

# **By-Laws of the Minnesota Association of Conservation District Employees**

## **Section I. Name and Affiliation**

The name of this association shall be the Minnesota Association of Conservation District Employees (MACDE) and it shall be affiliated with the Minnesota Association of Soil and Water Conservation Districts (MASWCD).

## **Section II. Purpose and Objectives**

The primary purpose of this association shall be to strengthen the local soil and water conservation districts of the state of Minnesota by:

- 1) Providing a means of communication between district employees to exchange information and ideas at the state, region and national levels for the purpose of strengthening, unifying and coordinating district programs.
- 2) Helping to establish and support a continuing education program for all district employees.
- 3) Providing input into the activities of MASWCD and the Board of Water and Soil Resources (BWSR), to increase the contribution of district employees and effectiveness of districts and their programs.
- 4) Informing district employees of current events and job opportunities.
- 5) Striving to maintain a stable and harmonious working relationship between districts, employees, supervisors and cooperating agencies.

## **Section III: Policies**

This association shall:

- 1) Provide equal opportunity for all persons, regardless of race, color, sex, religion, national origin, age, disability, political beliefs, sexual orientation or marital or family status.
- 2) Uphold the by-laws of the Minnesota Association of Conservation District Employees and the Minnesota Association of Soil and Water Conservation Districts.
- 3) Not become affiliated with a union.

## **Section IV: Membership**

- 1) Membership shall be open to any employee under the policy and direction of an established SWCD Board of Supervisors and who is supportive of the purpose and objectives of the association and who pays dues. The Board of Directors will determine membership eligibility.
- 2) Each dues paying member shall have one (1) vote. Members may vote by being present at a meeting or by mail ballot upon written request. Association members will be given notice of a pending ballot thirty (30) days prior to the meeting.
- 3) Membership shall be held from the year beginning January 1 and ending December 31.
- 4) Any person, business, or organization supportive of the purpose and objectives of the MACDE may become an affiliate member of MACDE by making application and

paying annual dues. Affiliate members will receive such recognition for their payment of dues as the Board of Directors deem appropriate, not to include voting privileges.

#### **Section V: Officers and Directors**

- 1) The association shall be managed by a board of eight (8) directors with one (1) elected director from each MASWCD Area.
- 2) The officers shall be President, Vice-President, Secretary, and Treasurer and shall be elected within the board of directors by the directors.
- 3) All directors shall serve a term of two (2) years. Directors may serve two (2) consecutive terms. Directors may be re-elected after a one (1) year absence from the board of directors.
- 4) A quorum of directors shall be five-eighths (5/8) majority to hold a meeting.
- 5) Only directors at a meeting may vote on an issue unless a complete polling of all directors is requested by any one (1) director.
- 6) Any director missing three (3) consecutive board meetings may be dropped from the board by a majority of the remaining directors. If any office of the board of directors becomes vacant for any reason, the Board of directors will notify the Area to elect a new director.
- 7) The Board of Directors will set an Annual Budget at their first quarter meeting of each year.

#### **Section VI: Meeting**

- 1) An annual membership meeting shall be held.
- 2) Board of directors meetings shall be held quarterly or as needed.

#### **Section VII: Committee**

- 1) Committees shall be appointed by the board at the first quarter meeting each year.
- 2) Committee members shall provide meeting summary reports to the Board.

#### **Section VIII: Amendments**

- 1) Amendments to these by laws may be made at the annual meeting by a two-thirds (2/3) vote of members voting.
- 2) Proposed amendments or additions to the by-laws shall be sent to all association members thirty (30) days prior to the association meeting.

#### **Section IX: Dissolution**

- 1) Upon dissolution of MACDE the Secretary and Treasurer shall transfer any possessions of the association to the Secretary-Treasurer of MASWCD.

#### **Section X: Adoption of By-Laws**

The foregoing by-laws of the MACDE were officially adopted as amended at a meeting of the association held June 28, 2005