



Association of Outdoor Recreation and Education
Advancing the Profession of Outdoor Recreation and Education

Bylaws of the Association of Outdoor Recreation and Education (AORE)

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Article I – Name

The name of this association is the Association of Outdoor Recreation and Education (AORE) hereinafter referred to as the “Association”.

Article II – Mission

The mission of the Association is to provide opportunities for professionals and students in the field of outdoor recreation and education to exchange information, promote the preservation and conservation of the natural environment, and address issues common to college, university, community, military, and other not-for-profit outdoor recreation and education programs.

Article III – Categories of Membership

Any person, organization, or industry vendor whose interests are consistent with the mission of the Association may become a member of the Association upon proper application and payment of dues. There shall be six (6) categories of membership: 1) Professional, 2) Student Professional, 3) Student Supporter, 4) Organization, 5) Vendor, and 6) Supporter.

Article IV – Association Meetings

All Association meetings shall be open to Association members in accordance with the parliamentary authority for matters of procedures governing Association meetings as outlined by these bylaws.

Section 1: Annual Business Meetings

The Association shall hold no less than one (1) annual business meeting to present, discuss and vote on Association matters and introduce newly elected Board of Directors (BOD). The annual business meeting of the Association will be held at the AORE Conference. The agenda for the order of business at the annual business meetings shall be prepared by the Chair of the Association’s BOD with input from the Executive Director and approved by a majority vote of the Association’s BOD.

The Chair shall preside over the annual business meeting, and this meeting shall be used to: receive the BOD’s annual report, including a financial report and committee reports; install new board members for a term beginning January 1 of the next year; and for the transaction of such other business as may be brought before the BOD.

Section 2: Special Meetings

A special meeting of the Association, outside of the annual conference, may be called at the discretion of either the Chair, five (5) members of the Association’s BOD or not less than 25% of the membership eligible to vote, or fifty (50) members eligible to vote,

whichever is less. The Chair shall designate the time and place of special meetings. Adequate notification, in writing, must be made to the membership of any special meetings. Notice of special meetings shall be sent to members at least 30 days prior to the meeting and shall specify the date, time, place, and general nature of business to be transacted.

Section 3: Quorum at Association Meetings

At the Association's annual business meeting and/or any special meetings, a quorum shall consist of members present and eligible to vote and by those eligible to vote by proxy or absentee ballot who are represented.

Section 4: Voting by the Membership

- A. General – Each member eligible to vote shall have one (1) vote in any election, or any amendment, or on any order of business. Voting members shall consist only of those Student Professional and Professional members who have paid their dues for their current membership cycle.
- B. Elections – Only professional members shall be eligible to vote for non-appointed board members and each may cast one ballot.
- C. Amendments – All members eligible to vote shall be eligible to vote on amendments to the mission and the bylaws of the Association, and may cast one ballot in person, by proxy or absentee ballot. Amendments must be approved by two-thirds (2/3) of all members casting votes.
- D. Association Business – All members eligible to vote in attendance at the annual business meeting may vote on Association Business matters and cast one vote in person. Motions brought before the membership for a vote must be approved by a two-thirds (2/3) majority of those casting votes in order to be considered an act of the membership.
- E. Student Professional members will vote to elect the student director.

Section 5: Voting by Proxy or Absentee Ballot

If for any reason a member cannot attend the Association's annual business meeting, he or she may appoint a proxy to vote in the Association's business and amendments by giving written notice to the Vice Chair before the beginning of the Association's annual business meeting. An individual attending the Association's annual business meeting, or other Association meeting, may represent only one member by proxy.

Section 6: Order of Business

The order of Business at any regular or special meeting of the members shall be: (a) approval of any unapproved minutes, (b) reading and acceptance of financial or other reports, (c) unfinished business, (d) new business, (e) adjournment.

Section 7: Parliamentary Procedure

Robert's Rules of order shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws. Robert's Rules on calling the question will not be recognized by the Association. In an effort to encourage consensus-based decision-making, both sides will have adequate time to present their positions. The Chair or presiding officer will determine when appropriate discussion time has expired.

Article V – Board of Directors

Section 1: Authority and Responsibility

The BOD will serve at the pleasure of the members. The BOD shall have supervision, control and direction of the affairs of the Association, shall determine its policies within the limits of the bylaws, and shall have discretion in the disbursement of the Association's funds.

Section 2: Number and Eligibility

The number of voting elected directors on the board shall be between seven (7) and twelve (12). The existing board will establish the size of the board for the upcoming year a minimum of 30 days prior to elections. Two additional non-voting directors may be appointed at the discretion of the BOD. The ex officio member(s) are not eligible to vote. The Immediate Past Chair will serve in an advisory, non-voting capacity in addition to the aforementioned ex-officio member(s).

All members of the Association eligible to vote as defined by the bylaws shall be eligible to serve on the BOD. A voting student director will also be elected from the student membership, for a term of one year by the Student members eligible to vote.

Section 3: Categories of Officers

The categories of officers of the Association shall be Chair, Vice Chair, Secretary, Treasurer, and Immediate Past Chair. Their functions shall be:

Chair - shall preside at all the meetings of the Association and the BOD. Any legal and financial documents must be approved by the Chair and, when appropriate, the Executive Director or another designee of the BOD as required by law or stated in the bylaws.

Vice Chair - shall be responsible for organizing and overseeing annual elections, assisting the Chair, and serving as BOD Parliamentarian. In addition, in the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

Secretary - shall be responsible for keeping minutes of all meetings of the Association and BOD, and see that all notices are duly given in accordance with the provision of these bylaws or as required by law.

Treasurer – shall be responsible for the oversight of the Association's funds and securities, and shall perform all acts incident to the position of Treasurer as specified by the BOD.

Immediate Past Chair - The immediate Past Chair of the BOD shall continue to serve on the BOD for a period of one (1) year immediately following his/her term as an Executive Committee consultant and work in tandem with the Vice Chair on bylaw recommendations.

If the Immediate Past Chair has not completed his/her elected term as a Director on the board, he/she will continue to have voting privileges. If the Immediate Past Chair's term as a Director on the board has expired, he/she will serve in an ex officio capacity as an advisor to the BOD in addition to any of the appointed ex officio members outlined in Article V, Section 2.

Section 4: Election and Terms of Officers and Board Members

A. The terms of the Chair, Vice Chair, Secretary, and Treasurer shall be two (2) years. The Chair, Vice Chair, Secretary, and Treasurer shall be elected by the BOD.

B. Candidates for Chair must have served the previous year on the Board.

C. All elected Board members, with the exception of the student director and the Immediate Past Chair, shall serve a four (4) year term unless filling a vacated position. Both the student director and the Immediate Past Chair shall serve a one (1) year term.

D. Terms of elected and appointed BOD members shall commence on January 1 to coincide with the start of the AORE fiscal year.

Section 5: Nominations

The Vice Chair shall solicit and present a slate of nominees for vacancies of elected BOD positions, including the student director. Nominations for the elected BOD will be made by submitting a nomination form to the Chair by the date indicated in the application instructions. The Chair may solicit and present a slate of appointed candidates to the BOD for approval by a two-thirds (2/3) majority of the elected BOD members.

Section 6: Vacancies

In the event an officer is unable to serve, that position shall be filled by a member of the BOD elected by a majority vote of the remaining members of the BOD. The new officer shall then complete the un-expired office of the person whom he/she replaces.

If a board member vacates his/her position, the BOD may appoint a new member from the membership to complete the remainder of the un-expired year of the person whom he/she replaces. The remainder of the term will be filled by a vote of the membership by the end of the next annual business meeting.

Section 7: Removal

An officer, director, or student director may be removed from the BOD by a two-thirds (2/3) majority vote of the BOD, whenever, in its judgment, the best interests of the Association would be served thereby.

Article VI – Management by BOD

Section 1: Duty

The BOD shall have the duty to address the agenda of the Association membership as expressed by resolutions or motions approved at Association meetings and to transact all the lawful business of the Association in conformance with the Articles of Incorporation, the bylaws, the goals and the objectives of the Association. Any action of the BOD may be vetoed by a two-third (2/3) vote of the members present and eligible to vote at an annual business meeting or special meetings.

Section 2: BOD Meetings

The BOD shall meet whenever such meetings are necessary to conduct the business of the Association. Such meetings may be conducted through conference calls to the extent allowed by law. In addition to the annual business meeting, the BOD shall meet at least 4 times during the year. The BOD will meet in person before and after the annual business meeting; before to organize for the meeting and after to organize for the work of the following year. The meetings of the BOD coinciding with the annual conference shall be held without other notice than these bylaws.

Section 3: Quorum and Voting at BOD Meetings

At Association BOD meetings, the presence of a majority of the BOD shall constitute a quorum, including those directors voting by absentee ballot or by conference call, for the transaction of any business at any meeting of the BOD. In the absence of the Chair and Vice Chair, the quorum present may choose a chair for the meeting. If a quorum is not present, a lesser number may adjourn the meeting to a later day, when a quorum can be convened.

Motions voted on by the BOD shall be approved by a two-thirds (2/3) vote of those casting votes. BOD members who cannot attend meetings may submit their votes in writing or electronically.

Section 4: Reports to the Membership

The BOD has a responsibility to keep the membership informed as outlined in these bylaws. Business

meeting minutes shall be available to members upon request.

Section 5: Compensation for Services

Members of the BOD shall not receive any compensation for their services as directors; however, BOD members may be reimbursed a reasonable amount for any travel related expenses incurred while performing BOD services for the AORE, if the BOD deems it appropriate and funds are available.

Section 6: Indemnification

Any person (and their heirs, executors, or administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he/she is or was a director or officer of the Association shall be indemnified by the Association against any and all reasonable expenses including attorney fees incurred in the defense of such action, suit or proceeding; except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that the director is liable for intentional or gross negligence as determined by a court of law or arbitrator.

Section 7: No Conflict of Interest

There shall be no undisclosed conflict of interest between any director and/or employee of the Association, nor any undisclosed interest of any kind in anything (motion or otherwise) in which the BOD must make any decision. And, no director may vote or otherwise participate in the consideration of any motion in which they have an interest.

Section 8: Employees of the Association

A. Executive Director - Shall be the chief administrative officer of the Association, supervise the national office, manage association business, represent the Association, serve as non-voting support to the BOD and develop and present financial, membership, and other required or requested reports at BOD or Association meetings, and at other times as appropriate. The Executive Director shall be responsible for developing and submitting the proposed annual budget of the Association to the outgoing BOD for recommendations and to the incoming BOD for approval within the designated time frame. The Executive Director shall be an employee of the Association, and will serve at the pleasure of the Association BOD.

B. National Office – Shall serve the Association as determined by the scope of the National Office contract.

Article VII – Dues and Finances

Section 1: Dues

Dues Modifications to the annual dues for all categories of membership shall be determined and voted on by the BOD following notification of the membership and a 45-day comment period. After the close of the comment period, the comment will be made public to the membership.

Section 2: Fiscal Year

The fiscal year of the Association shall be determined by the BOD.

Section 3: Deposit and Distribution of Funds

All funds shall be deposited promptly to the credit of the AORE in such depositories as the Board may select. Except as otherwise provided by law, all funds shall be dispersed by the Treasurer or Board designees, employee or employees, agent or agents of the AORE as selected by the Board of Directors. All expenditures not already included in the annual budget must be approved by majority of quorum of the BOD.

AORE Board of Directors & Executive Director will subscribe to and biennially review policies developed by the Financial Advisory Committee that guide investment funds and operational reserves. These funds will assure sufficient working cash to sustain annual operation as well as provide for:

- Sufficient reserves in the event of unexpected expenses or uninsured losses.
- Secondary reserves to facilitate growth and development of the Association.
- Endowed funds designed to assist members in their engagement in the organization through scholarships and other means of support.

Section 4: Annual Budget

The annual budget must be submitted by the Treasurer and approved by the BOD within sixty days (60) of the beginning of the fiscal year.

Article VIII – Development of Committees

The BOD, by resolution adopted by a majority of the BOD, may designate one or more committees, each of which may include other individuals who are not board members. Additionally, the BOD, by resolution adopted by a majority of the BOD, may dissolve a committee when deemed necessary following notification of the membership and a 45-day comment period. After the close of the comment period, the comment will be made public to the membership.

Article IX – Amendments

Section 1: Voting by the Membership

The bylaws of the Association may be altered, amended or repealed; and new bylaws may be adopted by a two-thirds (2/3) vote of those members casting ballots, provided that written notice and a copy of the proposed changes are given to the membership at least 24 hours in advance of the meeting. If the bylaw changes are to be voted on at the annual conference, such notice shall be provided to at least those members attending the conference.

Section 2: Voting by the Board of Directors

The goals and objectives of the Association may be altered, amended or repealed; and new goals and/or objectives may be adopted by a two-thirds (2/3) vote of the board of directors following notification of the membership and a 45-day comment period. After the close of the comment period, the comment will be made public to the membership.

AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/13/10 at the Annual Business Meeting in Keystone, CO
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/5/11 at the Annual Business Meeting in San Antonio, TX
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/10/12 at the Annual Business Meeting in Snowbird, UT
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/09/13 at the Annual Business Meeting in College Park, MD
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/14/14 at the Annual Business Meeting in Portland, OR
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/20/15 at the Annual Business Meeting in Atlanta, GA
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 11/3/17 at the Annual Business Meeting in Roanoke, VA
AORE BYLAWS APPROVED BY THE MEMBERSHIP on 10/26/18 at the Annual Business Meeting in Snowbird, UT