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**GOVERNING BOARD**

**& COMMITTEE**

**MEMBER HANDBOOK**

**VISION STATEMENT**

To have a professionally accepted and integrated Team dedicated

to the cause of conservation.

**MISSION STATEMENT**

Promote our natural resources through education and encourage

professionalism of conservation district employees.

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**2022 – 2023 SECDEA Committees**

**Executive Committee Historical Committee**

Kayleigh Evans, KY – President Janice Weiss, TN – Chair

Kelly Snoddy, VA – Vice President Hope Daley, MS

Amy Clifton-Lies, TN – Secretary Amy Clifton-Lies, TN

Janice Weiss, TN – Treasurer Dru Harrison, NC

Hope Daley, MS – Past President Meleiah Tyus, MS

**Governing Board Nominating Committee**

SE President Past President, Chair

SE Vice President Member – TBA

SE Secretary Member – TBA

SE Treasurer Member – TBA

SE Past President

All SE State DEA Presidents

**Audit Committee Scholarship Committee**

Member at Large – TBA Meleiah Tyus, MS – Chair

Board Member – TBA Charity Mitcham, AL

Board Member – TBA Janice Gilispie, TN

Kelly Snoddy, VA

**Planning Committee – Plan of Work Alumni Committee**

Hope Daley, MS – Past President – Chair Rick McSwain, NC

Dru Harrison, NC Rhonda Bryars, AL

Mendel Wade, TN Brian Hacker, KY

Kelly Snoddy, VA Tina Blum, SC

Amanda Roberts, SC Martha Newby, KY

Tommy Brooks, NC

Mamie Caison, NC

Faye Burrell, MS

**Benevolence Committee Special Projects Committee**

Nancy Melancon, MS – Chair Suzette Jetton, MS – Chair

Brenda Wiggington, AL Dorris Skipper, AL

Janice Weiss, TN – Treasurer Betty Jo Tompkins, FL

Leanna Staton, NC Michelle Estes, KY

Celia Miller, MS

Lindsey Coleman, MS

Dru Harrison, NC

Amanda Roberts, SC

Mendel Wade, TN

Cory Hoar, VA

**2022 – 2023 SECDEA Committees**

**By-Laws Committee – Ad Hoc – As Needed Sponsorship Committee**

Past President Kelly Snoddy, VA – VP, Chair

Member Janice Weiss, TN – Treasurer

Member Amanda Roberts, SC

Lee-Ann Branch, NC

Janice Gilispie, TN

Betty Jo Tompkins, FL

**Communications Committee Conference Committee**

Natalie Browning, KY – Chair Kelly Snoddy, VA – VP, Chair

Wyvette Robinson, MS – Newsletter Editor Dorris Skipper, AL

Amy Clifton-Lies, TN – Secretary Ann Bishop, FL

Meleiah Tyus, MS – Website Coordinator Celia Miller, MS

Kathy Holmes, AL – Chaplain Dru Harrison, NC

Diane Curlee, SC

Natalie Browning, KY

Cory Hoar, VA

Debbie Clements, AL

Janice Weiss, TN – Treasurer

**Grants Committee**

Janice Weiss, TN – Treasurer, Chair

Henrietta Taylor, AL

Lee-Ann Branch, NC

**GOVERNING BOARD RESPONSIBILITIES**

*(Bylaws indicated in italics)*

**SECDEA Board**

***The Executive Committee and Board of Representatives constitute the SECDEA Board.***

***ALL SECDEA BOARD MEMBERS***

❖Must be a due paying member of their Conservation District Employees Association and considered a local conservation district employee.

❖Know the structure of the SECDEA Board and keep a current list of Board Member’s names, address and phone numbers.

❖Have working knowledge of the boundaries of the 11 Southeast states and their Representatives.

❖Keep a current copy of the SECDEA By-Laws and Policies. Know and understand the SECDEA By-Laws and Policies.

❖Keep a current list of SECDEA Committees. Know the function of all SECDEA Committees and assist the chairmen if needed.

❖Must attend and emphasize the importance to all SECDEA members to attend the Southeastern Conference in November.

❖Attend SECDEA Mid-Year Board Meeting.

❖Communicate all pertinent information in a timely manner. If unable to get information out, or going to be out of office, ask someone else on board to take over this task until you are again able to do the job. Also let other board members know that you will be out of the office and who is taking your place.

❖Be Professional in all areas of work. Make sure that the information you are sending out is correct.

❖Be prepared to assist the SECDEA Conference Committee when needed.

❖Forward any relevant photos and contact information changes to the Communication Committee.

***Board of Representatives***

***The Board of Representatives consists of 11 members, one from each Member Association and shall have the following powers in addition to those granted in other sections of the Bylaws:***

*1. It shall be their responsibility to authorize officers to perform such duties as are necessary for the operation of the Association.*

*2. It shall be the responsibility of the Member Association’s Representative to represent and vote according to the Member Association they represent.*

*3. It is the responsibility of the Member Association’s Representative to transmit information from the SECDEA to their respective Member Association.*

**In addition:**

* 1. ❖Encourage your state association to pay their SECDEA and NCDEA Dues.
  2. ❖Help the new district employees in your area to become familiar with SECDEA. Help all district employees in your state become acquainted with other members of our organization.
  3. ❖Fax, mail or e-mail all relevant information to the District Employees in your state. If you receive information that doesn’t specifically say that it goes to all district employees, contact the person that sent it to you and ask if you are to send it on.
  4. ❖Know and understand the SECDEA role at the SE NACD Annual Meetings. When present, be
  5. prepared to assist the Executive Committee at these meetings

1. ***Officers***
   * + 1. ***The officers consist of President, Vice-President, Secretary, Treasurer, and the immediate Past President and constitute the Associations Executive Committee. The duties of the Association's Executive Committee shall be those normally pertaining to such officials in any association and shall have the power to act in the name of the Association between regular or special board meetings.***
2. ***The duties of the president include:*** 
   1. *a) Shall have general responsibility for the affairs of the Association.*
   2. *b) Preside at Association meetings and sessions of the Board of Representatives and Executive Committee.*
   3. *c) Ensure the timely election of officers.*
   4. *d) Shall be empowered to appoint at his/her discretion any person or committee to expedite the objectives of the Association.*

*e) Shall appoint a nominating committee, yearly, consisting of one at-large member and two (2) state representatives with the immediate past president as the Chair.*

*f) Is responsible for planning the agenda for both the Annual Meeting and the Mid-Year Board Meeting.*

* 1. *g) The president or his/her designee is also the Association's representative to the National Conservation District Employees Association.*
  2. *h) Shall provide for an annual internal audit committee consisting of two or more Member Association Representatives.*
  3. *i) With assistance of the secretary will send notice of the Annual Meeting, Mid-Year Meeting and special meetings to each Member Associations Representative.*
  4. *j) Shall include special attention throughout the term for a smooth transition to the successor of the on-going programs of the Association.*

*k) Perform other duties as assigned by the Board.*

**In addition:**

* Whereas the president is responsible to plan the agenda for meetings, if unable to attend any meetings contact vice-president in a timely manner.
* Appoint Parliamentarian for all business meetings.
* Represent SECDEA at the Annual Conference and Mid-Year Board Meeting. Attend or appoint designee to represent SECDEA at SE NACD Meeting and the NACD Annual Meeting as well as any SE State meeting in which invitation is made.
* Assist in preparing and conducting the Annual Conference as well as developing programs for future meetings of the Association.
* Will co-sign with Secretary, Treasurer or Vice-President all legal documents of the Association.
* If amendments are approved in the SECDEA’s By-Laws, make certain that the By-Laws are updated in a timely manner.
* Annually review the guidelines of each SECDEA Committee, know the functions of all SECDEA’s Committees and assist the chair if needed.
* Stress the importance to each DEA State President the importance of encouraging District Employees to become paying members of their State DEA.
* Ensure each current board member receives an updated Governing Board & Committee Member Handbook.
* Request nominations for NCDEA Awards from each state DEA, appoint a panel to judge applications present awards to winners, and submit winning applications to NCDEA as nominations from the southeast region.
* Shall provide for an external audit if needed during their term of office.
* Review the standing committees each year. If the President and/or the Governing Board choose, the President may serve as ex-officio member of all committees. It will be the duty of the President to see that all committees function and the President will cooperate with each committee to that end.
* Once the dates are approved by the Governing Board, sign the SECDEA Annual Conference hotel contract for the following year.
* Provide a report of SECDEA activities to the Southeast Region NACD Board during the SENACD Meeting and the NACD Annual Meetings.

**The duties of the vice-president include**:

1. ***a)*** *May appoint committee members and plan activities to become effective only if he or she is elected as president.*
2. ***b)*** *In the absence of the president, the vice-president shall assume the responsibilities and perform the duties of the president.*
3. ***c)*** *Shall recommend to the Executive Committee a location for the mid-year board meeting and the annual meeting of the Association.*
4. ***d)*** *Shall be bonded and also be authorized to sign the Association checks and disburse funds in the absence of the treasurer or in the case the treasurer becomes incapacitated.*
5. ***e)*** *Perform other duties as assigned by the President and/or the Board.*

**In addition:**

* Assist in preparing and conducting the Annual Meeting as well as developing programs for future meetings of the Association.
* Represent the SECDEA President at any meeting the President cannot attend. Assist the president with any responsibilities when asked.
* Become familiar with the duties of president while serving as vice-president.

***The duties of the secretary include:***

1. *a) Record the minutes of all meetings and provide copies of the meeting minutes to each member of the board within 30 days following a meeting.*
2. *b) Maintain the official book of minutes for the Association. When a new secretary assumes the role of office the official records will be transferred to that person.*
3. *c) Perform other duties as assigned by the President and/or the Board.*

**In addition:**

❖Assure any approved changes to the By-Laws are correctly updated.

❖Keep a current copy of lists of board members with contact information as well as By-Laws, Policies and Committee members.

❖As policies are adopted/deleted by the Governing Board, assure such changes are updated on policy documents in a timely manner.

❖Serve on the Historical Committee.

***The treasurer shall be bonded and the duties include:***

1. *a) Keep full and accurate records of all financial transactions.*
2. *b) All disbursements shall be in accordance with either the Associations Budget or the Executive Committee's expense policy (see Current Policy), before payment is made.*
3. *c) Prepare and present a financial report and the recommended budget to the membership at the Annual Meeting.*
4. *d) Maintain all Association's funds in a banking institution in the Association's name.*
5. *e) Receive dues and keep an up-to-date list of Member Associations paying dues.*
6. *f) Maintain record of Audit Committee report.*
7. *g) Maintain all financial records of the Association. When a new Treasurer assumes office, the financial records will be transferred to that person.*
8. *h) Perform other duties as assigned by the President and/or the Board.*

**In addition:**

❖Send SECDEA Dues Statements to State Presidents by January 31st of each year.

❖Must provide all financial information needed to perform all audits.

❖Keep records of reimbursable travel expenses of Board Members and Officers.

❖Maintain records for Benevolence Committee. Payments will be mailed from the SECDEA Treasurer to the person making the request and then delivered to the recipient.

❖Maintain the SECDEA interest bearing checking account.

❖Be prepared to meet with the SECDEA Audit Committee each year during the Mid-Year Board Meeting, for the yearly audit.

❖Prepare and present a year-to-date financial report update to the Governing Board during the Mid-Year Board Meeting.

❖In cooperation with the President, prepare and present a proposed budget for the next year to the membership at the annual meeting.

❖Assure the in-coming Vice-President signs a signature card on all current bank accounts.

❖Update bonds as needed.

***The duties of the past president include:***

* + - 1. *a) Chair the nominating committee and notify each nominee and make sure they are willing to run for office.*
    1. *b) Notify SECDEA Board and general membership of November election.*
  1. *c) Conduct the SECDEA election each year.*
  2. *d) Install new officers following the election.*
  3. *e) Monitor meetings for Bylaws and Policy consistency.*
  4. *f) Perform other duties as assigned by the President and/or the Board.*

**In addition:**

* Will be a mentor and assist with training for new officers and possible leaders.
* Serve as chair of the Bylaws Committee if applicable.
* Will be responsible for new officer installation ceremony

**Parliamentarian**

* Should have a substantial knowledge of both the SECDEA By-laws and Robert’s Rules of Order
* Advise and aide the President in conducting order of business
* Advise the governing board on questions of procedure in transacting the business of the association

**Chaplain**

* Represent all members of the SECDEA in spiritual matters
* Maintain confidentiality of any members seeking council or prayer
* Deliver invocation at all official SECDEA board functions
* Promote Soil Stewardship Week by encouraging participation through SECDEA State Presidents and/or State District Employee Association Chaplains.

**ALL Board Members and Committee Chairs**

* Submit progress reports at Mid-Year and Annual Meetings, email copy of report to Executive Committee

**SECDEA COMMITTEES’ DUTIES & DESCRIPTIONS**

**Audit Committee**

Purpose: Perform annual audit of SECDEA financial records to assure adherence to accepted accounting procedures. A written report will be given at Mid-Year Board Meeting and at other such times as the SECDEA Board may request.

Organizational Structure: This committee shall be appointed by the SECDEA President and will consist of two (2) or more Member Association Representatives. If possible, the SECDEA Vice-President should be a part of this committee. This committee will serve as an ad-hoc committee as needed.

**Benevolence Committee**

Purpose:

To aid all currently employed Soil & Water Conservation District staff members as needed during times of financial hardships. Also, review and select applicants for the Benevolence Fund. Confidentiality is paramount to the success of the Benevolence Fund.

Organizational Structure:

This committee shall be directed by a Committee Chair, which will be appointed by SECDEA President. Serving under the chairperson will be a minimum of three (3) Members, one of which will be the SECDEA Treasurer. Benevolence Committee members may serve until they request to be removed from the committee. Committee members must strictly adhere to the privacy of both applicants and recipients. Committee Chair has the authority to request assistance from the Executive Board to perform the duties of this committee.

Limits:

❖Payment will be restricted to district employees both DEA and non-DEA members.

❖The Benevolence Committee will be able to approve two payments for a total of $500.00 per calendar year. The amount of these payments will be at the discretion of the committee. The SECDEA Board can grant additional payment of no more than $300.00 only.

❖No recipient can receive more than three payments per calendar year.

❖Spouse, dependent children or district employee can generate financial hardships.

❖Hardships may be but are not limited to – illness, loss of child or spouse or district employee, accident, fire, unemployment of spouse or loss of pay due to extreme circumstances.

❖Both full and part-time employees are eligible.

Application Process:

❖The employee making the request will notify the Benevolence Committee.

❖The request will include name and address of recipient, district employed by, and a narrative of the reason that help is needed.

❖Upon approval of request by the Benevolence Committee the request will be signed and dated by a committee member and a letter of justification and payment amount sent to the treasurer. In the case of a tie within the Benevolence Committee, the current SECDEA president will be asked to vote.

Payment Process:

❖All payments will be confidential.

❖Recipient will only be known by the person making the request, Benevolence Committee and SECDEA Treasurer.

❖For audit purposes, payment will be in form of check only.

❖Each recipient will be assigned a three-digit number and calendar year, i.e. 00106, 00206.

❖Payment will be mailed from the SECDEA treasurer to the person making the request and then delivered to the recipient.

**Bylaws Committee**

Purpose: The Bylaws Committee will review and make necessary updates and corrections when called upon by the Board.

Organizational Structure:

This committee shall be directed by a committee chair, which will be appointed by SECDEA President. Committee members will consist of the Immediate Past President and two (2) Members, to be appointed by the President.

Committee chair will assure that Member Association representatives receive updated By-Laws for distribution to their respective members forty-five (45) calendar days preceding the date of the meeting when a vote on the amendments will take place. This committee will serve as an ad-hoc committee as needed.

**Communications Committee**

Purpose:

The Communications Committee supervises and facilitates print and electronic media to support internal and external communication and public relations for SECDEA.

Organizational Structure:

This committee will consist of a Secretary, Newsletter Editor and Website Editor, which will ensure goals, objectives and other duties, are met in a timely manner.

Newsletter Editor will gather information, develop and distribute newsletter in a timely manner. Newsletter will be distributed in accordance with the Long-Range Plan (currently a minimum of 2 per year)

.

Website Editor will keep SECDEA Website current. Assure updated By-Laws, Plan of Work, and Long-Range Plan are posted to website in a timely manner. Newsletter Editor and Website Editor have the authority to request assistance from the Governing Board to perform the duties of the committee.

**Conference Committee**

Purpose: Prepare and coordinate SECDEA’s Annual Conference by working with hotel and conference center staff.

**Organizational Structure**:

The SECDEA Vice President shall chair this committee. Serving under the chairperson will be a minimum of three (3) Members appointed by the chair. Chairperson may seek volunteers to assist the Conference Committee when the need arises.

Committee Chair will direct committee members and activities to ensure goals, objectives and other duties are met in a timely manner. Committee Chair has the authority to request assistance from the Governing Board to perform the duties of this committee. Assist committee members in meeting their expected roles and responsibilities. Preside over committee meetings to ensure adherence to issues and purpose. Encourage active participation in Association activities. Prepare committee status reports for Mid-Year and Annual Conference and for SECDEA Board. Provide copies of all official correspondence to the President.

**Responsibilities:**

Committee will be responsible for Rooms Contract, conference facility set up, (arrangement of board meeting, conference luncheon & banquet rooms). Notify conference hotel and conference center number of attendees. Correspond with hotel reservation staff.

Arrange for podium, microphones, electronic equipment, auction tables, logo display items, share fair and break items. Notify conference center staff of any needs and concerns during conference. Present Treasurer with a copy of contract in advance for deposit payment to hotel. Chairperson will designate a state association to be responsible for managing the registration desk. Give Treasurer all invoices from the Conference Center to be paid and verify count of attendees. Committee will be responsible for display of door prizes.

**Historical Committee**

Purpose: Create and maintain a scrapbook recording all history and photos of the SECDEA.

**Organizational Structure**:

This committee shall be directed by a Committee Chair, which will be appointed by SECDEA Vice- President. Serving under the chairperson will be a minimum of three (3) Members. Historical Committee members may serve until they request to be removed from the committee. Serve as or appoint official photographer at all SECDEA functions. Share photos and news articles with SECDEA Newsletter and Website Editors. Committee Chair has the authority to request assistance from the Governing Board to perform the duties of this committee.

**Nominating Committee**

**Purpose:** Accept nominations prior to and present a slate of nominees at the Annual Meeting of SECDEA. Slate of nominees will include at least one person each for President, Vice President, Secretary and Treasurer. The committee will also accept nominations from the floor. The committee will print ballots, oversee the voting process, tabulate the ballots and announce the election results.

Organizational Structure: The Immediate Past President shall serve as committee chair with one (1) member-at-large and two (2) state representatives appointed by the President. This committee will serve as an ad-hoc committee as needed.

Organizational Structure:

This committee shall be comprised of (5) Members: (1) Past President (2) Current Board Members and

(2) Member Association Representatives. Committee members will serve (3) years.

**Planning Committee**

Purpose: Provide the oversight and operational direction necessary to monitor SECDEA and evaluate the progress of their goals.

Organizational Structure: Committee members will consist of (1) Past President and four (4) Members, to be appointed by the President. This committee shall be directed by a committee chair, which will be appointed by the committee members.

Committee will ensure an updated Plan of Work is prepared for presentation to membership at Annual Conference for adoption. Committee Chair has the authority to request assistance from the Governing Board to perform the duties of the committee. Assist committee members in meeting their expected roles and responsibilities. Preside over committee meetings to ensure adherence to issues and purpose. Prepare committee status reports for Mid-Year and Annual Conference Board Meetings. The Annual Plan of Work and Long-Range Plan will be reviewed annually with the Governing Board at Mid-Year Board Meeting.

Provide draft copy of Plan of Work to Governing Board for their recommendation to the General Membership.

A Long-Range Plan is a guide for moving into the future. It is this vision, combined with effective leadership that will ensure the future of the Southeast Conservation District Employee Association. The Committee will present the Long-Range Plan to Governing Board for review at mid-year board meeting prior to current plan’s expiration year. (The next plan to be developed will be for 2022-2026.) A draft copy of the Long-Range Plan will be sent to the Governing Board for their recommendation to the General Membership for approval. The Long-Range plan will be presented to membership at Annual Conference for adoption every five years.

This Committee will also serve to keep current the Governing Board & Committee Handbook. This Handbook will be comprised of: Governing Board & Committee Descriptions and Responsibilities, Committee List, Committee Action Plan, By-laws and Current Policies, Plan of Work, Long Range Plan, and SECDEA Contact List. The Committee will be responsible for distribution of the Handbook (when updates occur) to the Governing Board, as well as the development of policies/procedures for all new committees as requested.

**Scholarship Committee**

Purpose: Provide financial assistance to members of the SECDEA who are currently employed, but unable to attend the SECDEA Annual Conference due to budget constraints. Assistance will be provided for registration and travel, with restrictions. Applications will be review and the Scholarship Committee will make the final selection.

Organizational Structure: Committee members will consist of minimum of (3) members at large. President will appoint committee members and chair.

**Special Projects Committee**

Purpose:

Organize and conduct fund raising projects to enhance SECDEA’s operational funds. Projects consist of silent and live auctions, raffles, donations and other monetary projects to assist SECDEA in meeting the association’s annual budget. Help in preparations for and during SECDEA Annual Meeting.

Organizational Structure:

This committee shall be directed by a Committee Chair, which will be appointed by SECDEA President. Serving under the chairperson will be a minimum of one (1) Member from each southeast state.

Committee Chair will serve a maximum of three years and rotate off as chairperson. Committee members may serve until they request to be removed from the committee. However, inactive committee members may be removed by the Executive Committee upon consultation with the committee chair.

Committee Chair will direct committee members and activities to ensure goals, objectives and other duties are met in a timely manner. Committee Chair has the authority to request assistance from the Executive Board to perform the duties of this committee. Assist committee members in meeting their expected contributions and responsibilities. Preside over committee meetings to ensure adherence to issues and purpose. Encourage active participation in Association activities. Prepare committee status reports for Mid-Year and Annual Meetings and for SECDEA Board. Provide copies of all official correspondence to the Executive Committee.

**Sponsorship Committee**

Purpose: To seek sponsorship opportunities and maintain these partnerships to sustain the objectives of the SECDEA Mission. Committee members will be responsible for attending to sponsors needs during conference.

Organizational Structure: Committee will consist of: Hosting State President, 501c3 Member Chair, Treasurer, and two members-at-large. This committee shall be directed by a committee chair, which will be appointed by the committee members. Committee Chair will serve a maximum of three (3) years and rotate off as chair. Initially one committee member will serve a (1) year term and one committee member will serve a (2) year term. Thereafter, all committee members will serve (3) years.

**Grants Committee**

Purpose: Maintain the attained 501(c) 3 status. Annually file IRS Form 990 IRS and any other required documentation. Research, and facilitate the application of grants within the membership of the SECDEA to satisfy all required and necessary reporting for such grants. This will be completed by committee members in an effort to refrain from additional responsibilities on the treasurer.

Organizational Structure: This committee shall be directed by a committee chair, which will be appointed by SECDEA President. Committee members will consist of the Treasurer and eight (8) Members, to be appointed by the President.

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**Southeast Conservation District Employees Association**

**Plan of Work**

**November 1, 2021– December 31, 2022**

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| **JANUARY 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Schedule SECDEA Meeting at NACD Convention | President |
| Attend North Carolina State Association Meeting | President, as requested Members |
| Attend Mississippi State Association Meeting | President, as requested Members |
| Attend South Carolina State Association Meeting | President, as requested Members |
| Send SECDEA Dues notice by email to all Member Association Presidents | Treasurer |
| Complete required annual report for 501(c)3 | Grants Committee |
| Update Website | Website Coordinator, Governing Board, Committee Chairs |

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| **FEBRUARY 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Attend Tennessee State Association Meeting | President, as requested Members |
| Attend South Carolina State Association Meeting | President, as requested |
| Support and attend NCDEA activities during the NACD Annual Meeting | Governing Board Members |
| Encourage all Member Associations to send in nominees for the Don Aaron Scholarship | President |
| Announce NCDEA “District Employee /  District Official” Award winners | President |
| Publish Newsletter | Newsletter Editor |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **MARCH 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **APRIL 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Appoint Audit Committee – Ad Hoc | President |
| Contact State Association Presidents and decide for SECDEA’s Board Meeting and live auction during the SE NACD annual meeting. | President |
| Contact press for news release on SECDEA Mid- Year Board Meeting and activities | Host State DEA President |
| Attend SECDEA Mid-year Board Meeting Rotate alphabetically between states (2022 AL) | Governing Board and Committee Chairs |
| Organize committees (if needed) to carry out responsibilities at the SECDEA Annual Meeting | President or Vice President |
| Review By-Laws and Long-Range Plan as needed | Governing Board |
| Develop FY 22-23 Draft Proposed Budget to present to governing board at Mid-Year | Treasurer & President |
| Present Draft FY2022-2023 “Plan of Work” at Mid – Year Meeting | Planning Committee |
| Perform Annual Audit | Audit Committee |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **MAY 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Upload all documents to google drive and publicize all minutes and financial information | President or appointee(s) |
| Review Cooperative Statement between SECDEA and Partners (also in August) | Governing Board |
| Submit annual license fee for articles of incorporation | 501(c)3 Committee |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **JUNE 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Attend NCDEA Mid-Year Board Meeting | President |
| Attend MS DEA Meeting | President, as requested by members |
| Attend Alabama DEA Workshop | President, as requested by members |
| Renewal of Secretary of State Incorporation - KY | Treasurer |

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| **JULY 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Attend Kentucky State Association Meeting Attend Florida State Association Meeting | President, as requested by Members |
| Invite National and Regional DEA Leaders to Annual Conference |  |
| Invite National and Regional District Officials to Annual Conference | President |
| Appoint Nominating Committee | President |
| Scholarship Application Announcement with draft agenda for Annual Conference | President |
| Update website | President/Scholarship Committee/Website |
|  | Website Coordinator, Governing Board, Committee Chairs |

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| **AUGUST 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Attend SENACD meeting – Live Auction and drawing of raffle if applicable | President and Governing Board if possible |
| Attend North Carolina CET | President, as requested Members |
| Attend Virginia DEA Workshop | President, as requested Members |
| Send out notice by email to all Member Associations Presidents to send in nominees for the “District Employee / District Official Award” by September 15 | President |
| Attend Florida State Convention and DEA Workshop | President as requested Members |
| Review Cooperation Statement as needed between SECDEA and partners | Governing Board |
| Publish Newsletter | Newsletter Editor |
| Send out notice for nominees to run for SECDEA Officer election | Nominating Committee |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **SEPTEMBER 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Attend Kentucky DEA State Conference | President, as requested Members |
| Attend South Carolina DEA Workshop | President, as requested Members |
| Email Member Associations Presidents to encourage employees to attend SECDEA Annual Conference | President |
| Deadline for submitting scholarship applications | Scholarship Committee Chair |
| Select judges for District Employee/District Official Awards Program | President |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **OCTOBER 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Select “District Employee / Official” Award winners - Due to NCDEA on 10/1 | President – Appoints Committee |
| Update website | Website Coordinator, Governing Board, Committee Chairs |

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| **NOVEMBER 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| SECDEA Annual Conference Conduct Live & Silent Auctions | Governing Board Conference Committee  Special Projects Committee |
|  |  |
| Elect officers as needed | Members |
| Adopt FY 2023 Budget | Members |
| Adopt FY 2023 Plan of Work | Members |
| Attend Alabama ACD State Association Meeting | President, as requested Members |
| Review SECDEA Scrapbook/History Project at Annual Conference in November | Governing Board |
| Review, update and vote on revisions to By- laws as needed | Governing Board/Members |
| Review guidelines of each SECDEA Committee as needed | Governing Board |
| Review Standing Committees | Governing Board |
| Provide updated Board Member Handbook materials when available | Planning Committee |
| Recognize “District Employee / District Official Award” winners | Governing Board/Members |
| Provide training for *all* District Employees at Annual Conference | Governing Board |
| Contact State Association President to make arrangements for SECDEA Mid-Year meeting | Vice President |
| Update Website | Website Editor, Governing Board,  Committee Chairs |
| News release on Annual Conference | TN President |

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| **DECEMBER 2022** | |
| **PLAN** | **PARTY RESPONSIBLE** |
| Upload all documents to google drive and publicize all minutes and financial information | President or appointee(s) |
| Attend Virginia State Association meeting | President, as requested Members |
| Tax Filing | Treasurer |
| Review all committees and appoint new members as | President Elect, Vice President Elect as per Governing Handbook |
| Appoint new committee chairs and members as needed for the next fiscal year | President Elect |
| Update Website | Website Editor, Website Coordinator, Committee Chairs, President, Vice President |

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| **ANNUALLY** | |
| **PLAN** | **PARTY RESPONSIBILE** |
| Promote membership with non-active Member Associations and territories  - Georgia, Puerto Rico, & U.S. Virgin Islands | Governing Board |
| Encourage individual membership in each Member Association | Governing Board |
| Encourage all Member Associations to attend  Annual Conference in Pigeon Forge by letter or email | Governing Board |
| Promote SECDEA by adding website address on  all documents | Governing Board |
| Gather information, develop and distribute newsletter in a timely manner | Newsletter Editor |
| Promote the roles of the Districts and District  Employees at all opportunities | President  Members |
| Keep SECDEA Website current https://sites.google.com/site/southeastconservation/ | Website Coordinator |
| Promote communication system between State  District Employee Associations in the Southeast Region | Governing Board |
| Gather pictures & articles to develop historical  scrapbook | Scrapbook/History Committee |
| Send cards/flowers as needed for SECDEA member during illness/death | Board Members |
| Distribute Benevolence Funds to qualifying  individuals as needed | Benevolence Committee |
| Encourage Friends of Conservation Membership in support of the Benevolence Fund | Benevolence Committee |
| Update information for Benevolence Fund  materials for website | Benevolence Committee |
| Search for available grants & write grants | Grants Committee |
| E-mail Member Association Presidents updates on SECDEA activities | President |
| Attend Tennessee DEA Workshops  – Spring & Fall | President as requested Members |
| Seek sponsorship opportunities and maintain these partnerships to sustain the objectives of the  SECDEA mission. | Governing Board |

**SECDEA FY22 Action Plan**

|  |  |  |
| --- | --- | --- |
| **Committee** | **Month** | **Action** |
| **AUDIT COMMITTEE** | April | Perform audit |
| **(Ad Hoc)** | May | Write results of audit & report to Board |
|  | November | Report hours as in-kind |
|  | | |
| **BENEVOLENCE COMMITTEE** | As Needed | Review request with committee |
| **(Chair – Nancy Melancon, MS)** | As Needed | Inform person of decision |
|  | As Needed | Contact Treasurer if approved |
|  | August | Provide auction item for SENACD Benevolence Auction Item |
|  | October | Send reminder to State Presidents to bring auction items for Benevolence Fundraiser |
|  | November | Provide auction item for SECDEA Annual Conference |
|  | November | Send any changes to Benevolence documents to Website Coordinator |
|  | November | Report hours as in-kind |
|  | | |
| **BY-LAWS COMMITTEE** | September | Review, revise and send to members 45 days in advance |
| **(Ad Hoc)** | November | Present suggested changes to the board & membership for approval |
|  | November | Send revised adopted copy to Website Coordinator and Governing Board |
|  | November | Report hours as in-kind |
|  | | |
| **CHAPLAIN** | As Needed | Provide spiritual council to employees |
| **(Kathy Holmes)** | April | Provide program invocations at the SECDEA Mid-Year Meeting |
|  | November | Provide program invocations at the SECDEA Annual Conference |
|  | | |
| **COMMUNICATIONS COMMITTEE** | February | Write article on SECDEA activities at NACD Annual Meeting |
| **Newsletter Editor** | February | Email article and photos to Website Coordinator |
| **(Chair – Natalie Browning)** | May | Develop Newsletter & email to full board after Mid-Year Meeting |
|  | May | Email Newsletter to Website Coordinator |
|  | August | Write article on SECDEA activities at SE NACD Region Meeting |
|  | August | Email article and photos to Website Coordinator |
|  | November | Report hours as in-kind |
|  | December | Develop Newsletter & email to full board after SECDEA Annual Conference |
|  | December | Email Newsletter to Website Coordinator |
|  | | |
| **CONFERENCE COMMITTEE** | February | Determine SECDEA Mid-year meeting location and dates |
| **(Chair – VP Kelly Snoddy** | April | Acquire SECDEA Annual Conference Contract from hotel for review |
|  | April | Review SECDEA Annual Conference Contract and present to Governing Board for approval |
| **CONFERENCE COMMITTEE CONTINUED** |  |  |
|  | April | Correspond with Treasurer for deposit on Conference Contract |
|  | April | Discuss theme, agenda, registration, speakers and meals |
|  | June | Determine board room assignments for Annual Conference |
|  | June | Verify Speaker Assignments for Annual Conference |
|  | July | Send invitations, verify conference speakers & guests lodging assignments |
|  | July | Set up tour and meal (if applicable) |
|  | July | Confirm Auctioneer for Annual Conference and SE NACD  Annual Meeting |
|  | July | Confirm with Hotel on conference room setup and AV needs |
|  | August | Update SECDEA Board on Annual Conference details during the SECDEA Board Meeting at SE NACD Meeting |
|  | September | Send Agenda to speakers for SECDEA Annual Conference |
|  | October | Develop an SECDEA Annual Conference Evaluation Form |
|  | October | Confirm AV Equipment needs with speakers |
|  | October | Acquire speaker gifts for SECDEA Annual Meeting |
|  | October | Correspond with hotel to determine registered attendees |
|  | **October** | Confirm registration number with hotel for meals and room |
|  | November | Prepare agenda programs and print |
|  | November | Determine assignments and responsibilities for committee members |
|  | **November** | SECDEA Conference Exit Meeting - Review evaluation results |
|  | November | Send thank you letters to speakers |
|  | November | Report hours as in-kind |
|  | | |
| **HISTORICAL COMMITTEE** | Jan.- Dec. | Work on scrapbook for SECDEA events |
| **(Chair – Janice Weiss)** |  | File documents on NACD Annual Meeting and SECDEA |
|  | February | Get photos of SECDEA Activities at NACD Annual Meeting |
|  | May | Gather historical information and photos from the SECDEA Mid-Year Meeting |
|  | August | Gather historical information and photos of SECDEA from the SE NACD Meeting |
|  | November | Bring historical documents to SECDEA Annual Conference for members to view |
|  | November | Report hours as in-kind |
|  | December | Update historical after the SECDEA Annual Conference |
|  |  | Ask members for photos to put with historical events from |
|  | | |
|  | | |
| **NOMINATING COMMITTEE** | July | Committee Appointed by President |
| **Ad-Hoc** | August | Announce opening of nominations for officer positions |
| **(Chair – Current Past President)** |  | Chair sends nominations upon receipt to other committee |
|  | **August** | Chair makes contact with each nominee to confirm approval |
|  | October | Send a reminder to nominees & inform of expectations during the election procedures |
|  | October | Notify general membership of candidates for officers election |
|  | October | Develop Ballots |
|  | November | Nominating Committee will conduct the election |
|  | November | Chair will turn ballots over to Secretary to keep for six months |
|  | November | Write article and get photo elected officers for the website |
|  | November | Report hours as in-kind |
|  | | |
| **PLANNING COMMITTEE** | February | Update SECDEA Annual Plan of Work and Long Range Plan and email to committee for comments |
| **(Chair - Hope Daley)** | April | Present SECDEA Long Range Plan to board for annual review at Mid-Year Meeting and update when applicable |
|  | April | Present draft SECDEA Annual Plan of Work to board at Mid-Year Meeting and update Action Plan as discussed |
|  | April & November | Track Governing Board and Committee Member Handbook updates during the Mid-Year and Annual Conference Board Meetings. |
|  | June | Update and revise Plan as discussed at mid-year meeting |
|  | October | Email draft copy of SECDEA Plan of Work to committee for comments |
|  | November | Present the draft Plan of Work to SECDEA Board at Annual Conference and to the membership for approval |
|  | November | Present the draft Long-Range Plan to SECDEA Board at Annual conference and to the membership for approval when applicable. |
|  | Nov-Oct | Keep Governing Board Handbook current and present to board any updates. |
|  | November | Report hours as in-kind |
|  | | |
| **SPECIAL PROJECTS COMMITTEE** | November | Purchase tickets for fundraiser |
| **(Chair-Suzette Jetton, MS)** | November | Distribute tickets to State Presidents |
|  | November | Keep record of tickets numbers distributed to each state |
|  | July | Deadline to submit ticket sales to Treasurer prior to SE NACD Meeting |
|  | July | Email State President and remind them to bring auction item to the SE NACD Meeting |
|  | August | Set up items for live auction at SE NACD Meeting for SECDEA |
|  | August | Keep record of sales of live auction at SENACD event |
|  | August | Treasurer to email report of sales to full board the week after SENACD |
|  | October | Email State President and remind them to bring auction item to the SECDEA Conference |
|  | November | Committee meet and select fundraiser project for new fiscal year |
|  | November | Set up auction items on table, write up merchandise bid sheets for silent auction |
|  | November | Set up auction items for live auction |
|  | November | Take money and keep record of sales to give to Treasurer |
|  | November | Assist in distributing door prizes |
|  | November | Report hours as in-kind |
|  | December | Develop Flyer for new fundraiser and email to Website Coordinator |
|  | December | Write an article for the Newsletter after Annual Conference |
| **State Presidents** | May | Each State President should send a report on tickets sold, number of ticket and how many unused tickets they have to Special Projects Chair prior to the SENACD Meeting |
|  | June | Each State is responsible to keep record of their ticket report and return unused tickets |

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| **SCHOLARSHIP COMMITTEE** | July | Promote opportunity to apply for conference scholarship |
| **(Chair- Meleiah Tyus, MS)** | September | Accept scholarship applications through September 15th |
|  | October | Review and award scholarships for conference attendance |
|  |  |  |
|  |  |  |
| **WEBSITE EDITOR** | January | Promote NCDEA and NACD Annual Meeting activities |
| **(Mamie Caison)** | January | News Article - NACD Annual Meeting Update |
|  | February | Promote Don Aron Scholarship |
|  | March | Post SECDEA Mid-Year Meeting date and hotel information |
|  | May | Website Coordinator will give report at SECDEA Mid-Year Meeting to governing board |
|  | June | Post Mid-Year Meeting Highlights |
|  | July | Reminder - SE NACD Meeting/Auction |
|  | August | Announce request for NCDEA Awards nominations |
|  | September | News Article - SE NACD Highlights |
|  | September | Promote SECDEA Annual Conference |
|  |  | Registration Form |
|  |  | Hotel Reservation Info |
|  | November | New officers Pics/short bio |
|  | November | Plan of Work 2022 |
|  | November | Committees 2022 |
|  | November | Long Range Plan (2022-2026) |
|  | November | Announce Award Recipients: Employee & Supervisor |
|  | November | By-Laws- Revised (if needed) |
|  | November | Benevolence Fund Application/guidelines (if needed) |
|  | November | Website Coordinator will give report at Annual Conference to Governing Board |
|  | November | Report hours as in-kind |
|  | November | Promote SECDEA Fundraiser |
|  | December | News Article/ SECDEA Annual Conference |
|  | | |
| **GRANTS COMMITTEE** | As Needed | Review conduit requests with committee |
| **(Chair–Janice Weiss, TN - Treas)** | As Needed | Process grant Ideas and prospects with committee |
|  | As Needed | Track, process, & oversee all grant contracts and reporting |
|  | Annually | Maintain 501{c}3 status with accurate records and reporting |
|  | January | Complete required IRS Annual Report |
|  | May/June | Update board on grants at the SECDEA Mid-Year meeting |
|  | November | Submit annual reports of all activities to Governing Board |
|  | November | Report hours as in-kind |

**SECDEA LONG RANGE 5 YEAR PLAN (FY 2022 - FY 2026)**

**OBJECTIVE I. STRENGTHEN THE CONSERVATION DISTRICT PROGRAMS IN THE SOUTHEAST REGION**

|  |  |  |
| --- | --- | --- |
| **GOALS** | **ACTION ITEMS** | **LEADERSHIP**  **/TIMELINE** |
| 1. Expose District Employees at | A. Conduct training Sessions at the Annual | Governing Board/ |
| the annual conference to a  variety of conservation programs | SECDEA meeting which may include   1. Conservation Education 2. Technical Assistance 3. Administrative 4. Managerial 5. Relationship, Image and Relevance | Annually |
|  | B. Conduct Networking Sessions at the Annual SECDEA meeting | Governing Board Annually |
| 2. Improve the relationships | A. Review how we work together on common goals. | Governing Board |
| Bi-annually between Districts,  District Employees, Conservation Partners and District Officials | B. Review MOU’s between districts and other  conservation partners (required by NRCS) | Annually |
| 3. Increase state participation | A. Distribute rules to each state\* | President/ |
| in the NCDEA National  Employee Choice Awards | 1. Contact state Presidents regarding publicity 2. Promote District Employee and District Official Awards Program through email and website 3. Establish the judging committee | Annually |
| 4. Community Interaction | 1. Establish a Public Relations Committee 2. Annual Conference 3. Mid-Year Meeting   D Install a community project  E. Public News Releases  F. Long Range Plan on website | Governing Board/ Annually |

**OBJECTIVE II: PROVIDE ASSISTANCE AND INFORMATION TO RESPECTIVE STATES**

**GOALS ACTION ITEMS LEADERSHIP/TIMELINE**

|  |  |  |
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| 1. Improve communication within | A. Offer the services of SE President or | President/ |
| SECDEA Region States | designee to visit at least one state per year | Annually |
|  | B. Rotate hosting of mid-year board meeting | Governing Board/ |
|  | alphabetically by state | Annually |

2. Improve relations with the Employees on the National level thru NCDEA

**BY-LAWS SOUTHEAST CONSERVATION**

**DISTRICT EMPLOYEES’ ASSOCIATION**

**ARTICLE I**

**Name**

**Section 1.** This association shall be known as the Southeast Conservation District Employees Association (SECDEA), hereafter referred to as SECDEA or Association.

**ARTICLE II**

**Objectives**

**Section 1.** The objectives of this Association shall be:

1. a. To strengthen the Conservation District programs of the Southeast.
2. b. To provide assistance and information to the local conservation districts, their governing board and their employees.
3. c. To assist any agency, association, organization, municipality, group or individual who support the Soil and Water Conservation Districts of the Southeast in the spirit of cooperation, sound conservation practice and proper land use.

**Section 2. Purposes** To assist in developing and furthering the interest, objectives and purposes of the Southeast Conservation District Employees Association 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, energy, and water waste; including for all such purposes in the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law.

The organization is organized exclusively for charitable and/or educational purposes as defined under section 501(c)(3) of the Internal Revenue Code.

**Section 3. 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 an Association exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (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, 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, 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, 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 or corresponding provisions of any subsequent Federal tax laws. The Association shall not make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws.

**Section 4. Dissolution** Upon the dissolution of the Association, the Governing Board 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 Member Associations in accordance with the amount of dues paid on or to Member Associations in accordance with the amount of dues paid in by each Member Association in relation to the total amount paid in by all Member Association, or such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Governing Board shall determine.

**ARTICLE III**

**Nature**

**Section 1.** This Association shall be a not-for-profit organization. Its function will be to develop, strengthen and promote Conservation District programs within the Southeast. Coercion by any person in an attempt to use this Association for any other purpose such as collective bargaining is strictly prohibited.

**ARTICLE IV**

**Membership**

**Section 1.** The membership of this association shall consist of full dues paying members of a member association, whether full-time or part-time employees of the legally formed Soil and Water Conservation Districts within the nine southeast states, Puerto Rico and the Virgin Islands, hereafter referred to as Member Associations. Each member of the Association shall be entitled to one vote. All members shall be encouraged to attend Association meetings and participate in discussions. Voting by proxy shall not be permitted. The Member Associations of the Southeast are Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico and the Virgin Islands.

**Section 2:** Any partnership employee who is an associate member of a legally formed Member Association within the nine southeast states, Puerto Rico, and the Virgin Islands shall be considered an associate member of SECDEA. Associate members may serve on committees, vote within committees, participate in discussions, and other duties as requested by the SECDEA Board. Associate members shall not hold elective office and shall not be permitted to vote during general session.

**ARTICLE V**

**SECDEA Board**

**Section 1**. The Executive Committee and Board of Representatives constitute the SECDEA Board.

**ARTICLE VI**

**Board of Representatives**

**Section 1.** The Board of Representatives consists of 11 members, one from each Member Association and shall have the following powers in addition to those granted in other sections of these Bylaws:

1. 1.It shall be their responsibility to authorize officers to perform such duties as are necessary for the operation of the Association.
2. 2.It shall be the responsibility of the Member Association’s representative to represent and vote according to the Member Association they represent.
3. 3.It is the responsibility of the Member Association’s representative to transmit information from the SECDEA to their respective Member Association.

**ARTICLE VII**

**Officers**

**Section 1.** The officers consist of president, vice-president, secretary, treasurer, and the immediate past president and constitute the Associations Executive Committee. The duties of the Association's Executive Committee shall be those normally pertaining to such officials in any association and shall have the power to act in the name of the Association between regular or special board meetings.

**Section 2.** The secretary and treasurer may succeed themselves**.**

**Section 3.** The duties of the president include:

1. Shall have general responsibility for the affairs of the Association.
2. Preside at Association meetings and sessions of the Board of Representatives and Executive Committee.
3. Ensure the timely election of officers.
4. Shall be empowered to appoint at his/her discretion any person or committee to expedite the objectives of the Association.
5. Shall appoint a nominating committee, yearly, consisting of one at-large member or two (2) state representatives with the immediate past president as the Chair.
6. Is responsible for planning the agenda for both the annual meeting and the mid-year board meeting.
7. The president or his/her designee is also the Association’s representative to the National Conservation District Employees Association.
8. Shall provide for an annual internal audit committee consisting of two or more Member Association Representatives.
9. With assistance of the secretary will send notice of the annual meeting, mid-year meeting and special meetings to each Member Associations Representative.
10. Shall include special attention throughout the term for a smooth transition to the successor of the on-going programs of the Association.
11. Perform other duties as assigned by the Board.

**Section 4**. The duties of the vice-president include:

1. May appoint committee members and plan activities to become effective only if he or she is elected as president.
2. In the absence of the president, the vice president shall assume the responsibilities and perform the duties of the president.
3. Shall recommend to the Executive Committee a location for the mid-year board meetings and the annual meeting of the Association.
4. Shall be bonded and also be authorized to sign the Association checks and disburse funds in the absence of the treasurer or in the case the treasurer become incapacitated.
5. Perform other duties as assigned by the President and/or the Board.

**Section 5.** The duties of the secretary include:

1. Record the minutes of all meetings and provide copies of the meeting minutes to each member of the board within 30 days following a meeting.
2. Maintain the official book of minutes for the Association. When a new secretary assumes the role of office the official records will be transferred to that person.
3. Perform other duties as assigned by the President and/or the Board.

**Section 6**. The treasurer shall be bonded, and the duties include:

1. Keep full and accurate records of all financial transactions.
2. All disbursements shall be in accordance with either the Associations Budget or the Executive Committee’s expense policy (see Policy #1), before payment is made.
3. Prepare and present a financial report (of income and expenses for the current year, up to the date of the annual meeting), to the membership at the annual meeting.
4. Prepare and present a proposed budget for the next year to the membership at the annual meeting.
5. Maintain all Association’s funds in a banking institution in the Association’s name.
6. Receive dues and keep an up-to-date list of Member Associations paying dues.
7. Maintain record of Audit Committee report.
8. Maintain all financial records of the Association. When a new Treasurer assumes office, the financial records will be transferred to that person.
9. Perform other duties as assigned by the President and/or the Board.

**Section 7.** The duties of the past president include:

1. Chair the nominating committee and notify each nominee and make sure they are willing to run for office.
2. Notify SECDEA Board and general membership of November election.
3. Conduct the SECDEA election each year.
4. Install new officers following the election.
5. Monitor meetings for Bylaws and Policy consistency.
6. Perform other duties as assigned by the President and/or the Board.

**Section 8.** A committee structure will always be considered for carrying out the work of the Association before other methods are adopted.

**Section 9**. In the event of a vacancy in the office of the Vice-President, the President will call for a

special meeting of the SECDEA Board to select a Vice-President to serve until the next election of

officers. In the event of a vacancy in the offices of the Secretary or Treasurer, the President will appoint a

Secretary or Treasurer to serve until the next election of officers.

**ARTICLE VIII**

**Elections**

**Section 1**. The officers shall be elected by a simple majority of the Southeast Conservation District full-

dues paying employees present and voting at the Annual meeting and will assume the duties of their respective office at the conclusion of and immediately following NACD Annual Meeting. Term of each office is one year. The president and vice-president can serve no more than three consecutive terms. The

offices of secretary and treasurer have no number of term limits.

**Section 2**. The Nominating Committee shall present a slate of at least one nominee for President, Vice-

President, Secretary and Treasurer. Nominations may be made from the floor with prior approval of the

person being nominated.

**Section 3**. If an annual meeting is not to be held in person, the president shall facilitate a virtual or

electronic meeting to handle the association business and election of officers. The Nominating Committee's proposed slate of officers will be sent by electronic communication (email) to each member. Each member will have the opportunity to vote for the proposed slate of officers or communicate a desired candidate to be considered when the floor is open for nominations during the election process. The Chair of the Nominating Committee will then ask for a verbal vote. The chairman will certify the election results and announce to the general membership before the business meeting is

adjourned.

**Section 4.** Only member associations in good standing shall be eligible to vote.

**ARTICLE IX**

**Removal of Office**

**Section 1**. SECDEA Officers and Board members may be removed from their respective office for any

of the following valid reasons:

1. Conviction of a felony during their term of office. The conviction of a felony shall automatically suspend the individual until the conviction is final and all appellate review of the original trial court proceedings is exhausted. During the period of suspension, the individual shall not perform any official act, duty, or function of their office nor shall they receive any compensation, pay, allowance, emolument, or privilege of their office.
2. Theft of funds
3. Mismanagement or falsifying documents
4. Harming the reputation of the Association
5. Not acting in a manner suitable for position
6. Causing discontent in the Association or acting in any manner detrimental to SECDEA.
7. Not actively attending or participating in regular meetings and/or conference calls (Excessive unexcused absences – 3 consecutive meetings in a row). An excused absence would require contact with a SECDEA officer prior to or within 2 weeks following the scheduled meeting and/or conference call. The SECDEA Board will determine if absence is unexcused.
8. Failure to comply with any of the duties and responsibilities associated with their held office.
9. Any other conduct or act that the SECDEA Board deems detrimental to the Association.

**Section II.** SECDEA Officers covered by this include:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Past President
6. State Representatives

**Section III.** Procedures of Removal

1. A special called meeting will be held to discuss the reason the SECDEA Board is

not pleased with the officer.

1. A list of complaints should be documented in writing.
2. A certified letter will be sent to the officer in question to explain the displeasure of the board.
3. The officer in question must give explanation by certified letter of the complaints to the board and/or allowed to address the issues in front of the SECDEA Board. The officer will have ten business days to respond to the complaint.
4. The SECDEA Board will review the officers’ response or have a closed session to discuss the explanation of officer in question.
5. The SECDEA Board will vote by secret ballot to decide if the officer in question is to be removed from office. An officer may be removed only by a majority vote of all the current serving officers and directors of the SECDEA Board. To accomplish this there must be no less than 7 votes from the SECDEA Board. (5 officers and 8 reps.)
6. In the event the officer in question is removed from office, the SECDEA Board will appoint a board

member replacement.

1. Appointed board member will take office immediately and will complete the unexpired term of office. They will be eligible to seek election by the Association upon the expiration of that term.
2. The Governing Board will determine the eligibility of the individual as a nominee for elective office with the Association at any point following removal of office.

**ARTICLE X**

**Finances**

**Section 1**. The Association may be financed by dues on each Member Association as recommended and approved by majority vote of the SECDEA Board present at any meeting. The dues would be payable annually by each member association to SECDEA treasurer. Only member associations in good standing shall be eligible to vote. Only the treasurer shall accept contributions, donations, earned income, gifts and other legal revenues to carry on the work of the Association. An annual audit shall be conducted at the mid-year board meeting. Audit results shall become part of the permanent records of the treasurer.

No power to borrow money or otherwise incur indebtedness to the Association is granted to any officer, representative or member.

**Section 2**. The fiscal year of the Association for all intent and purposes shall be from January 1st to

December 31st.

**ARTICLE XI**

**Dissolution**

**Section 1**. This Association may be dissolved by a resolution requesting dissolution passed by a majority

vote of mail ballots received. Notice of such action must be mailed to all members at least 60 calendar days prior to the closing date for receiving these mail ballots.

**Section 2**. Should the Association dissolve in accordance with Section 1 or from any other cause, any assets not required for payment of its liabilities and obligations and not held upon condition requiring return, specific transfer, or conveyance upon dissolution, shall be paid on a prorated basis, to Member Associations in accordance with the amount of dues paid in by each Member Association in relation to the total amount paid in by all Member Associations or such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Governing Board shall determine.

**ARTICLE XII**

**Compensation**

**Section 1**. The representatives, officials, and committee members on official assignment by this

Association shall serve without compensation except for properly documented expenses that are within

the Board's expense policy. (See Policy # 1)

**ARTICLE XIII**

**Meetings**

**Section 1**. The annual meeting will be held at a place designated by the Vice-President and approved by

the Executive Committee. Notice of the Annual meeting will be announced and sent to the Member Association Representative by the president with assistance of the secretary.

**Section 2**. The annual meeting and mid-year board of representatives meeting will be held at a place recommended by the vice-president and approved by the Executive Committee.

**Section 3**. Special meetings may be called by the president or when requested by at least four members of the SECDEA Board. Notices of all special meetings must be sent to the Member Association representatives at least fifteen calendar days in advance of the meeting.

**Section 4**. Parliamentary procedure will be based on "Roberts Rules of Order" latest edition.

**ARTICLE XIV**

**Amendments**

**Section 1**. Bylaws may be adopted, and these articles of Association may be amended by a two-thirds

majority vote of the full dues paying district employees present and voting at the Southeast Conservation District Employees Association annual meeting. Copies of the proposed Bylaws amendments will be sent to the Member Association representatives for distribution to their respective members forty-five (45) calendar days preceding the date of the meeting when a vote on the amendments will take place.

**ARTICLE XV**

**Resolutions and Policy**

**Section 1**. Policies not having to do with amendments to the Bylaws may be adopted by a majority vote of the District Employees present at the Southeast Conservation District Employees Association Annual meeting or by the board at any meeting.

These revised Bylaws were adopted by the association at its annual meeting held virtual on the 4th day of November 2020.

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Hope Daley, President Amy Clifton, Secretary

**Southeast Conservation District Employee Association**

***The Southeast Conservation District Employees Association (SECDEA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from***

***any public assistance program.***



**Southeast Conservation District Employee Association Current Policies**

***Policy 04-01***

The President or representative of SECDEA shall be reimbursed for actual expenses with submitted receipts while on officially approved SECDEA business, excluding alcoholic beverages. Receipts are required. Mileage will be reimbursed at current IRS rate.

***Policy 06-01***

Pay for the SECDEA President/Representative full registration, lodging, meals and transportation to the NACD meetings. President/Representative need not work at meeting to reduce cost, need to attend meetings so as to take care of SECDEA business. *Approved on November 6, 2006 at the SECDEA Board Meeting at Annual Conference.*

***Policy 06-02***

Southeast states go in alphabetical order starting in 2007 with Alabama hosting the SECDEA Midyear Board meeting and if at all possible, coincide with the state’s DEA meeting. *Approved on November 6, 2006 at the SECDEA Board Meeting at Annual Conference.*

***Policy 06-03***

Pay the full cost of the President’s suite each year at the SECDEA Annual Conference due to the fact that it is open to any committee meetings, etc., to do business for SECDEA. *Approved on November 6, 2006 at the SECDEA Board Meeting at Annual Conference.*

***Policy 09-01***

The Vice President, Secretary, Treasurer, and Past President are eligible to receive a maximum of $500 Stipend if they attend the SECDEA Mid-Year Board meeting, SE NACD meeting, SECDEA Annual Conference or the NACD meeting. *Approved on May 27, 2009 at the SECDEA Mid-Year Board Meeting.*

***Policy 09-02***

Board meetings may be held by conference call. Conference call board meetings will follow Roberts Rules of Order. The secretary will do a roll call to record participating members. In order for all participating members to hear one another during a conference call meeting, all members shall state their name and wait to be recognized by the Chair prior to any discussion. The Chair shall call for a roll call vote; Secretary will call roll and record votes. If a matter arises that requires a decision by the Governing Board or Executive Committee to meet, the question may be resolved by conference call or email.

*Approved on August 24, 2009 at the SECDEA Board Meeting held at the Southeast NACD meeting.*

Policy 11-01

SECDEA RECORDS / DOCUMENT DISPOSAL.

*Approved on August 1, 2011 at the SECDEA Board Meeting held at the Southeast NACD meeting.*

|  |  |
| --- | --- |
| **List of Items** | **Years to Keep** |
| 501{c}3 Materials | Permanent |
| Annual Financial Report | Permanent |
| Audit Reports | Permanent |
| Benevolence Information | Permanent |
| By Laws | Permanent |
| Charter Members | Permanent |
| Correspondences  (Legal or Important Matters) | Permanent |
| Federal Identification Number | Permanent |
| Minute of Board Meetings | Permanent |
| Scholarship Information | Permanent |
| Tax Exempt Materials | Permanent |
| Grants (Received Materials) | 7 Years |
| Invoices (to Customers/from Vendors) | 7 Years |
| Internal Audit Report | 7 Years |
| Insurance Policy Bond | 7 Years |
| Bank Reconciliations | 4 Years |
| Bank Statements | 4 Years |
| Cancelled Checks | 4 Years |
| Deposit Slips | 4 Years |
| Internal Reports (Misc.) | 4 Years |
| Correspondence (General) | 2 Years |
| Purchasing Orders | 2 Years |
| Election Ballots | 6 Months |
|  |  |
|  |  |

**Some items may need to be kept longer than listed if needed for historical information. Consult SECDEA Board for direction.**

***Approved on August 1, 2011 at the SECDEA Board Meeting held at the Southeast NACD meeting.***

**Southeast Conservation District Employee Association Conduit Policy**

**PURPOSE:** To offer SECDEA affiliates a service in acquiring grants to achieve the mission and vision of the SECDEA:

The South East Conservation District Employee Association will provide conduit services for grant applications, providing the following criteria are met:

1.Eligible applicants must be an entity or organization that supports Conservation Districts and their employees.

2.Written grant applications will be reviewed by a (Standing) Grant Proposal Review Committee and will make recommendations directly to the board.

3.The project for which grant funds are being sought must benefit the Conservation Districts and their employees and is subject to a full board review.

4.The applicant must make a request for conduit services in writing to the SECDEA Governing Board. All requests must be submitted to SECDEA 30 days prior to the grant deadline. Special meetings of the full Board may convene to consider such requests.

5.The applicant must provide at the time of the request an electronic version of the completed grant application, grant guidelines, and all grant documentation, including matching funds and letters of commitment.

6.A copy of the minutes of the organization or entity submitting the request, identifying the responsible individual and giving authorization for the individual to submit the grant or pursue funding for the project must be submitted to SECDEA at the time of request.

7.If approved by the SECDEA Board, the grant will be packaged and mailed by the SECDEA Treasurer/staff. All costs (including copies, binding, postage, etc.) encumbered by SECDEA in association with the submittal of the grant will be reimbursed by the applicant to SECDEA within one (1) month.

8.All grants awarded through SECDEA will be charged the conduit fee:

a. Under $10,000.00 – 5%

b.$10,000.01 – 100,000.00 – 3.5%

c.$100,000.01 – 1,000,000 – 2%

d. Over $1,000,000.01 – 1%

9.If the applicant’s request for funding is awarded by the grant applicator, the applicant will receive the funds from SECDEA within 15 days of receipt of funds. SECDEA reserves the right to establish a separate project fund and manage the funds for the project, if the applicant does not have the management capabilities.

10.If the applicant’s request for funding is awarded, the applicant must agree to submit quarterly reports on the progress of the project to SECDEA for the life of the project.

11.If the applicant will not complete the project within the time required as outlined in the grant application, the applicant must notify SECDEA in writing no later than 30 days prior to the identified project deadline with reasons for failure to comply. SECDEA will then notify the granting agency and negotiate any changes on behalf of the applicant.

12.In addition to quarterly reports to SECDEA, any reporting required by the granting agency will be completed by the applicant and submitted to SECDEA no later than two (2) weeks prior to the deadline for reporting.

13.All applicants will submit a final report upon completion of the project outlining the entire project (including successes and failures, audience served, goals met/not met, copies of all receipts, financial reports, etc.) to SECDEA. SECDEA will forward the final report to the granting agency

14.SECDEA will not be responsible for any cost overages, financial improprieties, lawsuits, or other financial claims, liens or judgments incurred as a result of the project and will not be responsible to complete any project or to repay any grant awarded because of any failure on the part of the applicant.

15.Failure to meet all of the above requirements will make the applicant ineligible for future conduit services from SECDEA.

I have read and agree to comply with the requirements as described above. I understand that the conduct of the grant recipient is reflected upon SECDEA and I, as the authorized agent and the organization/entity I represent, will maintain the highest standard of conduct throughout the project.

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Authorized Agent Date

Organization/Entity

Project

SECDEA Governing Board approved the request submitted by the above organization on the

\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECDEA President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest by SECDEA Secretary

**SECDEA prohibits discrimination in its programs on the basis of race, color, natural origin, sex, religion, age, disability, political beliefs and marital or family status.**

**Check List for Grant Application Review Procedure**

* 1. 1.Is the applicant an eligible entity?
     + 1. a. Yes / No
  2. b. Entity status. Not for profit / non-profit/

2.Does the grant meet the mission and vision of the SECDEA?

* 1. 3.Is the application complete?
  2. a. Cover Letter
  3. b. Objective / Mission
  4. c. Matching Funds with letter of commitment
  5. d. Budget
  6. e. Timetable
  7. f.
  8. 4.Was the application received within the specified time?

5.An electronic version of the application submitted?

6.Is the conduit contract signed, dated, and submitted at the time of application?

7.Copy of authorization for the responsible individual to submit application.

8.Is the reporting process spelled out?

Mail Request to:

Southeast Conservation District Employees Association

Conduit Policy Committee

180 Beasley Road

Versailles, KY 40383