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NDCDEA

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NDCDEA

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The NDCDEA is an association of the employees within the North Dakota Soil Conservation District. The organization's primary goal is to provide employees with education and training within their occupations. The SCD employees are a very diverse group consisting of District Managers, Clerks, Tree Technicians, Watershed Coordinators, and Education Coordinators. Because of this, training and networking within the state is very important. The NDCDEA strives to develop and maintain a district directory that includes district staff and supervisors, and NRCS personnel and also develops and maintains an association website to be used to keep membership informed of current events. The website is also intended to be a tool for new employees to learn about districts throughout the state. The web address is: www.nd.ncdea.org

Becoming A Member

Consider joining NDCDEA by filling out a membership brochure which can be located at the Employees Website at www.nd.ncdea.org.

Vision Statement

To be recognized as an association of dedicated professional employees of North Dakota Conservation Districts, cooperating with our conservation partner, as we strive to protect and enhance our natural resources.

NDCDEA By-Laws

ARTICLE I – ORGANIZATION

The name of this organization will be the North Dakota Conservation District Employees Association (NDCDEA) and it shall be affiliated with the North Dakota Association of Soil Conservation Districts (NDASCD).

ARTICLE II – PURPOSE

The purpose of this Association will be as follows:

1. To promote professionalism among Soil Conservation District employees to better enable them to carry out the duties of their position and to provide assistance for coordinating the efforts of the SCD Supervisors, Districts, NDASCD, NDSSCC, and USDA Agencies in achieving their conservation goals.
2. A means of communication for employees to effectively exchange information and ideas resulting in better coordination and effectiveness of district programs on a local, state, regional and national level; to provide opportunity and tools necessary for developing and maintaining an adequate education program.

3. To strengthen communications and working relationships with SCD Supervisors, instill pride, and encourage dedicated service to employers.
4. To strengthen communications and working relationships with the Natural Resources Conservation Service.
5. To encourage a uniform system of record keeping, filing and other office procedures for providing networking assistance to present and to new employees.
6. To promote the development of an SCD Employees Handbook (similar to the SCD Supervisors Handbook).
7. To encourage each District office to develop job descriptions for employees so as to encourage excellence in fulfillment of duties of employees in their job capacities.
8. To promote the establishment of a "Career Ladder" to be used as a guideline by SCD Supervisors in hiring District personnel.
9. To hold an Annual Employees Association Meeting at the NDASCD Convention; to request educational seminars for employee development; to encourage SCD personnel involvement in local, state, regional, and national conservation activities and meetings.

ARTICLE III – ACTIVITIES

The activities of the Association will be:

1. To provide liaison to the ND Association of Conservation Districts and its committees for the purpose of providing input on topics for discussion during the state and regional meetings and at other times as appropriate.
2. To bring together District employees to enable them to assist in improving the programs of Districts.
3. To provide liaison to state and regional structures and the NACD and its committees on matters concerning District employees and District programs.
4. To cooperate with other state employee associations, state and federal agencies, and the State Association by sharing information on training and professional improvement sessions offered by various states.
5. To conduct an Annual Employees Association meeting in conjunction with the NDASCD's meeting. All NDCDEA meetings shall be open to all district employees and anyone else, with voting rights going to the paid members only. The President of the District Employees Association will consult with the appropriate officers of the NDASCD to avoid any conflicts in the activities of the meeting.

6. To call Special Meetings of the Association called by the President or the Board of Directors. A quorum for a Board of Directors meeting will require a majority of the Board Members to be present to conduct business on behalf of the Association.
7. The membership of any area of the Association may meet upon call of that Area Committee at the time of the meeting for that Area and under the same general guidelines as set forth for the State Annual Meeting.
8. To analyze, compile and disseminate information on programs, policies, regulations, and laws of agencies and association and other Districts that is of interest to, and is beneficial in, improving the programs of District.

ARTICLE IV – MEMBERSHIP

Any person who is an employee of a Conservation District, and its affiliates, or under its direction on a seasonal, part-time, permanent part time, or a full-time basis shall be eligible for membership in this Association. Upon payment of dues, the employee will be considered a member in good standing for that year.

1. Voting: Each active member who has paid their annual membership dues will be eligible to vote in all affairs of the Association. No proxy voting shall be permissible in the affairs of the Associations. Members of the Association not able to attend a business meeting, but wishing to have their vote counted on matters that are on the published meeting agenda, may by absentee record their vote by having a written, notarized document presented at the meeting by a member of their choice.
2. The annual membership dues will be \$10.00 per member payable by November 30th of the current year.

ARTICLE V – BOARD OF DIRECTORS

1. The Association will be managed by a Board of Directors representing each of the five (5) state areas. The Board will also serve as the Nominating Committee; nominations will also be accepted from the floor. Nominations will be made from the roster of voting members with three (3) members from each area. Election will occur at the NDCDEA Annual Meeting.
2. One Director from each of the five (5) areas will be elected on even years, and one Director elected on odd years, beginning in 2009. The term will be a two (2) year term. Directors may serve two (2) consecutive terms. Directors may be re-elected after a one (1) year absence from the Board of Directors. They will assume office immediately upon election.
3. No person will be eligible to serve as a Director of the Association unless that person will, when elected, is a member of the Association and either a permanent part-time, or permanent full-time employee of the District and its affiliates.

4. The Board of Directors will meet during the Annual Meeting and at as many other meetings as may be necessary for the transaction of business.
5. The Board of Directors may establish standing and temporary committees with the membership and chairperson of such committees to be appointed by the President of the Association.
6. A vacancy in the membership of the Board of Directors will be filled by election by the Executive Committee after consultation with the Directors from that area, and a member so elected to fill a vacancy will hold office for the remainder of the unexpired term.

ARTICLE VI – OFFICERS

1. A President, Vice-President, and Secretary will be elected from and by the Board of Directors to serve a one (1) year term. The Treasurer from the membership will be appointed by the Board of Directors to serve a one (1) year term. Officers may serve two (2) consecutive terms. Officers may be re-elected after a one (1) year absence from the office. They will assume office immediately upon election.
2. In the event of a vacancy in the office of the President, the Vice-President will succeed to that office for the remainder of the unexpired term. In the event of a vacancy in the office of the Secretary or Treasurer, the President will appoint a person(s) to serve the unexpired term. A vacancy in the office of the Vice-President will be filled by the Board of Directors.
3. The President, Vice-President, Secretary, Treasurer and Immediate Past President will constitute the Associations' Executive Committee which will have the power to act in the name of the Association between regular or special board meetings.

ARTICLE VII – DUES

The Annual Dues for membership listed in Article IV of the By-Laws will be set at the Annual Meeting.

ARTICLE 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 will be sent to all Association members thirty (30) days prior to the Annual Meeting.

ARTICLE IX – DISSOLUTION

Upon dissolution of the North Dakota Conservation District Employees Association, the Secretary and Treasurer will transfer any possessions of that organization to the Secretary and Treasurer of the ND Association of Soil Conservation Districts.

ARTICLE X – ADOPTION OF BY-LAWS

The foregoing By-Laws of the North Dakota Conservation District Employees Association were officially adopted at a meeting of the organization held on February 11, 1991.

NDCDEH – NOVEMBER, 2004