

BY-LAWS OF THE  
SOUTH DAKOTA ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

SECTION I

Name and Affiliation

The name of this organization is:  
South Dakota Association of Conservation District Employees  
and, it shall be affiliated with the  
South Dakota Association of Conservation Districts and the  
National Association of Conservation Districts

SECTION II

Purpose

1. This organization is non-partisan, non-political and non-profit.
2. The purposes for which this organization is formed are:
  - a) To promote resource conservation in South Dakota and in local conservation districts;
  - b) To assist in the implementation of district programs and activities by serving as a communication link to SDACD and its committees.
  - c) To establish and maintain a standard of professionalism for conservation district employees;
  - d) To carry on an education and improvement program for conservation district employees; and,
  - e) To instill in conservation district employees ethical practices and pride; and encourage dedicated service to employers.

## SECTION III

### Basic Policies

1. To uphold the National Association of Conservation Districts and South Dakota Association of Conservation Districts' By-Laws.
2. To encourage excellence in fulfillment of duties of district employees in their job capacities.
3. To provide to district employees the opportunity and tools necessary for education and maintaining adequate education programs.
4. To maintain a better understanding and working relationship between district employees, districts, and cooperating agencies, such as the Natural Resources Conservation Service, the State Conservation Commission and the State Association of Conservation Districts.
5. To uphold the ideals of the items listed in Section II Purpose, of these By-Laws and to discourage the use of this organization as a means of forming a Conservation District employees union.
6. Any changes or recommendation to the SDACDE by-laws shall be made and sent to all voting members 30 days prior to the SDACD convention. Voting shall take place at the SDACD convention. Absentee ballots will be sent by email to the membership. Ballots shall be mailed to the secretary/treasurer 10 days prior to the meeting.

## SECTION IV

### Activities

1. To conduct an employees' session at the SDACD Annual Meeting.
2. To conduct at least one area meeting per year. The areas shall coincide with the SDACD area delineations. Minutes shall be forwarded to the SDACDE president and the SDACD executive director.
3. To survey the district employees to determine their educational needs and desires as deemed necessary by the Education Committee.
4. To conduct educational seminars periodically and maintain an educational program in relation to district employees' responsibilities, district policies and law, and other areas as is determined from the survey.

5. To conduct fund raising projects, as needed, to supplement the organization's overall operating budget.
6. To make information available to District Boards of Supervisors, employment enhancement opportunities such as insurance and retirement plans, other benefits, and training.

## SECTION V

### Membership

1. Any conservation district employee in South Dakota shall be eligible for membership in the South Dakota Association of Conservation District Employees.
2. Membership dues in SDACDE shall be established by a majority vote of the members attending the annual meeting. Dues are payable by January 31<sup>st</sup> of the year following the annual meeting.
3. Only members with paid dues shall be allowed to vote. One vote per employee paid membership.
4. Non-voting advisors will be sought such as the SDACD, the Natural Resources Conservation Service, and the SD Department of Agriculture.

## SECTION VI

### Board of Directors

1. The Board of Directors shall consist of one representative from each SDACD area, a Chairperson, Vice-chairperson and Secretary/Treasurer. The Board Members shall be elected in their respective areas by the members thereof at the designated annual SDACDE Area Meetings. Each area shall elect one board member who shall serve for a term of two years. One individual may represent only one area.
2. A majority of the Board of Directors shall constitute a quorum.
3. Director vacancies occurring on the Board will be filled by appointment by the Area Chairperson, and shall serve until the next area meeting at which time a Board Member shall be elected to serve out the vacancy.
4. A Chairperson, Vice-Chairperson and Secretary/Treasurer will be elected, on a staggered basis, for a term of three years, by majority of the members present at the Annual SDACDE meeting. Officers shall take office at the close of the

regular Annual Meeting and are limited to two consecutive terms of office. The Chairperson, Vice- Chairperson, and Secretary/Treasurer shall constitute the Association Executive Committee which shall have the power to act in the name of the Association between regular and special board meetings. Upon resignation of any officer, the SDACDE Chairperson shall have the authority to appoint another person to that office. If the chair resigns, the Vice Chair takes over and appoints a new Vice Chair. They will serve out the terms left by the vacancies.

## SECTION VII

### AREA OFFICERS

Each area shall elect officers at its annual meeting. Officers may include a chair, vice chair, and secretary/treasurer. In order to provide for overlapping terms of offices, the first election following adoption of this amendment, each area shall elect a chair and secretary/treasurer for a one-year term, to be followed by two-year terms. The vice-chair shall be elected for a two-year term. Any vacancies can be filled by the highest ranking officer remaining in office until the next meeting, when elections will be held for remaining term or new term whichever is applicable.

## SECTION VIII

### Committees

1. Standing Committees shall fall under three categories: General Business, Education and Publicity.
2. Reports from committees shall be made at board of directors and general session meetings as needed.
3. Committee members shall be selected from throughout the association membership.
4. Ad-hoc committees or Task Forces may be appointed as needed.
5. The Association will recruit from the membership, individuals to serve as representatives on the three SDACD committees of District Capacity, Stewardship and Public Relations.

## SECTION IX

### Amendments to By-laws

1. Amendments to these By-Laws may be made at the SDACD convention by 2/3 affirmative vote of the association paid members.
2. Amendments adopted by the association shall take effect at the time of the vote.

Approved by the South Dakota Association of Conservation Districts on October 8, 1973.

Approved and officially recognized as the by-laws of the SDACD Employees on October 8, 1973.

Amended by Executive Committee 8/7/74.

Amended by Executive Committee 2/28/75.

Amended by Board of Directors 2/18/76.

Amended by Board of Directors 1/26/79.

Amended by employees at annual SDACD Convention 10/8/79.

Amended by employees at annual SDACD Convention 10/4/87.

Amended by employees at annual SDACD Convention 10/2/88.

Amended by Board of Directors 2/11/92.

Amended by employees at annual SDACD Convention 10/1/95.

Amended by employees at annual SDACD Convention 10/3/99.

Amended by employees at annual SDACD Convention 9/18/05

Amended by employees at annual SDACD Convention 9/17/06.

Amended by employees at annual SDACD Convention 9/16/12.

Amended by employees at annual SDACD Convention 9/15/13.

Amended by employees at annual SDACD Convention 9/25/16.

Amended by employees at annual SDACD Convention 12/9/19.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION  
PRESIDENT**

**Length of term: 3 years**

**Limits: 2 consecutive terms**

**Elections:** SDACDE Annual Meeting

**Qualifications:** President shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is necessary to effectively conduct meetings. Must be willing to learn and able to work with a wide diversity of people.

**Duties:**

1. Conduct meetings of SDACDE and the SDACDE Board of Directors.
2. Attend SDACD meetings as representative for SDACDE.
3. Prepare agendas and coordinate speakers/topics as determined by SDACDE.
4. Keep current on all projects and activities of SDACDE.
5. Provide leadership and encourage active participation from all members of SDACDE.
6. Keep informed of various SDACDE committees.
7. Maintain good working relationship between SDACDE, SDACD, NRCS, Division of Resource Conservation & Forestry and other agencies.
8. Keep informed of national and regional employee association activities and concerns. Keep SDACDE updated on key issues.
9. Give SDACDE report at annual SDACD fall meeting.
10. Present length of service awards and other recognition awards at SDACD annual meeting.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION  
VICE-PRESIDENT**

**Length of term:** 3 years

**Limits:** 2 consecutive terms

**Elections:** SDACDE Annual Meeting

**Qualifications:** Vice-president shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is helpful. Willingness to learn and work with others is important to this position.

**Duties:**

1. Attend meetings of SDACDE and the SDACDE Board of Directors.
2. Provide information and assistance in organizing meeting agendas.
3. Keep current on all activities and projects of SDACDE.
4. Provide additional leadership to the association.
5. Serve on various committees as appointed or desired.
6. Chair meetings in the absence of the SDACDE President.
7. Serve as SDACDE President in the event of a vacancy until the next election.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION  
SECRETARY/TREASURER**

**Length of term:** 3 years

**Limits:** 2 consecutive terms

**Elections:** SDACDE Annual Meeting

**Qualifications:** Secretary/Treasurer shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is helpful. Willingness to learn and work with others is important to this position.

**Duties:**

1. Maintain accurate records of all financial activities of the Association. These shall include savings and checking accounts, budget, fundraising project records, endowment fund records, and scholarship fund records.
2. Collect membership dues and keep a record of current paid members to determine eligibility for voting at meetings.
3. Take accurate minutes of all Association general and board meetings.
4. Maintain records of all committee assignments, membership lists, by-laws, and memorandum of understanding agreements.
5. Maintain up-to-date records of all Association accomplishments, history and employee length of service lists.
6. Pay Association bills as approved.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION  
Employee AREA DIRECTORS**

**Length of term:** 2 years

**Limits:** none

**Elections:** Area employee meetings

**Qualifications:** Area Directors shall be a paid member of SDACDE. Acts as a representative of their area employees. A willingness to learn and work with others is important to this position.

**Duties:**

1. Attend meetings of SDACDE and the SDACDE Board of Directors.
2. Keep current on activities and projects of SDACDE.
3. Bring comments and ideas that represent your area to the SDACDE board.
4. Provide additional leadership to the association.
5. Serve on various committees as appointed or desired.
6. Distribute information from the SDACDE association back to your area employees.
7. Lead your area employees in support of the SDACDE.