

# **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 objective 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, 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 shall be \$10.00 per year per member and may be changed by majority vote. Dues shall be the same for members and associate 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 at the VASWCD Annual Meeting during the VACDE Business Meeting. The nominee receiving the highest number of votes cast shall be declared duly elected. Officers shall begin their respective term of office immediately 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 Annual Meeting shall be filled by general election. Vacancies on the Executive Committee at any time other than the Annual Meeting shall be filled by appointment from the general membership for the unexpired balance of term.

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

- a. 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. These Area Representatives, along with the Executive Committee, shall comprise the VACDE Board.
- b. Only VACDE members shall be eligible to be an Area Representative/Alternate and shall not be an Executive Officer.

- c. Area Representatives from Areas 1, 3, and 5 shall be elected at the VASWCD Annual Meeting held in odd years. Area Representatives from Areas 2, 4, and 6 shall be elected at the VASWCD Annual Meeting held in even years. The nominee receiving the highest number of votes shall be declared duly elected. Officers shall begin their respective terms immediately upon conclusion of the VASWCD Annual Meeting. Nominations from the floor shall be accepted.

SECTION 3: The powers and duties of the Executive Officers and Area Representatives 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. The President shall serve a 2-year term, and may not be re-elected to a consecutive term.
- 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.
- 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 Conservation District employees. The Secretary will serve a 4-year term and may be re-elected.
- 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.
- e. The Area Representatives/Alternates are the liaisons between the Executive Committee and Area VACDE members. Each Area Representative shall serve a 2-year term and shall not be re-elected for 1 term.
- 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 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 Meeting shall be given to each member and associate member at least 30 days prior to the meeting.
- b. There may be other regular or special meetings of the VACDE, Executive Committee, or Area Representatives as needed.
- c. The Executive Committee shall meet at least quarterly.

- d. Attendance and minutes will be taken at all Executive Committee meetings.
- e. Notice of meetings other than the Annual 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 will consist of the President (Chairman), one Area Representative, and one non-Board member of the VACDE. The President shall appoint both members to the Nominating Committee. A slate of nominees will be presented to the membership of the VACDE at the VASWCD Annual 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) and at least 2 other VACDE members. Their duties will include the administration of the Outstanding Professional Conservation District Employee Award.
- d. The President shall appoint such "Special" 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 the 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 any annual 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 approval by the membership during the VACDE Business Meeting at the VASWCD Annual Meeting.

## **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.