

# ***YOU BOOK***

*A guidebook for Kansas Conservation  
District Employees*

Revised September 2009

## **Who are you???**

You are an employee of the Conservation District. Your Board of Supervisors is your boss!

You will play many roles in your position. You will need to be about 40% Public Relations (PR), 25% Communications, 25% Clerical and 10% jack of all trades...and in addition, you must be 100% positive attitude.

In case nobody told you, you are a very important person to your district!

You are the district contact in your office. You must reflect the image your district wishes to project. Generally, you are the first contact the public has with conservation when they walk through the door. Your attitude and how you treat individuals will create a strong supporter of conservation and your district. Treat the public as if they were special; they are special! You, your district, NRCS, are here to help these people solve their conservation problems. No matter how busy you are, treat the person in front of you as if they were the most important person in the county...because they are!!!

No one else in your conservation district has to work so closely with all people concerned as you do. They include NRCS, FSA, Extension, State Conservation Commission, KACD Districts and others. You must do your best to be worthy of such trust and keep harmony where possible.

You must keep an open line of communication with your board, they are your employer. Keep them informed; they need to know what is going on. You are the line of communication between the office and your supervisors.

Be an asset to the Natural Resources Conservation Service by helping keep the lines of communication open between NRCS staff, district staff and the Conservation District board of supervisors.

Make a plan to improve... you will get very stale if you don't make an organized effort to better yourself. Set goals for formal improvements; want to improve your capabilities. Each time you improve yourself, your district benefits.

Almost all of this adds up to attitude and "PR". Talk to your board about the image they wish to project. They will appreciate your interest.

Each morning check your appearance, check your attitude. Make everyone's day a nicer conservation day because you are there.

## **With whom do you work???**

You are a co-worker to the Natural Resources Conservation Service (NRCS), and partner to the State Conservation Commission (SCC), Kansas Association of Conservation Districts (KACD) along with many other agencies.

A good source of information about the partnership the Conservation District has with NRCS is the Local Operating Agreement. Both the Conservation District and NRCS are to maintain a current copy of the Local Operating Agreement in their files and should work together to review the Local Operating Agreement on an annual basis.

Supervision of employees will be performed by each entity. NRCS will not supervise Conservation District employees; however, they will provide training and technical guidance to Conservation District employees as needed. The local board of supervisors will supervise Conservation District employees.

It is important that you know and understand the difference between the purpose of each agency and organization involved in conservation. In order to assist them effectively, handle correspondence properly, and work with each agency cooperatively you must have the initiative to learn about each one involved. Your familiarity with these other agencies and groups will help you correctly inform and refer callers.

Agencies and groups which the district works with include:

### **USDA Natural Resources Conservation Service (NRCS)**

NRCS carries out a national program of conserving and developing land and water resources. The NRCS mission is "Helping People Help the Land". NRCS helps land owners and operators within locally governed conservation districts to make physical adjustments in land use to conserve and protect soil, water, air, plant, and animal resources. Three documents tie NRCS and the districts together: (1) a Mutual Agreement between the district and USDA, (2) a Cooperative Working Agreement between NRCS, the State of Kansas, and the Kansas Association of Conservation Districts, and (3) a Local Operation Agreement between the district and NRCS, signed by the State Conservationist and the conservation district. The conservation district and the local NRCS staff develop a joint business plan/annual work plan to identify business action items that will be taken during the year.

Individual farm and ranch conservation plans and resource plans are developed and carried out in cooperation with conservation districts, watershed groups, resource conservation and development groups and other federal and state agencies.

The main objective of the NRCS is an integrated system of land use and conservation treatment that is in harmony with the capability of the land and the needs of the people.

NRCS is a line and staff organization; the line officers (decision makers) being State Conservationists (in state office in Salina), the area conservationists (3) and 94 district conservationists. All other NRCS personnel are staff and assist the line officers.

The NRCS team made up of district conservationists, soil conservationists, soil scientists and conservation technicians may work in your office and are your Conservation District's working partners.

### **State Conservation Commission (SCC)**

The SCC is the state agency administrating the Kansas Conservation Districts Law and other statutes authorizing various programs relating to conserving and protecting natural resources. The SCC provides financial and administrative assistance to the 105 county conservation districts in Kansas. Every year each conservation district receives a grant matching local county funds up to \$25,000 from the SCC. The conservation districts locally implement the state cost-share programs in which the SCC provides funds to assist landowners in the installation of soil and water conservation and pollution control practices. The SCC assists conservation districts in the promotion, development and administration of an effective soil, water and related resources conservation program for Kansas. The SCC staff provides guidance to district supervisors and employees to facilitate their local operations in carrying out the functions of the conservation district. They are available to answer questions you may have concerning such things as financial management, conservation district activities, state cost-share programs, and applicable state and federal laws. Among the resources the SCC furnishes to the conservation district are the Kansas Conservation District Handbook, Kansas Conservation District Supervisors Handbook, and Programs Manual. Also, there are many resources available on their website at [www.scc.ks.gov](http://www.scc.ks.gov).

### ***Other USDA Agencies:***

#### **USDA Farm Service Agency (FSA):**

Through the current cost-share program shares with land users the cost of applying certain soil and water conservation measures. FSA county committees accept applications for cost sharing and issue payments after conservation practices have been satisfactorily applied. The FSA Farm Loan Team provides long term financing.

#### **USDA Rural Development (RD):**

Provides loans to carry out plans to protect, develop and utilize the land and water resources in small watersheds.

#### **Resources Conservation and Development (RC&D):**

The purpose of the RC&D program is to encourage and improve the capability of volunteer local-elected and civic leaders in designated RC&D areas to plan and carry out projects for resource conservation and community development. Program objectives focus on "quality of life" improvements achieved through natural resources conservation and community development. Local RC&D councils benefit communities across the nation by creating and retaining jobs in communities, encouraging rural and urban economic development, assisting in the development of watershed and area-wide plans, and assisting in the application of

conservation practices to improve natural resources. To date, 375 areas across the Nation (plus the Caribbean and Pacific Basins) have been designated by the Secretary of Agriculture as United States Department of Agriculture (USDA) assisted RC&D areas. They serve more than 85 percent (2,709) of U.S. counties and over 80 percent of the U.S. population.

***Other Related Agencies:***

Soil, water and related resources conservation activities are not supported solely by groups having the key word “conservation” in their name but by many others both public and private. Additional agencies contributing actively are the Kansas Department of Wildlife and Parks; the Kansas Cooperative Extension Service through its director, staff of specialists and county agents; the Kansas Experiment Stations; the Division of Water Resources, Kansas Water Office and the Kansas Department of Health and Environment. Local Watershed Districts and the State Association of Kansas Watersheds are also prime entities in total conservation development in Kansas. Private groups providing support for conservation programs include the Kansas Bankers Association and major farm organizations. Members of the state legislature are also influential sources of assistance to the district. County officials, city government officials and public schools also give support to conservation efforts.

***Related Associations:***

**Kansas Association of Conservation Districts (KACD):**

Is a voluntary organization of the supervisors of Kansas conservation districts. Its main purpose is to assist districts advance the conservation and development of land, water and related resources of Kansas. KACD is a voluntary, nongovernmental organization chartered under the laws of the State of Kansas. KACD is controlled entirely by its membership working through a board of directors consisting of five elected supervisors, one from each of the five KACD geographic areas.

An annual convention for the entire KACD membership is held each November in Wichita. At this meeting committees present their policy recommendations at a formal business session. Decisions are determined by the voting supervisors. You may be asked to help at convention in various ways, such as making reservation, preparing news releases, typing committee reports, resolutions, etc. The spouses of district supervisors comprise the KACD Auxiliary. The Auxiliary also participates in activities at the convention so it is important that spouses and supervisors attend.

KACD committees meet as needed throughout the year. You may be asked to assist your supervisors if they serve on state committees. You may also be asked to serve on a committee yourself as a district employee advisor.

Area KACD meetings are held each fall preceding the annual meeting. The purpose of these meetings is to update supervisors on current and urgent matters and discuss possible

KACD resolutions. This “grass-roots” approach has produced numerous legislative, policy and program changes.

A schedule has been developed for each KACD area so counties can rotate and share the responsibilities of hosting or assisting with various KACD events such as the Legislative Fair, State Fair, KACD Fall Meeting and KACD Convention Host. This schedule is available from your KACD Area Director.

**National Association of Conservation Districts (NACD):**

NACD Represents local conservation or similarly named districts in 50 states. NACD is a policy forming body and a national voice for conservation.

Policies are determined by groups from each state, divided into regional areas. Kansas is in the Northern Plains Region. NACD publishes News & Views and e Notes. The NACD website [www.nacdnet.org](http://www.nacdnet.org) offers many services and products available to local districts.

Meetings- the National Association of Conservation Districts holds an annual convention in a new host city each year, generally in early February. It features general business sessions, programs of interest nationally and other conservation activities.

**NACD Northern Plains Region:**

There are six states in the Northern Plains region: Kansas, Montana, Nebraska, North Dakota, South Dakota and Wyoming. A regional meeting is held each year, alternating the meeting location among the six states. At this meeting states present committee recommendations on program and policy changes at a formal business session.

**KACD Employees Organization (KACDEO):**

KACD Employees Organization provides education, training and a support network to help conservation district employees in meeting their districts goals and objectives of getting conservation on the ground. As an employee of the district, you are eligible to become a member of the KACDEO. This group is affiliated with the Kansas Association of Conservation Districts. Purposes, policies, activities, membership rules, etc., are contained in the bylaws.

The KACD Employees Organization was formed in Dodge City at the KACD Convention in December 1973. The bylaws were approved on December 3, 1973 and are included in the YOU Book. Dues are established annually.

The KACD-EO Annual Meeting is held in conjunction with the KACD Annual Convention. The election of area KACD- EO representatives is held at the Annual Meeting. One area EO representative from each KACD area is elected each year.

A state-wide EO conference is held every other year. Area meetings are scheduled for the year opposite of the state conference, or as the opportunity arise. EO meetings

provide program updates, training and ideas for personal improvement. Attendance of these meetings and reimbursement for travel expenses require district board approval.

The Executive Committee is made up of two elected representative per KACD area plus one committee member selected by the general membership. Advisors will include a representative from NRCS, the SCC and KACD. The Executive Committee meets three times per year; in the spring; in conjunction with working at the KACD State Fair Booth; and in conjunction with KACD Annual Convention.

The Area Representatives responsibilities are:

1. To attend and participate in EO Executive Committee meetings.
2. To work with their co-area representative on EO activities.
3. To plan and make arrangements for the state and area meetings.
4. To provide training and assistance to new and present district employees.
5. To assist KACD in the development of the Convention Resolution Booklet and other convention activities as requested.
6. To assist KACD by serving one day at the KACD State Fair Booth.
7. To keep area EO members informed of conservation program updates, promote unity among all agencies, and encourage excellence in the performance of the duties of district employees.

The membership dues paid to KACDEO are used for the following:

1. Scholarships
2. Workshops/Trainings
3. Information and education materials for district employees
4. 20 Year Employment Awards
5. Retirement Awards
6. Memorials/Gifts
7. Help support fundraising activities directly related with employees organizations at the state, regional and national level.
8. Help support expenses incurred by the Executive Committee as follows:
  - (a) State Fair - EO pays \$50 per rep to cover admission, meals & lodging; plus mileage to and from Hutchinson;
  - (b) Convention - When Sunday EO meeting is required, each rep reimbursed \$45 to cover meals & lodging; no mileage;
  - (c) Statewide Meeting – (Odd yrs) When required to attend day preceding meeting, each rep reimbursed \$45 to cover meals & lodging; no mileage.
  - (d) April Salina Meeting – (Even yrs) EO pays for lunch and mileage.

**Northern Plains Association of District Employees (NPADE):**

The Northern Plains Region is comprised of six states: Kansas, Montana, Nebraska, North Dakota, South Dakota and Wyoming. As a member of the KACD Employees Organization, you are also a member of the Regional District Employees Association. This group is affiliated with the National Association of Conservation Districts. Purposes, policies, activities, membership rules, etc., are contained in the bylaws which is included in the back of the YOU Book.

The Northern Plains Association of District Employees was formed in Rapid City, South Dakota in June of 1988. The bylaws were approved on June 13, 1988. Dues are established annually and are included in your annual dues to the KACD-EO.

The board of Regional Representative consists of six members representing each of the states in the Northern Plains region, and shall be elected to that position by the employees in that state. Regional Representative Election shall coincide with election of officers.

**National Conservation District Employees Association (NCDEA):**

February 3, 1992 was a historic day for conservation district employees in the United States. Bylaws of the National Conservation District Employees Association were adopted by the seven regional representatives in Reno, Nevada. The NACD council passed an amendment to their bylaws establishing this Association as a NACD affiliated organization on February 4, 1992. NCDEA became incorporated on August 29, 2005; and received their 501c3 designation on April 14, 2006.

The NCDEA Board shall consist of four officers, past president and seven representatives, selected prior to the annual meeting of this Association by their respective regional membership. Regional representatives and alternates must be selected from within the region they represent.

With the formation of the NCDEA, district employees have the opportunity to work with state, regional and national levels to provide training and education to conservation district employees.

You may become a member of the National Conservation District Employees Association by becoming a basic member of NACD. You can designate a portion of your dues to go to the support of NCDEA on the NACD membership form. You may also join NCDEA as an associate member, information available at [www.ncdea.org](http://www.ncdea.org). The NCDEA bylaws are included in the back of the YOU Book and also located on the NCDEA website.



## **What will you do???**

Your scope of activities cannot be defined in 25 words or less. Because of the wide range of conservation programs in Kansas, each county program is different and each conservation district's activities are varied and unique.

Always remember your board of supervisors is your boss! Treat them as such. Help them when and where possible. Remember your supervisors are busy people; the time they devote to conservation is voluntary. They depend on you for many things. Take time and initiative to provide your very best service to them. You have to earn their respect through hard work and sincerity. One very valuable source of information is your monthly board meeting. If your supervisors do not require you to attend, ask them if you can attend regularly for your benefit.

The purpose of the conservation district is to develop and carry out a long range program that will result in conservation and improvement of our natural resources; to provide assistance in the planning and application of conservation measures; to encourage maximum participation of the general public and all local public and private agencies to fulfill this purpose.

Each district has authority to enter into working agreements with other governmental agencies and with private concerns to carry out its purposes. Each of these agreements may be formalized with a "Mutual Agreement." A copy of each such agreement should be located in your district files.

You should have a job description; if you don't ask the board to prepare one with you. Assuming your office is co-located with NRCS, your time will be divided between the district and NRCS, and there should be a clear written understanding of your duties and the assistance you are to provide.

When you are in doubt about doing something, ask your board. You should have a working agreement with your board. This is not a contract but merely states points of clarification so that all concerned have an understanding of: hours of work, manner in which you are to account for hours worked, annual leave, sick leave, notification procedure you are to follow when absence from work is necessary, and wages. Items included in the working agreement will vary between districts.

If your office is co-located with NRCS your working area will be provided by NRCS. Furniture and working tools such as computer, copier, etc., may be furnished by either the district or NRCS. For offices not co-located with NRCS furniture and other office equipment may be owned by the district or obtained through other sources.

When NRCS provides your working area there are policies pertaining to the district enterprise activities that must be followed. These policies, which are outlined in the Local Operating Agreement, are:

1. Advertising or promotional items for CD enterprise activities that identify either the CD enterprise or associated suppliers may not be displayed in the Service Center building.
2. CD enterprise supplies such as agriculture chemicals, grass seed, and other bulky items will not be stored in the Service Center. The items may be stored on the service center grounds provided the CD provides a suitable storage facility and is allowed by the lesser.
3. NRCS employees will not assist the CD with enterprise arrangements, sales, or deliveries. NRCS employees will not handle or be responsible for CD funds, but may take messages dealing with the CD enterprise.

### **Public Information Program**

It is possible that you may be asked to assist with programs for schools, clubs and organizations. You and your supervisors may help the program committee of the various organizations. This is a fine way to show the role of the district in conservation of our natural resources. If you are planning a presentation photos, displays, and power point presentations may be obtained from the Public Affairs Specialist at the NRCS state office. Ideas for presentations and displays may also be shared through neighboring counties as well.

### **Field Days and Demonstrations**

Districts have found that seeing or doing activities are very effective. Your district may help sponsor such activities as a No-Till Field Day. Your local office of the Extension Service will probably be happy to help sponsor such activities. It will be your duty to coordinate such activities and to assist with publicity. Field days could also showcase a variety of soil and water quality practices and other partners could include local Farm Bureau, KDHE, SCC and various other conservation agencies or organizations.

### **Bankers Award Program**

In cooperation with Extension Service, your district will probably participate in this program to select outstanding farmers in your county. These farmers will be honored at the district's annual meeting. Assist the county agent and your supervisors in making arrangements in any way possible. Some districts sponsor a tour of selected farms before reaching their decision, and you will assist with arrangements for the tour. Contact your local newspaper to publicize this awards program.

### **Youth Activities**

Youth activities may include speech, poster, essay and limerick contests. These are designed to interest students in conservation at an early age. Rules for these contests are available from the Youth and Education Committee Chair from KACD. You will assist in getting contest materials to the various schools, obtaining judges, and sorting entries. You will also see that proper recognition is given to the winners of the various contests. It is also your duty to enter your district's winning entries in the state contest.

Your district may also sponsor a student to Range Youth Camp. You will help with registration and publicity.

Your district may also participate in an Envirothon. You will assist with this competitive outdoor learning event for high school students that test their knowledge of environmental resources.

Other educational activities that your district may choose to participate in including water festivals, E.A.R.T.H., “Day on the Farm” type events and many more.

### **Stewardship Week Activities**

One week in May is set aside to call attention of all people to the importance of conservation of our natural resources. This is a national observance and various activities are conducted throughout the nation. A proclamation is signed by the Governor of Kansas. Materials and suggestions are available through NACD to assist in your preparations for this week’s activities, which may include:

1. Helping district supervisors contact local ministers. You may arrange tours or other meetings; distribute bulletins and programs for use in churches.
2. Arranging for and showing of special movies.
3. Contacting clubs and organizations to encourage stewardship programs.
4. Putting up posters and distributing place mats.
5. Preparing news releases.
6. Preparing special conservation exhibits in public places.

### **Fair Booth**

Many districts put up a booth at their county fair. This is an important project which requires much pride. You may be in charge of the total project. Be very sure it is a high quality booth, neat and telling your district’s story. Sometimes a contest is held in conjunction with the booth. You may assist with the contest and with the publicity leading up to the contest.

### **District Newsletters**

A district newsletter tells the local conservation story, keeps the public informed of what is happening and who is making it happen. Excellent suggestions for printing a newsletter are contained in the NACD booklet “Notes about Newsletters.”

As the district’s employee, chances are you will serve as the editor for the newsletter. This does not mean, however, that you must do all the writing. You may choose to request stories from partners such as your supervisors, the district conservationist, the county agent, or other interested individuals. Chances are that they will come up with excellent stories. Your most important story should be your lead story, with the least important stories last. At least one photo should be included in each issue, and it should be linked to one of the feature stories.

You will prepare the layout and maintain the mailing list. If you are just starting a newsletter the first issue will be the most difficult. Later you will know how much material to include, how long the printing takes and other pertinent information. If your

newsletter is printed professionally cost of the publication may be defrayed by selling advertisements to contractors or businessmen.

**Within the next six month you should read and become familiar with the following information in your office:**

*Handbook for CD Supervisors (most current copy is available on SCC Website)*

Personnel Section of the *Kansas Conservation District Handbook*

*State Conservation Commission Program Manual*

Your District's Annual Work Plan

Your District's last Annual Report

NRCS-CD Local Operating Agreement

**Other recommended reading:**

*How to Win Friends and Influence People* by Dale Carnegie

*Think and Grow Rich* by Napoleon Hill

*7 Habits of Highly Effective People* by Stephen R. Covey

**Office Procedures**

**Phone Etiquette:**

Each caller gets a definite impression of you, of the district and of NRCS from the way you sound when you answer the telephone. That is why it is important to project a pleasing telephone personality. The safe rule is to treat your telephone visitor as if he or she were present. Make your voice and manner warm and pleasant; get a "glad to hear from you" ring into it. Let your voice reflect your interest in the caller and your willingness to help.

Speak clearly, distinctly and talk normally. The telephone should be answered promptly. Standard greeting is "Natural Resources Conservation Office" but local office choice and agreement by the district supervisors and the NRCS may include "Good Morning, Jones Conservation District," or "Natural Resources Conservation Service, Melody speaking."

Be as helpful as possible to the caller, but do not become involved in lengthy conversation. When placing a call always identify yourself and then state the purpose of your call. Be brief but courteous in giving or requesting information. You should keep to a bare minimum any personal calls placed or received, this would also include the use of personal cell phones.

If the person called is not in the office or not available at the time, say so, and ask if someone else may take the call. If not, offer to take a message or have the call returned.

## Letter Writing:

A good letter is pleasant and helpful. To do this your letter should:

1. Be complete. Your letter should include everything pertinent. The person receiving it shouldn't have to contact you to ask for more information. A good guide is to imagine yourself as the addressee and consider whether or not you would still have a question.
2. Be clear. The person receiving it shouldn't have to contact you to ask for more information.
  - a. Use a familiar word instead of a \$50 word. If technical words or phrases can not be avoided, use them but define them. Spell out acronyms before using them repeatedly in the content of your letter.
  - b. Use a conversational, friendly tone, just as you would in person. Use "we" and "you" and other personal references.
  - c. Make the sentences and paragraphs short, but don't over do it to the point your letter sounds choppy.
  - d. Favor the active voice over the passive... "We received your letter" is better than "your letter was received". Better still, "thanks for the letter" the sender will know you received it and you will have made them feel appreciated too.
3. Use proper format.
4. Proofread all correspondence for errors.
5. Save a copy of all correspondence in landowner's folders, cost share file or other pertinent files as needed.

## Helpful Hints for assisting your supervisors:

1. When you notice an article your board should read, clip it out and provide copies to them.
2. Highlight pertinent points in articles and speeches so they won't have to read the unrelated items.
3. Keep a schedule for supervisors; noting and reminding them of meetings and appointments.
4. Call and remind them of regular monthly meetings.
5. If you need something signed, take it to them (if feasible) rather than asking them to always come into the office.
6. Give a report at the board meeting on your activities for the month. Your report should include your activities, office activities and upcoming events.
7. Practice the same office manners on your board that you do on others. Let them know when you are going to be out of the office, etc.

In closing...

Your job is unique but you, and only you, can make it special!

What you contribute to conservation, to your district, to the people you work with will determine your value, your quality and your worth as an employee. You can be just “another 8-5’er punching in and out” or you can be the best district employee ever. You can grow in pride; you can grow in knowledge; you can grow with your program; you can gain respect from your board; you can help them. You can contribute to conservation and to humanity...but only if you want all these things. It’s not all up to you; a little of it lies on your co-workers, in your board, in the people around you, but 97% of what kind of conservation district employee you are depends on YOU.

Go after it...Be the special kind of employee your district needs.

Best wishes in your new career,

From the Kansas Association of Conservation Districts Employees’ Organization

### **Kansas Association of Conservation Districts Employee Organization Scholarship**

The Kansas Association of Conservation District Employee Organization (KACD-EO) offers three scholarships. These scholarships are awarded yearly, beginning January 1 until funds are allocated. Each scholarship will not exceed \$100.00.

The requirements of the scholarship rules are as follows:

1. Applicant must be a member of KACD-EO.
2. The class or workshop must be related to the applicant's position.
3. Applicants are limited to one scholarship every two years.
4. Scholarships can be used in conjunction with reimbursement from other entities; however, the total received from funding sources can not exceed 100% of said class or workshop.
5. Scholarships can not be used for classes which are being conducted by the NRCS or KACD-EO.

To apply for the scholarships, applicants must submit a scholarship application form to the KACD-EO President. The application must be submitted prior to said class or workshop. Reimbursement will be made following submission of final receipt for said class or workshop to KACD-EO President.

See next page for application form.

### **National Conservation District Employees Association- Don Aron Scholarship**

Scholarships are available to conservation district employees and their immediate family who is participating in a resource conservation curriculum while enrolled in an accredited college or university. Attainment of a degree is not required. More information is available on the NCDEA web site.

**Application for Scholarship Award  
Offered by  
Kansas Association of Conservation Districts Employee Organization**

**Mail to: KACD-EO President**

Applications accepted beginning January 1 each year, until funds have been allocated

**Name:** \_\_\_\_\_

**Conservation District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Type/name of class/workshop:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Other Reimbursements (Amount and Source):** \_\_\_\_\_

**Date of Class:** \_\_\_\_\_

**Location of Class:** \_\_\_\_\_

**Brief Description of class or workshop and how attendance/participation will impact your job performance.**



# **BYLAWS OF KANSAS ASSOCIATION OF CONSERVATION DISTRICTS EMPLOYEES' ORGANIZATION**

## **ARTICLE I - Name and Affiliation**

The name of this organization is: Kansas Association of Conservation Districts Employees' Organization and it shall be affiliated with the Kansas Association of Conservation Districts.

## **ARTICLE II - Purpose**

1. This organization is nonpartisan, nonpolitical, and nonprofit.
2. The purposes for which this organization is formed are:
  - (a) To promote resource conservation in Kansas and in local conservation districts;
  - (b) To more adequately assist in the implementation of district programs and activities;
  - (c) To establish and maintain a standard of quality 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 the same pride and dedication as is displayed by district supervisors.

## **ARTICLE III - Basic Policies**

1. To uphold the National Association of Conservation Districts and the Kansas Association of Conservation Districts Bylaws.
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 an adequate education program.
4. To maintain a better understanding and working relationship between district employees, districts, and cooperating agencies, such as the Natural Resources Conservation Service, and State Conservation Commission.
5. To implement a "Code of Ethics" for conservation district employees.

#### ARTICLE IV - Activities

1. To conduct an employees' session at the KACD annual meeting.
2. To conduct educational seminars periodically and maintain an education program in relation to district employees' responsibilities, district policies and law, and other areas as determined.
3. To establish liaison between KACD, the State Conservation Commission, the Natural Resources Conservation Service, and district employees.
4. To encourage attendance of conservation district employees at the KACD and NACD conventions.
5. To conduct an orientation program for new conservation district employees.

#### ARTICLE V - Membership

Any district employee in Kansas shall be eligible for membership in the KACD Employees' Organization.

Any member in good standing is eligible to vote.

Dues: Shall be \$20.00 per conservation district with an additional assessment of \$5.00 for each district employee. Five dollars of each conservation districts' dues shall go to the Northern Plains Association of District Employees. (Amendment 11-98)

Dues: Shall be \$20.00 per affiliate nonvoting member.

The dues are payable upon receipt of a dues reminder sent by the KACDEO each year in January.

Any past district employee shall be eligible to be an affiliate member with same dues as regular members. Affiliate members shall be nonvoting members. (Amendment)

District employees who retire with 20 years or more of service shall be recognized by the KACDEO.

#### ARTICLE VI - Executive Committee

##### Section I. Committee Representation

1. The executive committee shall consist of eleven members to be elected at the annual meeting of the KACDEO at the KACD convention (two area representatives and one member at large) by the members of the organization.

2. Area representatives will be elected for a two year term. One position from each area will be open each year.
3. The "member at large" shall be elected to a three year term, limited to two consecutive terms. The position may be held by any KACDEO member from the five KACD areas, with a paid membership. Acceptance of the position will be subject to approval by their respective conservation district board. The "member at large" will serve on the executive committee in the same capacity as the other elected members, with voting capacity and eligibility to hold office.
4. Upon resignation of any executive committee member, the President shall have the authority to appoint any person from that area as the committee member based on a recommendation by the employees in that respective area. The "member at large" will be chosen from across the entire state.

## Section II. Officers Elections, Term of office, and Executive Council

1. A President, President-Elect, Secretary, and Treasurer shall be elected by the executive committee members. The President and President-Elect will be elected for two year terms, and limited to two consecutive terms. The Secretary and Treasurer may hold unlimited terms and are elected annually.
2. The President, President-Elect, Secretary, and Treasurer shall constitute the organization's Executive Council, which shall have the power to act in the name of the organization between regular and special board meetings.
3. Upon resignation of any officer, the President shall have the authority to appoint another person to that office.

## ARTICLE VII - Committees

Committee members shall be selected by the executive committee. Reports from the committee shall be made at executive committee meetings.

## ARTICLE VIII - Amendments

Amendments to these bylaws may be made at the KACD convention by majority vote of the Employees' Organization members present or by a majority vote of the executive committee at any regular meeting. A majority of the executive committee shall constitute a quorum.

All amendments to the bylaws by the executive committee are subject to ratification by members of the Employees' Organization at the next KACD convention.

Approved by the Kansas Association of Conservation District Board of Directors on December 4, 1973

Approved by and officially recognized as the bylaws of the KACD Employees' Organization on December 3, 1973.

#### ARTICLE IX - Election and voting of Area Representatives and/or Member at Large

Any district employee with a current paid membership is eligible to vote in all affairs of the organization.

Nominations for the positions of area representatives and/or the member at large whose terms are expiring at the next Employee Organization Annual Meeting shall be made at the KACD Fall meetings. Additional nominations may also be taken from the floor at the EO Annual Meeting.

Voting for area representatives and/or the member at large shall be done at the Employees Annual Meeting or by absentee ballot. To obtain a ballot, the district employee must contact any area representative that is not up for election. The completed ballot can be mailed or faxed to reach the KACDEO President, 10 working days prior to the EO Annual Meeting held in conjunction with the KACD Annual Convention.

Approved by Executive Committee: November 21, 1999

Approved by the EO membership: November 22, 1999

# **BYLAWS OF THE NORHTERN PLAINS ASSOCIATION OF DISTRICT EMPLOYEES**

## **ARTICLE I - Name**

- Section 1. The name of the association shall be Northern Plains Association of District Employees.
- Section 2. The principal offices of the association shall be located with the president of the association.

## **ARTICLE II – THE TERM “DISTRICT” INCLUDES**

- Section 1. Soil conservation districts, soil and water conservation districts, natural resources conservation district and land conservation department.

## **ARTICLE III – PURPOSE**

- Section 1. The purpose of the association shall be:
1. To strengthen the local districts by providing a system of communication whereby district employees may more effectively exchange information and ideas which will result in better coordination and effectiveness of district programs on a local, state and regional basis.
  2. To serve as a communication link to the National Association of Conservation Districts and its committees to promote the ideas of local district employees to the national and regional level.
  3. To improve communications and working agreements with other agencies and associations.
  4. To foster ethical practices among district employees, promote professional improvement, instill pride and encourage dedicated service to employers.

## **ARTICLE IV - ACTIVITIES**

- Section 1. The activities of the association shall be:
1. To analyze, compile and disseminate information on programs, policies, regulations, and laws of districts, agencies and associations that is of interest to and is beneficial in improving the programs of districts.
  2. To provide liaison to NACD and its subcommittees for the purpose of providing input on topics for discussion forums held during the national and regional conventions.

3. To provide liaison to NACD and its subcommittees on matters concerning district employees and district programs.
4. To cooperate with state employee associations, state and federal agencies, and state associations to share information on training and professional improvement sessions offered by various states.
5. To conduct an annual employees meeting in conjunction with the NACD national convention unless otherwise ordered by the board of directors.
6. Area meetings of the association shall be held in conjunction with the NACD regional meetings on an annual basis, for election of officers of the Board of Directors, for receiving reports and the transaction of other business.
7. Special meetings of the association may be called by the President of the Board of Directors. A quorum majority of the board members to be present to conduct business on behalf of the association.

## ARTICLE V – MEMBERSHIP

### Section 1. Definitions

- A. Active- any person employed by a district is eligible to become an active member of the association.
- B. Associate- any person engaged in any activity complementary or indirectly associated with a district.
- C. Subscribing- any person, firm, agency, organization or corporation assisting or concerned with district programs.

### Section 2. Voting

1. Each active member who has paid their annual membership fee shall be eligible to vote in all affairs of the association. No proxy voting shall be permissible in the affairs of the association. Only members present at a meeting can vote.

## ARTICLE VI – OFFICERS

### Section 1. Election, Term of Office and Executive Committee

1. A President, Vice-President, and Secretary-Treasurer shall be elected by the Association membership at each odd-numbered year during the Regional meeting of the Association.

2. Officers and regional representatives are limited to two consecutive terms of office.
3. The President, Vice-President, and Secretary-Treasurer shall constitute the association's Executive Committee which shall have the power to act in the name of the association between regular or special board meetings.
4. Upon resignation of any officer, the President shall have the authority to appoint another person to that office.

Section 2. Board of Regional Representatives

1. The Board of Regional representatives shall consist of six members representing each of the state in the Northern Plains region, and shall be elected to that position by the employees in that state. Region representative elections shall coincide with election of officers.
2. Upon resignation of any Regional Representative, President shall have the authority to appoint another person from that state as the Regional Representative based on the recommendation of the employees of that state.

ARTICLE VII – DUES

Section 1. Amount

1. The annual dues for each membership category listed in Article V of the Association shall be set at \$5.00. Dues must be paid prior to the opening of the Regional Meeting

ARTICLE VIII – AMMENDMENTS

Section 1. Official Notice

Amendments to these by-laws may be adopted by the members of the Association by an affirmative vote of a majority of all members present.

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

## ARTICLE I: NAME

The name of this not for profit corporation shall be NATIONAL CONSERVATION DISTRICT EMPLOYEES ASSOCIATION, Inc. (NCDEA).

## ARTICLE II: PURPOSES

Section 1. Purposes. To assist in developing and furthering the interest, objectives and purposes of the National Conservation District Employees Association, Inc.; to foster and promote charitable and educational purposes designed to further the principles of soil conservation and stewardship, water conservation and energy conservation; to provide, conduct and sponsor programs to aid individuals, groups, organizations, governmental bodies, associations and all entities in combating soil erosion and energy water waste; including for all such purposes the making of distributions to organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

Section 2. Financial Management. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a Association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a Association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The Association shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent Federal tax laws.

The Association shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent Federal tax laws.

The Association shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent Federal tax laws.



The Association shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent Federal tax laws.

The Association shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent Federal tax laws.

Section 3. Dissolution. Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association, exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

### ARTICLE III: ORGANIZATION UNITS

Section 1. Organization. Consist of all full-time and part-time Soil and Water Conservation District Employees in the United States of America who serve under the direction of the legally organized Conservation Districts within the United States, Virgin Islands, Puerto Rico, Guam and the Northern Mariana Islands.

Section 2. Board of Directors. For the purpose of providing representation on the Board of Directors, Districts are grouped into seven (7) regions with one delegate from each region elected to the Board of Directors. The Regional Delegate shall be elected by the acting voting membership of their respective states or regions, and shall be referred to as the Board of Directors hence forth.

Section 3. Executive Committee. For the purpose of coordinating the work of the Association, the Executive Committee of the Association shall consist of the President, Vice President, Secretary, Treasurer, and Immediate Past President of the National Conservation Districts Employee Association, Inc. No more than two officers shall be from the same region. For the purpose of coordinating the work of the Officers of the Association, the Nation shall be divided into seven (7) Regions, consisting of Northeast, Northwest, North Central, Northern Plains, Pacific, Southeast, Southwest, and South Central United States. The Executive Committee shall be elected by the Board of Directors present at each Annual Meeting from a slate of officers proposed by the Nominating Committee. The slate of officers shall be mailed to the Board of Directors 45 days prior to the annual meeting.

#### ARTICLE IV: OFFICES

The Association shall have and continuously maintain in this State of Kansas a registered office and a registered agent whose office is identical with such registered office, and shall have other offices within the United States of America as the Board of Directors may from time to time determine.

#### ARTICLE V: MEMBERS

Section 1. Membership Classes. Members of NCDEA are full-time and part-time employees who serve under the direction of the legally organized Conservation Districts in the United States, and those incorporated as separate corporate bodies under an Enabling Act of the laws of the United States for the Virgin Islands, Puerto Rico, Guam, and the Northern Mariana Islands,. Voting shall take place by Region, and each Region shall be represented by one delegate and each delegate shall have one vote, as a Director of the Board.

Cooperating sponsors of the Association shall consist of any individual, company, corporation or agency interested in supporting, either financially or through active participation, the purposes of the Association. Cooperating sponsors shall not be entitled to vote.

The individuals, companies, corporations or agencies interested in obtaining membership as a cooperating sponsor shall make application to the Board of Directors for such membership and the Board of Directors shall act on such application at their next regular or special meeting or such other meeting as shall be convenient for such action.

#### ARTICLE VI: MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board of Directors of the Association shall be held at such time and place as may be designated by the Board of Directors of the Association. The Annual Meeting of the Board of Directors shall be held in the first quarter of each year to conduct the business of the Association.

Section 2. Mid-Year Board Meeting. The mid-year board meeting of the Board of Directors of the Association shall be held in the second quarter of each year to conduct the business of the Association.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called at any time by the President, or by a majority of the Board of Directors and Executive Committee combined, or upon written request of one-third of the active voting delegates of the Association. The President shall call a special meeting for the purpose of and within such time as shall be set forth in the written request. Notice of the special meeting shall be given in the same manner as herein provided for regular meetings. No business may be transacted at a special meeting other than that stated in the call.

Special meeting(s) of the Executive Committee may be called by the President or a majority of the Executive Committee.

Conference call meetings must be conducted in such a way that all members participating can hear each other at the same time.

- Section 4. Place of Meeting. The place of meeting for any annual meeting, mid-year board meeting, or special meeting will be held within the United States of America.
- Section 5. Notice of Meetings. Written or printed notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than forty (40) days before the date of the meeting, either personally or by mail, to each member entitled to vote at such meeting.
- Section 6. Quorum. A quorum shall consist of a majority of the members of the Board of Directors. Three members of the Executive Committee shall constitute a quorum for a special meeting of the Committee.
- Section 7. Qualifications. The qualifications for a voting delegate to the membership meeting of the Association shall be that they must be a District Employee appointed by their respective region's District governing body.
- Section 8 Voting. Each voting delegate and Executive Committee member shall be entitled to one vote on each matter submitted to a vote. Voting by proxy shall not be permitted.

#### ARTICLE VII: DIRECTORS

- Section 1. General Powers. The business, property and affairs of the Association shall be managed by its Board of Directors.
- Section 2. Number, Tenure. The directors of the Association shall consist of seven (7) persons who shall hold their office for a two (2) year term and shall be selected from within the region they represent (see Article 3, Section C). Directors from the Northeast, North Central, and Southwest Regions shall be selected on odd numbered years. Directors from the Southeast, South Central, Northern Plains, and Pacific Regions shall be selected on even numbered years. Their names and addresses shall be certified to the Secretary two (2) weeks prior to the annual meeting. Seven (7) alternate directors shall be selected by each Region in the same manner as directors but shall serve only in the event of the inability or absence of the duly selected director.
- Section 3. Notice. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice of such meeting.
- Section 4. Quorum. The presence of a majority of the Board of Directors constitute a quorum for the transaction of business at any meeting of the Board of Directors, provided that if less than a majority of the directors are present at

said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 5. Vacancies. Any vacancy occurring in the Board of Directors must be filled by the respective region.

#### ARTICLE VIII: OFFICERS

Section 1. Number. The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Immediate Past President of the National Conservation District Employees Association, Inc. No more than two (2) officers can be from the same region.

Section 2. Election and Qualification of Officers. The officers of the Association shall be elected by the Board of Directors at the annual meeting . The President, Vice President, Secretary and Treasurer need not be members of the Board of Directors. The term of President, Vice President, Secretary and Treasurer shall be one (1) year. Each officer may serve up to three terms in the same office. All officers shall hold their office until their successors shall have been duly elected and qualified.

Section 3. Vacancies. A vacancy in any office (with the exception of the office of President) because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term.

Section 4. President. Under the authority and subject to the direction of the Board of Directors, the President shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. The President shall perform all duties incident to the office of President and all duties which the Board of Directors may prescribe from time to time. The President shall be responsible directly to the Board of Directors. The President shall carry out or cause to be carried out all the policies of the Association.

Section 5. Vice-President. In the absence of the President or in the event of the inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 6. Treasurer. The Treasurer shall have custody of all Association funds and securities and shall keep in books belonging to the Association full and accurate accounts of all receipts and disbursements and shall deposit all moneys, securities and other valuable effects in the name of the Association in such depositories as may be designated for that purpose by the Board of Directors. The Treasurer shall disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and Directors at the regular meetings of the Board, and whenever requested by them, an account of all transactions as Treasurer and of the financial condition of the Association. A monthly

Financial Report shall be prepared and sent to the President, Vice President and Secretary. In general the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 7. Secretary. The Secretary shall keep the minutes of the all meetings in one or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; shall be custodian of the Association records and of the seal of the Association and see that the seal of the Association is affixed to all documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with law or with the provisions of these By-Laws. The Secretary shall keep a register of the post office address of each member of the Board of Directors and Executive Committee which shall be furnished to the Secretary by such member and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

#### ARTICLE IX: COMMITTEES

Section 1. Committees. The President shall be ex-officio member of all committees except the nominating committee. Members of standing and special committees of this Association shall be appointed in such numbers and for such purposes as may be deemed necessary by the President.

Section 2. Nominating Committee. The Nominating Committee for the election of officers shall consist of the Immediate Past President and a minimum of three (3) members selected from the regions by the Nominating Committee Chair. No region shall have more than one (1) member on the committee.

#### ARTICLE X: COMPENSATION

The members of the Executive Committee, Board of Directors, and committee members shall serve without compensation from the Association but are eligible for reimbursement for pre-approved, reasonable, specific expenses incurred associated with the execution of their duties.

#### ARTICLE XI: EXECUTION OF INSTRUMENTS

Section 1. Checks. All checks, drafts and orders for payment of money shall be signed in the name of the Association and shall be countersigned by such officers or agents as the Board of Directors shall from time to time designate for that purpose.

Section 2. Contracts and Conveyances. When the execution of any contract, conveyance or other instrument has been authorized without specifications of the executing officers, the President, Vice President, Treasurer, and the Secretary may execute the same and in the name and on behalf of the Association and may affix the corporate seal thereto.

## ARTICLE XII: SEAL

The Board of Directors shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Association and the words "Corporate Seal, Kansas".

## ARTICLE XIII: WAIVER OF NOTICE

Whenever any notice whatever is required to be given under the provisions of these By-Laws or under the provisions of the Articles of Incorporation or any statutes of the United States of America relating to corporations not for pecuniary profit, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein shall be deemed equivalent to the giving of such notice.

## ARTICLE XIV: AMENDMENTS

These By-Laws may be amended, repealed or altered at any regular or special meeting of the Board of Directors of the Association by an affirmative vote of two-thirds of the voting members present at the meeting provided that notice of the proposed amendment is sent to each member of the Board of Directors and Executive Committee 30 days prior to the meeting.

## ARTICLE XV: FISCAL YEAR

The fiscal year of the Association shall begin with the first day of January in each year and end on the thirty-first day of December in each year.

## ARTICLE XVI: ORDER OF BUSINESS

The proceedings of the Association shall be conducted under and pursuant to Roberts Rules of Order.

## ARTICLE XVII: REGIONS

The National Conservation District Employees Association, Inc. shall be grouped into seven (7) Regions:

Northeast: Connecticut, Delaware, New Hampshire, New Jersey, New York, Vermont, Maine, Massachusetts, Pennsylvania, District of Columbia, Maryland, Rhode Island, and West Virginia

North Central: Wisconsin, Ohio, Missouri, Minnesota, Michigan, Iowa, Indiana, and Illinois

Northern Plains: North Dakota, South Dakota, Montana, Wyoming, Nebraska, and Kansas

Southeast: Alabama, Florida, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Virgin Islands, Puerto Rico, Guam, and the Northern Mariana Islands.

South Central: Arkansas, Louisiana, Oklahoma, and Texas

Southwest: Arizona, Colorado, New Mexico, and Utah

Pacific: Idaho, Oregon, California, Washington, Hawaii, Nevada, and Alaska

#### ARTICLE XVIII: INDEMNIFICATION

The Association shall indemnify any and all of its directors or officers or former directors or officers or any person who may have served at its request or by its election as a director or officer of another corporation, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors or a director or officer of the Association or of such other corporation, except in relation to matters as to which any such director or officer or former director or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in performance of duty and to such matters as shall be settled by agreement predicated on existence of such liability.

The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any bylaw, agreement, vote of members or disinterested directors or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office.

NCDEA Bylaws Approved on: February 3, 2007