

**Center for Advancing Exercise and Nutrition Research on Aging (CAENRA)**  
**College of Human Sciences**  
**Florida State University**  
**Bylaws**

**Mission Statement**

To understand the relationship between exercise, nutrition, and healthy aging.

**Goals**

The goals of CAENRA are to investigate and determine effective exercise and nutritional interventions that can prevent and/or slow the progression of chronic diseases and functional declines associated with aging with the intention of translating these findings into practical recommendations for clinicians and the general public.

**Article I. Purpose and Implementation**

**Section A.** These Bylaws are created to assist in the effective governance of CAENRA at Florida State University (FSU). They are subject to the higher authority of regulations adopted by the University and the College of Health and Human Sciences.

**Section B.** These Bylaws must be endorsed by majority vote of the Faculty Members associated with CAENRA and approved by the Dean of the College of Health and Human Sciences.

**Section C.** Every 3 years, associated CAENRA Faculty will elect a special committee to review and update these Bylaws.

**Article II. Voting Membership**

**Section A.** Voting members of CAENRA shall include all associated CAENRA Faculty and a Postdoctoral Fellows and Graduate Student representative.

**Article III. Member Meetings**

**Section A.** CAENRA will meet at least twice per year. Date and time of meetings shall be established by the Director with appropriate notice.

**Section B.** Special meetings may be called by the Director.

**Section C.** The Director of CAENRA will be the presiding officer and prepare and distribute the agenda at least three days in advance of the meetings. In the absence of the Director, he/she will assign the Associate Director or Assistant Director to preside.

**Section D.** A majority of the voting members of CAENRA will constitute a quorum at any regular or special meeting of the members. Any associated Faculty member who cannot be reasonably expected to attend will be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting. This proxy authorization must be in writing, dated,

signed by the absent member, and limited to a specified meeting. Proxies will not be included in the calculation of members present for a quorum.

**Section E.** All meetings will be conducted in accordance with Robert's Rules of Order Newly Revised, except as otherwise provided by these Bylaws.

**Section F.** Minutes will be taken and kept on file in the Department office and will be distributed to all members of the faculty in the Department within ten business days.