

# **BYLAWS OF THE ARKANSAS ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES**

## **ARTICLE I. Name and Affiliation**

The name of the organization is Arkansas Association of Conservation District Employees. The Association shall be affiliated with the Arkansas Association of Conservation Districts (AACD). For accounting purposes; the fiscal year of the AACDE shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

The official abbreviation of its name shall be AACDE.

## **ARTICLE II. Objective**

The Association is non-partisan, non-political and non-profit.

The purposes for which this Association is formed are:

- to promote conservation of the land and water resources of the State of Arkansas and local Conservation Districts
- to be of greater service in the implementation of District programs and activities
- to promote professionalism, establish, and maintain a standard of quality for Conservation District Employees
- to encourage recognition among Districts and related government agencies of the present and future role of District Employees in resource conservation
- to uphold the Arkansas Association of Conservation Districts' bylaws
- to implement a "Code of Ethics" for District Employees
- to encourage professionalism and excellence in fulfillment of duties of District Employees in their job capacities
- to provide District Employees the opportunity and tools necessary for maintaining an adequate education program
- to maintain a better understanding and working relationship among District Employees, Districts and cooperating agencies

## **ARTICLE III. Membership**

Any District Employee in Arkansas shall be eligible for membership in the Arkansas Association of Conservation District Employees.

**Section 1.** Associate Members. The associate members shall be those individuals or organizations who contribute a minimum of \$10.00 to the Association and shall enjoy all privileges extended to regular members, except voting.

**Section 2.** Dues shall be \$10.00 per year and payable by June 30<sup>th</sup> of the fiscal year. Only AACDE members who have paid dues are allowed to vote and serve as officers.

**ARTICLE IV.**  
**Officers**

**Section 1.** The officers of the Association shall be a President, Vice-President, Secretary and Treasurer.

**Section 2.** The President shall preside at meetings of the Executive Board, at the annual meeting, other meetings of the members of the Association and shall designate a presiding officer for any meeting at which neither the President nor Vice-President will be present. The President shall be responsible for seeing that the policies of the Association are carried out in accordance with the applicable procedures and requirements. The President shall be empowered to appoint, at his/her discretion, any person or committee to expedite the objectives of the Association. The President shall perform such further duties as shall be assigned by the Board of Representatives. The President shall serve as chair of the Partnership Support Committee as outlined in the AACDE work plan. The President shall be entitled to vote only in case of a tie of the Association, Board of Representatives or Executive Board.

The duties of the Vice-President shall be to succeed the President in the event of a vacancy in the office, succeeding to that office for the remainder of the unexpired term. The Vice-President shall serve as chair of the Organizational Development Committee as outlined in the AACDE work plan.

The duties of the Secretary shall be to record the minutes of all meetings and to provide draft copies of the meeting minutes to each member of the Executive Board within 30 days following a meeting. The Secretary shall maintain an official minute book for the Association. The Secretary shall serve as chair of the Communication Committee as outlined in the AACDE work plan.

The Treasurer shall keep full and accurate records of all financial transactions, maintain a current membership list and make an annual financial report to the membership at the annual meeting. Association funds will be maintained in a banking institution in the Association's name. The Treasurer shall make all disbursements by check for the necessary expenses of the Association. Checks will be signed by the President or Treasurer. The Treasurer shall submit all records for audit and approval to the Audit Committee at the end of each term of office. The Treasurer shall serve as chair of the Funding Committee as outlined in the AACDE work plan.

**Section 3. Term of Office.** The term of office for each officer of the Association shall start at the close of the annual state meeting and continue for two years as long as he/she remains a conservation district employee or until a successor is elected and qualified. Each individual office shall be limited to no more than two consecutive terms.

**Section 4. Nominations and Elections.** Representatives and alternates will be elected by each area and submitted each election year at the state meeting. From these seven area representatives, the offices of President, Vice-President, Secretary and Treasurer will be nominated from the floor and elected by ballot of dues paying members. As a representative position is vacated by said election, the alternate will fill that vacancy. If an officer other than the president is vacated, the executive board will fill the position from the area reps that meet requirements found in By-laws in Article VI.

**ARTICLE V.  
Meetings**

An annual meeting of the AACDE shall be held in conjunction with the AACD annual state meeting. Dues paying members present at the state meeting shall constitute a quorum.

**ARTICLE VI.  
Board of Representatives**

**Section 1. Composition.** The Board of Representatives will consist of the four officers, seven area representatives and Immediate Past President.

- A. Qualifications/Requirements
  1. Must be a dues paying, active member of AACDE to be a member of the Board of Representatives
  2. Attend at least 65% of Board of Representatives meetings and any two area, state, regional, or national meetings in a two year term of office
  3. Support and promote AACDE Mission and Vision statements and Bylaws
  4. Fulfill all assigned duties as required by the President and report to the President in a timely manner
  5. Represent and vote according to the area he/she represents
  6. Hold biennial representative/alternate elections
  7. No two officers on the Board of Representatives shall come from the same area.
  
- B. Should an Alternate position be vacated, the Area Representative shall appoint an Alternate at his/her discretion for the remainder of the term.

**Section 2. Powers.** All Board of Representatives members shall have full voting privileges. In the absence of an Area Representative, the Alternate Representative shall have voting rights for that meeting only.

**Section 3. Meetings.** Meetings will be called by the Executive Board as deemed necessary in order to carry out Association business. The fourth Thursday of the first month of each quarter will be designated as a regular Executive AACDE Board Meeting.

**Section 4. Quorum.** A quorum constitutes a two-thirds of the total Board of Representatives.

**ARTICLE VII.  
Executive Board**

The Executive Board consists of the President, Vice-President, Secretary and Treasurer. The Executive Board may, with concurrence of the majority of officers, establish and abolish positions, establish committees and subcommittees as needed.

**ARTICLE VIII.  
Committees**

The Executive Board may create all necessary committees and define their functions. Standing committees are defined in the duties of officers as stated in Article IV, Section 2.

**ARTICLE IX.  
Parliamentary Authority**

Parliamentary procedure will be based on “Robert’s Rules of Order Newly Revised, 9<sup>th</sup> Edition”.

**ARTICLE X.  
Amendments of the Bylaws**

Amendments to these bylaws may be made at the annual meeting by a two-thirds vote of the dues paying members or by two-thirds vote of the Board of Representatives at any regular meeting.

**ARTICLE XI.  
Dissolution**

In the event of dissolution of the Association, after paying for or making provisions for the payment of all liabilities of the Association, the Treasurer shall transfer all remaining assets to the Arkansas Association of Conservation Districts, 101 East Capitol, Suite 350, Little Rock, Arkansas 72201.

Revised and adopted by the Executive Board of the Arkansas Association of Conservation District Employees on this 19<sup>th</sup> day of April in the year 2011.