

ARKANSAS ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES BY-LAWS

ARTICLE I

NAME

SECTION 1: The name of this Association will be the Arkansas Association of Conservation District Employees (AACDE) and it shall be affiliated with the Arkansas Association of Conservation Districts (AACD), and National Conservation Districts Employee Association (NCDEA).

ARTICLE II

OBJECTIVES

SECTION 1: The objectives of the AACDE shall be:

- a. To ensure the conservation of Arkansas's natural resources by strengthening the local Conservation Districts.
- b. To maintain a standard of quality for Conservation District employees and encourage excellence in the fulfillment of their duties by establishing and supporting continuing education and training.
- c. To provide input into the activities of the AACD and other cooperating agencies and to maintain a better understanding and working relationship among all cooperating agencies.
- d. To provide a system of communication whereby district employees may effectively exchange information and ideas which will result in better coordination and effectiveness of district programs throughout the State of Arkansas.
- e. To foster ethical practices and encourage excellence in the fulfillment of duties of district employees, promote professional improvement, instill pride, and encourage dedicated service to district directors and landowners.
- f. To inform district employees of current events and training opportunities.
- g. To encourage and maintain a stable and harmonious working relationship between districts, district employees, district directors, and conservation partners.

ARTICLE III

POLICIES

SECTION 1: The AACDE will follow the policies below:

- a. Uphold the By-Laws of the AACDE, AACD, and NCDEA.
- b. The AACDE President or an appointed representative shall attend all quarterly meetings of the AACD and any other meetings as requested, subject to work schedules and availability of funds.
- c. The programs of the AACDE will be offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, gender, age, marital status, handicap, or political affiliation.
- d. Coercion by any person in an attempt to use the AACDE for any other purpose, such as collective bargaining, is prohibited.
- e. Full membership business meetings will be conducted according to "Roberts' Rules of Order" and proper parliamentary procedures.

ARTICLE IV

MEMBERSHIP

SECTION 1: The membership of the AACDE shall be as follows:

- a. The members of the AACDE shall consist of full-time and part-time employees of Conservation Districts in Arkansas who have paid current membership dues.
- b. Associate membership will be available to non-District employees, such as Conservation Directors and Associate Directors, agency partners, etc., interested in supporting the AACDE. Associate members are not eligible to vote.
- c. Annual dues for the AACDE to be reviewed and approved by the membership present during the AACDE Business Meeting at the AACD Annual Meeting. In the event that the Annual Meeting is not held the dues to remain the same until the next Annual Meeting. Dues shall be the same for members and associated members. Membership dues run the calendar year (January 1 through December 31).
- d. Each member shall have one vote by being present.

ARTICLE V

GOVERNING BODY

SECTION 1: The election of Executive Officers will be as follows:

- a. Executive Officers of the AACDE shall be as follows: President, Vice President, Secretary, Treasurer, and the immediate Past President (non-voting officer). These officers shall comprise the Executive Committee.
- b. Only AACDE members will be eligible to hold an Executive Office.
- c. The election of Executive Officers shall take place during the AACDE Business Meeting at the AACD Annual Meeting. The nominee receiving the highest number of votes cast shall be declared duly elected. Officers shall begin their respective term of office upon the conclusion of the AACD Annual Meeting. Nominations from the floor shall be accepted.
- d. Vacancies on the Executive Committee at the time of the AACDE Business Meeting shall be filled by general election. Vacancies on the Executive Committee at any time other than the Business Meeting shall be filled by appointment from the general membership for the unexpired balance of term by the AACDE Board.

SECTION 2: The election of Area Representatives will be as follows:

- a. The Area Representatives, along with the Executive Committee, shall comprise the AACDE Board. Area Representatives of the AACDE shall consist of an elected District Employee from each of the 7 (seven) Conservation District areas. An Alternate Area Representative for each of the 7 (seven) Conservation District areas may be elected to represent the area in the absence of the Area Representative.
- b. Only AACDE members shall be eligible to be an Area Representative/Alternate and shall not be an Executive Officer.
- c. Area Representatives and Alternates to be elected at their respective Area Meeting. The nominee receiving the highest number of votes shall be declared duly elected. Area Representatives and Alternates shall begin their respective terms upon conclusion of their Area Meeting. Nominations from the floor shall be accepted.
- d. Vacancies in the Area Representatives or Alternate positions at the time of the AACDE Business Meeting shall be filled by general election. Vacancies in the Area Representatives or Alternates at any time other than the AACDE Business Meeting shall be filled by appointment by the President subject to the approval of the Executive Board for the unexpired balance of term.

SECTION 3: The powers and duties of the Executive Officers, Area Representatives, and Alternates will be as follows:

- a. The President shall preside at all meetings of the AACDE and shall be Chairman of the Executive Committee. He/She shall issue the call for regular or special meetings. He/She shall appoint all committees and if he/she chooses, serves as ex-officio member of all committees. It shall be the duty of the President to see that all committees function, and he/she shall cooperate with each committee to that end. He/She shall perform such other duties as may, from time to time, be assigned to him/her by the Executive Committee or AACDE Board. The President shall serve a 2-year term, and may be re-elected for one consecutive term subject to the will of the membership.
- b. The Vice-President shall occupy the position and perform the duties of the President if, for any reason, the President is absent or unable to attend to his/her duties. He/She shall succeed to the office of President in the event of a vacancy in that position. The Vice President shall serve a 2-year term and may be elected for one consecutive term subject to the will of the membership.
- c. The Secretary shall keep all minutes and correspondence of the AACDE. These records shall be made available to each member of the AACDE. Minutes from meetings shall be distributed to all AACDE members via the AACDE email distribution list once they have been approved. The Secretary will serve a 2-year term and may be re-elected for one consecutive term.
- d. The Treasurer shall keep and maintain an accurate record of all monies received and disbursed by the AACDE and shall, when asked, report the status of all financial accounts. The Treasurer shall be responsible for solicitation of membership and the collection of dues. The Treasurer will serve a 2-year term and may be re-elected. The Treasurer in coordination with the Secretary will maintain an up-to-date list of paid members to determine eligibility for voting, etc.
- e. The Area Representatives/Alternates are the liaisons between the Executive Committee and Area AACDE members. Each Area Representative/Alternate shall serve a 2-year term and may be re-elected.
- f. Additional offices may be created by the Executive Board on an as-needed basis.

ARTICLE VI

MEETINGS

Section 1: Meetings of the AACDE will be as follows:

- a. The AACDE shall hold an annual Business Meeting to be coordinated with the AACD Annual Meeting. This meeting should include the election of officers and transacting AACDE business. Notice of the annual AACDE Business Meeting shall be given to each member and associate member at least 30 days prior to the meeting.
- b. The AACDE shall hold an annual Spring Board Meeting to establish an annual plan of work. This meeting should include the transacting of AACDE business.
- c. There may be other regular or special meetings of the AACDE Board, Executive Committee, or Area Representatives as needed.
- d. The AACDE Board shall meet or hold teleconferences at least quarterly.
- e. Attendance and minutes will be taken at all AACDE Board meetings.
- f. Notice of meetings other than the annual Business Meeting shall be given at least 7 days prior to the meeting.

ARTICLE VII

COMMITTEES

Section 1: Committees of the AACDE will be as follows:

- a. The Nominating Committee shall consist of one AACDE Board member, one non-AACDE Board member, and at least one other AACDE member a slate of nominees will be presented to the membership of the AACDE at the AACDE Business Meeting.
- b. The Executive Committee shall consist of the President (Chairman), Vice President, Secretary, and Treasurer.
- c. The Awards and Recognition Committee shall consist of the Vice President (Chairman) who will select two other Board members, and a past award recipient to form the committee. Their duty will be to send out guidelines to districts regarding the Dana Cherry Award, get the nominations judged, and prepare the plaque for presentation at the AACD Awards Luncheon. Additional awards will be approved by the AACDE Board and the President will appoint committee members as needed.
- d. The President shall appoint any such Ad hoc Committees as deemed necessary for the proper transaction of AACDE business. All committees will report to the Executive Board and any member of the AACDE may serve as a committee member.

ARTICLE VIII

FINANCES

Section 1: Finances of the AACDE will be as follows:

- a. The AACDE will be financed by annual membership dues. Membership dues will be set by majority vote of the membership present at the annual Business Meeting.
- b. Contributions, donations, earned income, gifts, grants and other legal revenues shall be accepted to carry out the work of the AACDE under the direction of the Executive Committee.
- c. The President and Treasurer shall provide for an annual audit of financial records. The audit review will be conducted by 3 AACDE members selected by the President. Treasurer will make herself/himself available in the event clarification of finances are required.
- d. All income and disbursements shall be properly recorded by the Treasurer. Treasurer to provide quarterly reports to the Executive Board and a written report to the membership at the AACDE Annual Meeting.
- e. No power to borrow money or otherwise incur indebtedness to the AACDE is granted to any officer or member.
- f. A financial report for the current year shall be presented for acceptance by the membership during the AACDE Business Meeting.
- g. A balanced, yearly budget for the following calendar year (January 1 – December 31) shall be presented for acceptance by the membership during the AACDE Business Meeting. Changes to the budget may be made by the AACDE Board as needed during the year by majority vote.

ARTICLE IX

COMPENSATION

Section 1: The Executive Officers, Area Representatives/Alternates, and committee members on official assignment by the AACDE shall serve without compensation. The Executive Committee shall follow the expense policy and review the expenses incurred by members in the lawful transaction of AACDE business.

ARTICLE X

AMENDMENTS

Section 1: Amendments to these bylaws may be made at the AACDE Annual Meeting by a two-thirds vote of the dues paying members. All proposed changes to the bylaws shall require a 30 day notice to the membership of the association.

ARTICLE XI

DISSOLUTION

Section 1: Upon dissolution of the AACDE, the Treasurer will transfer any and all funds and possessions of the AACDE to AACD to establish an educational scholarship for District Employees.

ARTICLE XII

EFFECTIVE DATE

These bylaws shall be in force effective immediately following the AACDE Business Session on January ____17____, 2020.

Witnessed by:

President

Vice President

AACDE Board Member

AACDE Board Member