

By-Laws of the  
Florida Conservation District Employees Association

Article 1 - NAME

This association shall be known as the

Florida Conservation District Employees Association (FCDEA).

The Florida Conservation District Employees Association shall be affiliated with the Association of Florida Conservation Districts (AFCD) with privileges, rights and services as provided to an FCDEA affiliated organization.

Article II - OBJECTIVES

The Objectives of the FCDEA shall be:

To strengthen the Conservation Districts of Florida

To provide assistance, information and support to the Soil and Water Conservation Districts, Employees and their Governing Boards

To encourage excellence in the fulfillment of duties of District Employees, promote professional development, instill pride and encourage dedicated service to Conservation Districts

To promote, create and improve the efficiency in the operations of the District Offices

To establish and support a continuing education program for all District Employees

To encourage and maintain a stable and harmonious working relationship Between Districts, Employees, Supervisors and cooperating Agencies

### Article III - NATURE

This organization is nonpartisan, nonpolitical and nonprofit. Its functions will be to develop, strengthen and promote Conservation District programs. 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

The Membership shall consist of any Employee of the legally organized Conservation Districts in the state of Florida or under its direction; full-time, part-time, seasonal or by special contract or Memorandum of Understanding.

Each member of the Association will be entitled to one vote. All Members will be encouraged to attend Association meetings and participate in discussions. Voting by regular postal authority, telephone or by email is permitted.

Associate Membership: Any person engaged in any activity complementary to, or indirectly associated with, a Conservation District. Associates are non-voting members; however, an Associate may attend meetings, receive its publications, serve on committees and address the Board. Dues will be \$15 per year per Associate payable by September 30 of each year.

Affiliate Membership: Any person, firm, agency, organization or corporation assisting or concerned with District programs. An Affiliate is a non-voting member; however, an Associate may attend meetings, receive its publications, serve on committees and address the Board. Dues will be \$30 per year per Affiliate payable by September 30 of each year.

Any change in the amount of dues shall be changed only by a vote of the majority of all delegates at the Annual Meeting of the Association.

### Article V - GOVERNING BODY / OFFICERS

Section 1. The **Officers of the Association** shall consist of the President, the President-Elect, the Secretary and the Treasurer. These Officers will be elected by the Association's voting membership at each odd numbered year

during the Association's Annual Meeting. The nominee for each office receiving the highest number of votes cast shall be declared duly elected and shall take office at the end of the Annual Meeting at which they are elected. The President-Elect succeeds to the office of President. No Officer may be elected for more than two consecutive terms in the same office, except for Treasurer. The Treasurer may maintain office for ten years, but needs formal approval by voting membership at each of the odd numbered year's annual meeting.

The **President** shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time and shall include special attention throughout the term of the on-going programs of the Association for a smooth transition to the successor. A committee structure will always be considered for carrying out the work of the Association before other methods are adopted.

The **President-Elect** shall occupy the position and perform the duties of President, if, for any reason, the President is absent or unable to attend his/her duties. He/She shall succeed to the Office of President in the event of a vacancy in that position. The President-Elect shall work closely with the President. The President-Elect shall be responsible for the Professional Development Employee Program.

The **Secretary** shall maintain an official Minutes book for the Association, record the minutes of all meetings and provide copies of such minutes to each of the Directors within 60 days time following a meeting.

The **Treasurer** shall be bonded, keep full and accurate records of all financial transactions, and make financial reports to the membership at all meetings. All Association funds will be maintained in a banking institution in the Association's name. The Treasurer will receive dues and keep an up to date list of members in the Association. The Treasurer will prepare a proposed budget for the new year and submit for Board approval prior to the annual meeting.

Section 2. Six (6) members of the Association shall be elected **Area Coordinators**. The Areas being defined by the geographic map of Florida Counties according to the Association of Florida Conservation Districts. Area Coordinators will be elected at each even numbered year during the Area's Annual Meeting.

Section 3. The **Board of Directors** of the Association shall consist of the six (6) **Area Coordinators** and the **Officers** of the Association. The **Board of Directors** shall be the governing body of the Association responsible to the assembled voting delegates of the Association. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Six (6) Directors eligible to vote shall constitute a quorum at any meeting. Voting by regular mail, telephone or email is acceptable.

The Board of Directors will have the power to act in the name of the Association between regular or special board meetings.

The Board of Directors may establish standing and temporary committees within the membership. The President will appoint each committee Chairperson.

The Nominations Committee, shall be made up of the six (6) Area Coordinators and the immediate Past President, who shall chair the committee.

Section 4. The immediate Past President of the Association will automatically become an ex-officio member of the Board of Directors. Ex-officio members will serve in an advisory capacity to the Board of Directors.

#### Article VI - Finances

Dues will be \$10 per year per Member and they are payable at the FCDEA Annual Convention or by September 30 of each year. Contributions, donations, earned income, gifts and other legal revenues shall be accepted only by the Treasurer. The President shall provide for an annual internal audit by a committee consisting of two or more members of the Board of Directors.

No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

Upon dissolution of this Association, any unencumbered funds will be divided equally and donated to the Conservation Districts with current FCDEA members.

#### Article VII - Compensation

All Officers serve without compensation. The Board of Directors will establish an expense policy for specific expenses incurred by members in the lawful transaction of FCDEA business. The approved mileage reimbursement rate for FCDEA members will be included in the Board Expense Policy. The Board Expense Policy will be reviewed and approved at each annual meeting.

#### Article VIII - Meetings

It is the responsibility of the Board of Directors to hold an annual meeting and call any special meetings when necessary. Notices of all meetings must be provided to the members at least 15 days in advance of the meeting date. Parliamentary procedure will be based on "Robert's Rules of Order."

#### Article IX - Amendments

Amendments to these By-Laws may be made at the annual meeting by a two-thirds (2/3) vote of full dues paying members present.

Proposed amendments or additions to the By-Laws will be sent to all Association voting members thirty (30) days prior to the annual meeting.

#### Article X

The Association shall use ***Robert's Rules of Order Newly Revised*** as a guide in the conduct of business at association meetings.

These Bylaws adopted by the Florida Conservation District Employees Association on the 30<sup>th</sup> day of July, 2005.