

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 Committee 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 Committee.
- 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 should make arrangements for transfer of files within 30 days following the annual meeting.
- G. Officers and committee chairs shall accept assignments as requested by the President. If circumstances prevent such acceptance, a written resignation should be submitted to the President so that a replacement may be elected.
- 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 Committee.
- 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 AACD President.

- 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 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 Committee 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 1st or 2nd Vice Presidents to serve as alternate delegate.
10. The President or his/her designee will represent AACD on 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 and Board of Directors with vote.
5. Serve as chair of the Awards Committee.
6. Be a member of the Budget and Finance Committee.
7. In case of vacancy of the office of President, the 1st Vice President shall assume the title and duties of President.

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

D. The Secretary shall:

1. Keep records of all minutes of AACD, Board of Directors, and the Executive Committee 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 Committee 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 Committee and Special Committees. The Secretary shall not give out nor lend these lists for any purposes whatsoever without permission of the Executive Committee.
4. Serve as a member of the Executive Committee and Board of Directors with vote.
5. Perform any other secretarial duties as assigned by the President and/or Executive Committee.
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 Committee 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 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 Committee shall:

1. The Executive Committee consists of the AACD President, the 1st Vice President, 2nd 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 Committee 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 Committee.
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. Emeritus members may serve as advisory or technical members of committees 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 January 1 – December 31. Budget to be tentatively approved by the Executive Committee 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 for an amount not less than \$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 Conservationist – Professional
 - B. Outstanding Conservationist – Community Leader
 - C. Outstanding Conservation District

- AACD Hall of Fame

The committee will review the nominations and submit their list of winners to the Executive Committee for final approval. In the event that a committee member or Executive Committee 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 Committee 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 Committee to enact.

IV. Conferences, Workshops and Regional Meetings

A. Annual Meeting

1. AACD shall meet annually to transact business of AACD.
2. A district must have paid dues and be in good standing to be eligible to vote and serve on the Board of Directors.
3. Member delegates to the Annual Meeting shall pay a registration fee as determined by the Annual Meeting Planning Committee.
4. 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.
5. One delegate per district and the Executive Committee are eligible to vote at the business session. Subject to Item 2 shown above.
6. Districts must designate their delegate at least 24 hours prior to the start of the Annual Meeting Business Session.
7. Delegates must be a District Director of a district in good standing to be eligible to vote.
8. Delegates must check-in at the beginning of the Business Session to receive their Board Packet. Delegates are the only individual authorized to vote on behalf of the district.
9. Travel expenses are paid for the Executive Committee to the Annual Meeting.

B. Special Called Meeting of the Board of Directors

1. 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 1st and/or 2nd 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.
5. Additional AACD Executive Board members may attend subject to the availability of funds.
6. Spouses may attend but are responsible for their own airfare and registration. Spouses may be treated as guests at any meals eaten with the board if approved prior to the meeting and noted in the minutes.

D. Annual Area 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.
3. Travel expenses are paid for the Program Administrator to attend all Area Meetings.

E. Called Meetings

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

F. Regional Meetings

1. Expenses of the Executive Committee to attend and participate in the South Central Regional Meeting and other meetings as approved shall be allowed during their terms of office upon receipt of an itemized voucher with receipt attached for such expenses as specified, Article V of the Standing Rules within the limits of the budget.
2. In the event that the Area President is unable to attend the South Central Regional Meeting he/she may designate their respective Area Vice President to attend on his/her behalf if approved by the Executive Committee.

V. Dues and Finances

- A. The President, Treasurer, or any other person authorized by the Executive Committee to handle money shall be bonded.
- B. Bond is currently obtained by the Arkansas Natural Resources Commission.
- C. 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.
- D. Expenses of the Executive Committee 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.

- E. Budgeted items and expenses approved by the Executive Committee 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 rate allowed by the State of Arkansas.
 - The maximum daily allowance for meals is paid at the state rate for per diem reimbursement 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 telephone 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 Committee
 - 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.
 - An Audit will be prepared annually by a Certified Public Accountant. The tax return for AACD should be prepared by a Certified Public Accountant.

These Standing Rules were revised at the AACD 2017 Annual Meeting which was held on February 8, 2017 to conform to Bylaw changes enacted.

Witnessed by:

AACD President

AACD 1st Vice President

AACD 2nd Vice President

AACD Secretary/Treasurer