vote of the membership.

Recommended for approval to the full membership this 18th day of February, 2011.

President: _____
Andrew Gillis, Gillis Hill Farm

Secretary: _____
Gwen Stowe, Stowe Dairy Farms

Vice President: _____
Vicki Sundberg, SundMist Pastures

Treasurer: _____
Tami Thompson, Lazy O Farm

First Amended January 19, 2007
Second Amendments February 1, 2008
Third Amendments February 19, 2010
Fourth Amendments February 18, 2011

(Note from Martha Glass: This is from our Agritourism Networking Association By-laws)

Job Description for ANA District Directors

ANA Bylaws

Article V - District Directors: Term – One year with opportunity to serve second year

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11. Report at annual and/or other meetings and events as to activities and/or concerns of their represented counties and/or districts.
12. Work with local Cooperative Extension agents to promote workshops for education, information and training in their respective districts, assisted by other members of the Association.
13. If there are no Active members available for nomination and election to a district director seat, the seat shall remain vacant until such time as an Active member joins and agrees to serve in that position. An extension agent who is a Sponsor member or other Sponsor member from that district may become an ex-officio member of the Board to represent the interests of that district. This person may be selected or elected from among that district's membership by appropriate methods.
14. May request the president to call Board meetings to discuss such business that may arise which affects the organization as a whole.

Other responsibilities not specifically stated in the Bylaws:

1. Represent the ANA locally and at any other appropriate meeting.
2. Assist the Executive Director at annual conference and spring workshops:
 - a. Serve as session facilitators or moderators at Annual Winter Conference
 - b. Serve as mentor to new district director
 - c. Assist with arrangements at Annual Conference, i.e. organizing reception, helping with registration, etc.
 - d. Assist in finding caterer or arrange for dinner if practical and logical
 - e. Work with facility chosen for workshop if needed
 - f. Help plan program by suggesting local topics of interest and serving as resource for finding local workshop speakers
 - g. Help initiate and manage local media coverage for conference and workshops
3. Attend Board meetings if possible; take part in Board meeting conference calls if possible
4. Give proxy to another Board member if unable to attend Board meeting
5. Become familiar with members who live within district
6. Stay aware of local topics of interest re: agritourism, agriculture, extension activities, tourism activities which are related to agritourism and in which there may be an opportunity for ANA to partner and/or collaborate
7. Perform any other organizational functions by taking initiative for opportunities
8. Use ANA list serve to alert members to local topics which may be of interest or important to other areas of the state

9. Stay aware of local governmental issues and state governmental issues that could affect members
10. Develop relationships with local, county and state elected and appointed officials
11. Volunteer to serve on committees, task forces, local bodies where networking could be helpful
12. Volunteer to run for elected office or to be appointed to local governing/decision-making groups