

VIRGINIA ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES BY-LAWS

ARTICLE I

NAME

SECTION 1: The name of this Association will be the Virginia Association of Conservation District Employees (VACDE) and it shall be affiliated with the Virginia Association of Soil and Water Conservation Districts (VASWCD), the South East Conservation District Employee Association (SECDEA), and National Conservation Districts Employee Association (NCDEA).

ARTICLE II

OBJECTIVES

SECTION 1: The objectives of the VACDE shall be:

- a. To ensure the conservation of Virginia's natural resources by strengthening the local Soil and Water 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 VASWCD and other cooperating agencies and to maintain a better understanding and working relationship among all cooperating agencies.

ARTICLE III

POLICIES

SECTION 1: The VACDE will follow the policies below:

- a. Uphold the By-Laws of the VACDE, VASWCD, SECDEA and NCDEA.
- b. The VACDE President or an appointed representative shall attend all quarterly meetings of the VASWCD, State JED Committee meetings, and any other meetings as requested.
- c. The programs of the VACDE 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 VACDE 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 VACDE shall be as follows:

- a. The members of the VACDE shall consist of full-time and part-time employees of Soil and Water Conservation Districts in Virginia 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 VACDE. Associate members are not eligible to vote.
- c. Annual dues for the VACDE may be changed by majority vote by the membership during the VACDE Winter Business 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 VACDE 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 VACDE members will be eligible to hold an Executive Office.
- c. The election of Executive Officers shall take place during the VACDE Winter Business 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 VASWCD Annual Meeting. Nominations from the floor shall be accepted.
- d. Vacancies on the Executive Committee at the time of the Winter Business Meeting shall be filled by general election. Vacancies on the Executive Committee at any time other than the Winter Business Meeting shall be filled by appointment from the general membership for the unexpired balance of term by the VACDE Board.

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

- a. The Area Representatives, along with the Executive Committee, shall comprise the VACDE Board. Area Representatives of the VACDE shall consist of an elected District Employee from each of the 6 Conservation District areas. An Alternate Area Representative for each of the 6 Conservation District areas may be elected to represent the area in the absence of the Area Representative.
- b. Only VACDE members shall be eligible to be an Area Representative/Alternate and shall not be an Executive Officer.

- c. Area Representatives and Alternates from Areas 1, 3, and 5 shall be elected at the Winter Business Meeting held in odd years. Area Representatives and Alternates from Areas 2, 4, and 6 shall be elected at the Winter Business Meeting held in even years. 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 the VASWCD Annual Meeting. Nominations from the floor shall be accepted.
- d. Vacancies in the Area Representatives or Alternate positions at the time of the Winter Business Meeting shall be filled by general election. Vacancies in the Area Representatives or Alternates at any time other than the Winter Business Meeting shall be filled by appointment from the general membership for the unexpired balance of term by the VACDE Board.

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 VACDE 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, may serve 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 VACDE Board. The President shall serve a 2-year term, and may not be re-elected to a consecutive term. Elections for the office of President shall occur in even years.
- 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 nominated as President. Elections for the office of Vice President shall occur in even years.
- c. The Secretary shall keep all minutes and correspondence of the VACDE. These records shall be made available to each member of the VACDE. Minutes from meetings shall be distributed to all VACDE members via the VACDE email distribution list once they have been approved. The Secretary will serve a 4-year term and may be re-elected. Election for the office of Secretary shall occur in odd years.
- d. The Treasurer shall keep and maintain an accurate record of all monies received and disbursed by the VACDE 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 4-year term and may be re-elected. Election for the office of Treasurer shall occur in odd years.
- e. The Area Representatives/Alternates are the liaisons between the Executive Committee and Area VACDE members. Each Area Representative/Alternate shall serve a 2-year term and maybe re-elected.
- f. Additional offices may be created by the Executive Committee on an as-needed basis.

ARTICLE VI

MEETINGS

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

- a. The VACDE shall hold an annual Winter Business Meeting to be coordinated with the VASWCD Annual Meeting. This meeting should include the election of officers and Area Representatives and

transacting VACDE business. Notice of the annual Winter Business Meeting shall be given to each member and associate member at least 30 days prior to the meeting.

- b. The VACDE shall hold an annual Summer Business Meeting to be held in association with the Annual VACDE Summer Training at Graves Mountain. This meeting should include the transacting of VACDE business.
- c. There may be other regular or special meetings of the VACDE, VACDE Board, Executive Committee, or Area Representatives as needed.
- d. The VACDE Board shall meet or hold teleconferences at least quarterly.
- e. Attendance and minutes will be taken at all VACDE Board meetings.
- f. Notice of meetings other than the annual Winter Business Meeting shall be given at least 5 days prior to the meeting.

ARTICLE VII

COMMITTEES

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

- a. The Nominating Committee shall consist of one VACDE Board member, one non-VACDE Board member, and at least one other VACDE member a slate of nominees will be presented to the membership of the VACDE at the Winter 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 a representative from DCR, VCE, NRCS, District Director, and a past award recipient to form the committee. Their duty will include the administration of the Outstanding Professional Conservation District Employee Award. Additional awards will be approved by the VACDE 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 VACDE business. All committees will report to the Executive Committee and any member of the VACDE may serve as a committee member.

ARTICLE VIII

FINANCES

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

- a. The VACDE will be financed by annual membership dues. Membership dues will be set by majority vote of the membership present at the annual Winter Business Meeting.

- b. Contributions, donations, earned income, gifts, and other legal revenues shall be accepted to carry out the work of the VACDE under the direction of the Executive Committee. Money shall not be solicited at any time.
- c. The President and Treasurer shall provide for an annual internal audit of financial records. The audit review will be conducted by 2 VACDE members selected by the President and Treasurer.
- d. All income and disbursements shall be properly recorded by the Treasurer.
- e. No power to borrow money or otherwise incur indebtedness to the VACDE 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 VACDE Winter Business Meeting.
- g. A balanced, yearly budget for the following calendar year shall be presented for acceptance by the membership during the VACDE Winter Business Meeting. Changes to the budget may be made by the VACDE 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 VACDE shall serve without compensation. The Executive Committee shall follow the expense policy and review the expenses incurred by members in the lawful transaction of VACDE business.

ARTICLE X

AMENDMENTS

Section 1: Amendments to these By-Laws may be made during a regularly scheduled VACDE Business Meeting by a two-thirds vote of those members present.

ARTICLE XI

DISSOLUTION

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