

## **Standing Rules**

### **1. General Responsibilities**

- A. Throughout this document the Arkansas Association of Conservation Districts will be referred to as “AACD”.
- B. Throughout this document the 7 administrative areas will be referred to as “Areas”. The seven areas are:
  - Southeast Arkansas Area
  - Southwest Arkansas Area
  - Central Arkansas Area
  - West Central Arkansas Area
  - Northwest Arkansas Area
  - Northeast Arkansas Area
  - East Central Arkansas Area
- C. Throughout this document the local governmental entity representing landowners of a specific county in Arkansas will be referred to as “District”.
- D. In accepting an office, chair, or other responsibility in AACD, the individual carries out decisions of the Executive Board and Board of Directors and accepts the duties and risks, except as defined elsewhere in the Standing Rules and Bylaws.
- E. No member, officer, or individual shall initiate any activity, program, project, or fundraising activity in the name of AACD without the written approval of the Board or Directors or the Executive Board.
- F. Each officer, elected or appointed, shall submit to the successor the Officer’s Handbook and file which contains all materials pertinent to the duties and responsibilities of the office at the end of the term. The individual, prior to January 15, should make arrangements for transfer of files.
- G. Officers and committee chairs shall accept assignments as requested by the President. If circumstances prevent such acceptance, a written resignation or decline should be submitted to the President so that a replacement may be elected and/or appointed.
- H. A list of the AACD membership, officers, and/or committees of AACD shall not be provided to any individual or group for any purpose without written approval of the Executive Board.
- I. No member of the Board of Directors shall make any commitment to assist an organization or agency in the name of the AACD without the written approval of the Executive Board.

- J. AACD assumes financial and legal responsibility only for those matters that relate to the business and program of AACD. Any matter related to a District or Area shall be financial and legal responsibility of the District or Area.
- K. Districts and Areas are encouraged to appoint/elect leaders consistent with the goals of the AACD program.

## **II. Specific Duties and Responsibilities of Officers**

### **A. The President shall:**

1. Preside at business meetings of the Board of Directors, Executive Board and the Executive Committee.
2. Be bonded.
3. Appoint all special committees and designate the chair.
4. Assign such duties to the officers and chairs as will aid them in performing the work of their duties.
5. Be a member, ex officio, of all committees with the exception of the Nominating Committee.
6. Submit a yearly activity report to the Executive Board at the meeting prior to annual meeting and to the Board of Directors at the annual meeting.
7. Perform such duties as are prescribed in the Bylaws and Standing Rules and the parliamentary authority adopted by AACD.
8. Shall serve as the alternate delegate for the AACD for the National Association of Conservation Districts Board of Directors.
9. If the President is unable to attend the NACD Board of Directors meeting he/she may designate the 1<sup>st</sup> or 2<sup>nd</sup> Vice Presidents to serve as alternate delegate.
10. The President or his/her designee will represent the AACD upon invitation from the Arkansas Conservation Partnership, etc.
11. Keep a complete file of all materials relating to the office of President. At the end of the term, give file to incoming President.

### **B. The First Vice President shall:**

1. Prepare for the office of President
2. Shall serve as the alternate delegate on the National Association of Conservation Districts Board of Directors in the absence of the AACD President
3. Perform all duties of the President in the absence or inability of this officer to serve.
4. Be a member of the Executive Committee, Executive Board and Board of Directors with vote.
5. Serve as chair of the District Operations Committee.
6. Be a member of the Budget and Finance Committee.
7. In case of vacancy of the office of President, the 1<sup>st</sup> Vice President shall assume the title and duties of President.

8. Keep a complete file of all materials relating to the office of 1<sup>st</sup> Vice President. At the end of term, give file to incoming 1<sup>st</sup> Vice President.

**C. The Second Vice President shall:**

1. Serve as aide to the President who assigns the duties.
2. Perform all duties of the 1<sup>st</sup> Vice President in the absence or inability of this officer to serve.
3. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
4. In case of vacancy in the office of 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall assume the title and duties of 1<sup>st</sup> Vice President.
5. Keep a complete file of all materials relating to the office of 2<sup>nd</sup> Vice President. At the end of term, give file to incoming 2<sup>nd</sup> Vice President.

**D. The Secretary shall:**

1. Keep records of all minutes of AACD, Board of Directors, and the Executive Board and distribute them within six weeks of the close of the meeting. The minutes of the Board of Directors shall be distributed at the next Board of Directors meeting. Prior to distribution of minutes, the Secretary will meet with the President to review and make corrections.
2. Upon instruction by the President, give notice of meetings of AACD, the Board of Directors and the Executive Board by mailing a notice to each Director at least fifteen (15) days prior to the date of the meeting or by telephoning each member at least seventy-two (72) hours prior to the time of the teleconference.
3. Keep a corrected list of all officers of AACD, members of the Executive Board and Special Committees. The Secretary shall not give out nor lend these lists for any purposes whatsoever without permission of the Executive Board.
4. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
5. Perform any other secretarial duties as assigned by the President and/or Executive Board.
6. Keep a complete file of all materials relating to the office of Secretary. At the end of term, give file to incoming Secretary.

**E. The Treasurer shall:**

1. Be bonded.
2. Collect and acknowledge the receipt of dues from the Districts.
3. Disburse monies only upon the order of the President as budgeted.
4. Present an itemized statement of accounts at all meetings of the Executive Board and Board of Directors and at such times, as the President shall request.
5. Serve as chair of the Budget and Finance Committee.
6. Submit tax return for AACD to Internal Revenue Service on date requested and prepare records for filing and storage.
7. All accounts and records of accounts shall be reviewed before they are turned over to the incoming Treasurer.
8. Be responsible for securing the name and address of the director and alternate prior to the business session, which is held at the annual meeting.
9. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
10. Keep a complete file of all materials relating to the office of Treasurer. At the end of term, give files to incoming Treasurer.

**III. Promotion of Work Through Boards and Committees**

**A. Executive Board shall:**

1. The Executive Board consists of the AACD President, the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Past President, Secretary, Treasurer and Area Presidents from the seven member areas.
2. Have the authority to transact any business of AACD arising between meetings of the Board of Directors. It shall act in emergencies. Any item for action by the Executive Board shall be presented in writing with an accompanying budget, including source of funds and the expenditures. A copy of the proposal shall be available for the Executive Committee.
3. Approve appointments to any vacancies, which may occur among the officers to complete the unexpired terms as defined in Article 9, Section B, of the Bylaws.
4. Hold at least four meetings during the year subject to the call of the President.

**B. The Board of Directors shall:**

1. The Board of Directors shall consist of the designated representative of each district, which are members in good standing and the Executive Board.
2. Act as governing body of AACD.
3. Transact necessary business of AACD.
4. Directors may serve as voting members of only one committee at a time. Associate members may serve as advisory or technical members of the committee but not as voting members.

**C. Committees**

The President shall appoint the following standing committees.

1. **Nominating Committee:** The purpose of the Nominating Committee is to insure that there is at least one candidate for each office open for election.
  - The committee shall be composed of the area vice president from each of the seven areas.
  - The committee shall present at least one candidate qualified for each office open for election at the AACD annual meeting.
  - These candidates will have agreed to accept the office for which nominated if elected.
  - The list of candidates shall be posted on the bulletin board at least one day prior to the annual meeting business session for consideration of the members.
  
2. **Bylaws/Standing Rules committee:**
  - The committee shall be composed of one member from each area and additional advisory members as needed.
  - The committee shall prepare and submit recommended changes to the Bylaws as needed in the manner provided by the Bylaws currently in effect.
  - The committee shall review the Standing Rules on an annual basis and submit any recommended changes for consideration by the delegates at the annual meeting.
  - Copies of proposed changes to the bylaws shall be provided to all member districts at least thirty (30) days prior to the annual meeting.
  - Changes to the standing rules can be proposed by any delegate at the annual meeting and voted on.
  
3. **Budget and Finance Committee:**
  - The committee shall be composed of one member from each area, the Treasurer and additional advisory members as needed.
  - The Treasurer shall serve as chair.
  - Elected officers should submit their anticipated expenditures for the next budget year to the Budget and Finance Committee 60 days prior to the annual meeting. This requirement applies to the office and shall be submitted even if the individual office holder will not or may not be in office after the annual meeting.
  - The committee shall prepare a proposed budget of anticipated revenues and expenditures to be presented annually to the voting delegates for adoption at the business session of the Board of Directors.
  - The members shall post the proposed budget on the bulletin board at least one (1) day prior to the annual meeting business session for consideration.
  - The budget/fiscal year shall run from July 1 – June 30. Budget to be tentatively approved by the Executive Board at the beginning of each fiscal year. Tentatively approved budget to be presented to the Board of Directors at the business session at the next annual meeting for final approval.
  - Travel expenses, which include meals, lodging, mileage/airfare should be broken into sub-categories specific to the meeting; annual meeting, national meeting, regional meetings, etc.

- There should be a contingency fund established. This fund shall not exceed \$20,000.00. The purpose of this fund shall be to cover losses at an annual meeting and other unexpected expenses. The only expenditure that may be made from this fund without a vote of the delegates at the annual or a special called meeting of the Board of Directors is the losses at an annual meeting for which AACD is responsible.

5. **Awards committee:** The committee shall be composed of one member from each of the seven areas and additional advisory members as needed. The committee shall be responsible for the following activities:

- AACD Annual State Awards
  - A. Outstanding Director
  - B. Outstanding Communicator
  - C. Outstanding District Employee
  - D. Outstanding Conservationist – Professional
  - E. Outstanding Conservationist – Community Leader
- AACD Hall of Fame
- Conservation Farm of the Year

The committee will review the nominations and submit their list of winners to the Executive Board for final approval no later than November 15<sup>th</sup>. In the event that a committee member or Executive Board member is a nominee, he/she will recuse themselves from participation in the selection process.

Winners will not be eligible for nomination of the same award for the following year. They will be eligible for nomination in any of the other award categories.

5. **Other Committees**

Each of the following committees will be composed of one member from each of the seven areas. A member of the Executive Board will chair each of the committees and the President will serve ex officio of each committee.

- **Water Resources**
- **Forestry**
- **Agricultural Lands**
- **Grazing Lands**
- **Education and Information**

**6. Annual Meeting Planning Committee:** The Committee shall be composed of one member from each area and advisory members as needed. The committee shall be responsible for the following activities.

- The Committee will meet annually to plan the upcoming annual meeting.
- Member and non –member delegates to the Annual Meeting shall pay a registration fee as determined by the Committee.
- The Committee shall plan educational and board development workshops as the integral part of the meeting.
- The Committee shall include the Business Session as the final action of the members present at the Annual Meeting.
- The Committee shall make reasonable efforts to provide information to all member districts concerning the annual meeting arrangements at least 30 days prior to the annual meeting.
- The Committee shall notify all District Chairs of the meeting dates, location and arrange for said committees to meet during the annual meeting prior to the Business session.
- The Committee Chair will provide the incoming Committee chair with all pertinent information related to the current annual meeting; i.e. participation numbers, logistical and fiscal information.

**7. Legislative and Forward Looking Committee**

The legislative committee shall be composed of the Area Presidents and advisory members as needed. The committee shall be responsible for the following activities.

- To keep members apprised of current legislation
- Make contact with local, state and national elected officials as needed.

**8. Resolutions Committee**

This committee will review all resolutions which have been recommended by the appropriate committee for submission to the Board of Directors for action. The chairman of this committee will present the recommended resolutions to the Board of Directors at the business session of the annual meeting. Approved resolutions will be returned to the Executive Board to enacted.

**IV. Conferences, Workshops and Regional Meetings**

**A. Annual Meeting**

1. AACD shall meet annually to transact business of AACD.
2. Member and non-member delegates to the Annual Meeting shall pay a registration fee as determined by the Annual Meeting Planning Committee.
3. The business session of the Annual Meeting shall be open to members upon payment of the registration fee, but without the privilege of the floor.
4. One delegate per district is eligible to vote at the business session.

6. Travel expenses are paid for the Executive Board to the Annual Meeting.

B. A special meeting of the Board of Directors may be called by the President, or by five (5) members of the Executive Board, or at the written request of a majority of membership upon thirty (30) days notice to all members and the purpose of the meeting stated. Written notice will be mailed to every district chairman and sent by email to each district office.

**C. National Association of Conservation Districts Annual Meeting/ Leadership Forum**

1. The President and the Immediate Past President will represent AACD at these meetings. In the event that one or both officers are unable to attend the President may designate the 1<sup>st</sup> and/or 2<sup>nd</sup> Vice President to represent AACD.
2. The Immediate Past President will serve as the NACD Delegate and the President will serve as Alternate.
3. Travel expenses are paid for the President and the Immediate Past President or their designee(s).
4. These rules also apply to NACD called meetings.

**D. Annual State Meetings**

1. The President may attend the seven area meeting upon invitation from the Area President.
2. Travel expenses are paid for the President or his/her designee.

**E. Called Meetings**

1. The President may request a special called meeting of the Executive Board as necessary to conduct the business of AACD.
2. Travel expenses are paid to all members of the Executive Board, which includes both elected officers and the seven (7) Area presidents.

**V. Dues and Finances**

- A. The President, Treasurer, or any other person authorized by the Executive Board to handle money shall be bonded.
- B. All expenses of the President incurred in the pursuance of the duties of the office shall be paid upon receipt of an itemized voucher with receipts attached for such expenses within the limits of the total budget.
- C. Expenses of the elected officers (President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary and Treasurer) to attend and participate in the Annual Meeting and other meetings as designated shall be allowed during their terms of office upon receipt of an itemized voucher with receipt attached for such expenses as specified, Article IV of the Standing Rules within the limits of the budget.

- D. Budgeted items and expenses approved by the Executive Board shall be paid by the Treasurer as follows:
- An official voucher filled out by the person incurring the expenses shall be submitted to the Treasurer within 30 days of the expense. The check should be cashed immediately and will be void after 60 days of the date of the check.
  - Receipts of ALL expenditures shall accompany the official voucher when presented to the Treasurer for approval.
  - The maximum travel expense shall be a round trip plane fare, tourist class. Mileage in a personal vehicle is reimbursed at the prevailing rate paid by the state.
  - The maximum daily allowance for meals in state and out of state will be reimbursed at the same per diem rate paid by the state unless otherwise approved by the President.
  - Reimbursement is not made for meals, mileage, and/or lodging provided by an individual or organization at no expense to a member.
  - Expenses will not be reimbursed and/or paid for any officer not present for at least two-thirds of the required meeting.
  - All committees shall endeavor to conduct business by teleconference or Email whenever possible. Meetings should be held when no other means can be found to accomplish the task and are subject to the approval of the Executive Board.
  - The expenses of delegates/representatives authorized by the President in writing to represent AACD at meetings of interest to the organization, within the limits of the budget, shall be paid upon receipt of an itemized voucher with receipts attached for such expenses.
  - All expenses shall be paid within the limits of the total budget subject to the allowable travel expenses as designated above.
  - All books shall be audited annually by a Certified Public Accountant. The tax return for AACD should be prepared by a Certified Public Accountant.

Definitions:

- **Executive Committee** consists of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Secretary/Treasurer.
- **Executive Board** includes the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary/Treasurer and the seven Area President, and Immediate Past President.
- **Board of Directors** includes all of the members of the Executive Board and the Chairman of each of the 75 conservation districts.
- **Voting delegates** include all members of the Executive Board and Board of Directors. Each district is entitled to one vote on every question put to a vote at the AACD Business Session. In the event that a Conservation District Chairman cannot serve as the designated delegate an alternate delegate will be chosen by said District.