

YOU BOOK

*A guidebook for Kansas Conservation
District Employees*

Revised September 2017

Who are you???

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

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

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

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

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

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

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

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

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

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

With whom do you work???

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

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

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

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

Agencies and groups which the district works with include:

USDA Natural Resources Conservation Service (NRCS)

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

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

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

NRCS is a line and staff organization; the line officers (decision makers) being State Conservationists (in state office in Salina), the area conservationists (34) and 94 district conservationists. All other NRCS personnel are staff and assist the line officers.

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

State Conservation Commission (SCC)-Division of Conservation (DOC)

In 2011, the Governor issued an Executive Order to reorganize the State Conservation Commission into the Kansas Department of Agriculture (KDA); the SCC staff became the DOC. The term "State Conservation Commission" applies only when referring to the elected and appointed members of the board previously serving the SCC before it became the DOC. The members on this board continue to hold their positions and their powers, duties and functions have not changed. The SCC provided policy guidance to DOC staff.

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

Other USDA Agencies:

USDA Farm Service Agency (FSA):

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

USDA Rural Development (RD):

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

Resources Conservation and Development (RC&D):

The purpose of the RC&D program is to encourage and improve the capability of volunteer local-elected and civic leaders in designated RC&D areas to plan and carry out projects for resource conservation and community development. Program objectives focus on “quality of life” improvements achieved through natural resources conservation and community development. Local RC&D councils benefit communities across the nation by creating and retaining jobs in communities, encouraging rural and urban economic development, assisting in the development of watershed and area-wide plans, and assisting in the application of conservation practices to improve natural resources. To date, 375 areas across the Nation (plus the Caribbean and Pacific Basins) have been designated by the Secretary of Agriculture as United States Department of Agriculture (USDA) assisted RC&D areas. They serve more than 85 percent (2,709) of U.S. counties and over 80 percent of the U.S. population.

Other Related Agencies:

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

Related Associations:

Kansas Association of Conservation Districts (KACD):

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

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

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

Area KACD meetings are held each fall preceding the annual meeting. The purpose of these meetings is to update supervisors on current and urgent matters and discuss possible KACD resolutions. This “grass-roots” approach has produced numerous legislative, policy and program changes.

National Association of Conservation Districts (NACD):

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

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

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

NACD Northern Plains Region:

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

KACD Employees’ Organization (KACDEO):

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

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

The KACDEO Annual Meeting is held in conjunction with the KACD Annual Convention. The election of area KACDEO representatives is held at the Annual Meeting. One area EO representative from each KACD area is elected each year and a member at-large every three years.

A state-wide EO conference is held every other year. Area meetings are scheduled for the year opposite of the state conference, or as the opportunity arise. EO meetings provide program updates, training and ideas for personal improvement. Attendance of these meetings and reimbursement for travel expenses require district board approval.

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

The Area Representatives responsibilities are:

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

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

1. Scholarships
2. Workshops/Trainings
3. Information and education materials for district employees
4. 20 Year Employment Awards
5. Retirement Awards
6. Memorials/Gifts
7. Help support fundraising activities directly related with employees organizations at the state, regional and national level.
8. Help support expenses incurred by the Executive Committee as follows:
 - (a) State Fair - EO pays \$75 per rep to cover admission, meals & lodging; plus mileage to and from Hutchinson;
 - (b) Convention - When Sunday EO meeting is required, each rep reimbursed \$45 to cover meals & lodging; no mileage;
 - (c) Statewide Meeting – (Odd yrs) When required to attend day preceding meeting, each rep reimbursed \$45 to cover meals & lodging; no mileage.
 - (d) April Salina Meeting – (Even yrs) EO pays for lunch and mileage.
 - (e) Mileage set to \$0.30 per mile.

Northern Plains Association of District Employees (NPADE):

The Northern Plains Region is comprised of six states: Kansas, Montana, Nebraska, North Dakota, South Dakota and Wyoming. As a member of the KACD Employees Organization, you are also a member of the Regional District Employees Association. This group is affiliated with the National Association of Conservation Districts.

Purposes, policies, activities, membership rules, etc., are contained in the bylaws which is included in the back of the YOU Book.

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

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

National Conservation District Employees' Association (NCDEA):

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

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

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

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

What will you do???

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

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

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

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

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

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

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

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

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

Public Information Program

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

Field Days and Demonstrations

Districts have found that seeing or doing activities are very effective. Your district may help sponsor such activities as a No-Till Field Day. Your local office of the Extension Service will probably be happy to help sponsor such activities. It will be your duty to coordinate such activities and to assist with publicity. Field days could also showcase a variety of soil and water

quality practices and other partners could include local Farm Bureau, KDHE, DOC and various other conservation agencies or organizations.

Bankers Award Program

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

Youth Activities

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

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

Your district may also participate in an Envirothon. You will assist with this competitive outdoor learning event for high school students that test their knowledge of environmental resources. Many county conservation districts sponsor teams for Regional and State competitions.

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

Stewardship Week Activities

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

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

Fair Booth

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

District Newsletters

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

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

You will prepare the layout and maintain the mailing list. If you are just starting a newsletter the first issue will be the most difficult. Later you will know how much material to include, how long the printing takes and other pertinent information. If your newsletter is printed professionally cost of the publication may be defrayed by selling advertisements to contractors or businessmen.

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

Handbook for CD Supervisors (most current copy is available on KDA-DOC Website)

Personnel Section of the Kansas Conservation District Handbook

Division of Conservation Programs Manual

Your District’s Annual Work Plan

Your District’s last Annual Report

NRCS-CD Local Operating Agreement

Other recommended reading:

How to Win Friends and Influence People by Dale Carnegie

Think and Grow Rich by Napoleon Hill

7 Habits of Highly Effective People by Stephen R. Covey

Office Procedures

Phone Etiquette:

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

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

Be as helpful as possible to the caller, but do not become involved in lengthy conversation. When placing a call, always identify yourself and then state the purpose of your call. Be brief but

courteous in giving or requesting information. You should keep to a bare minimum any personal calls placed or received, this would also include the use of personal cell phones.

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

Letter Writing:

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

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

Helpful Hints for assisting your supervisors:

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

In closing...

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

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

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

Best wishes in your new career,

From the Kansas Association of Conservation Districts Employees’ Organization

Kansas Association of Conservation Districts Employee Organization Scholarship

The Kansas Association of Conservation District Employee's Organization (KACDEO) offers three scholarships. These scholarships are awarded yearly, beginning January 1 until funds are allocated. Each scholarship will not exceed \$100.00. (Reimbursement for registration only.)

The requirements of the scholarship rules are as follows:

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

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

See next page for application form.

National Conservation District Employees' Association- Don Aron Scholarship

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

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

Mail to: KACDEO President

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

Name: _____

Conservation District: _____

Mailing Address: _____

Type/name of class/workshop: _____

Cost: _____

Other Reimbursements (Amount and Source): _____

Date of Class: _____

Location of Class: _____

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

BYLAWS OF KANSAS ASSOCIATION OF CONSERVATION DISTRICTS EMPLOYEES' ORGANIZATION

ARTICLE I - Name and Affiliation

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

ARTICLE II - Purpose

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

ARTICLE III - Basic Policies

1. To uphold the National Association of Conservation Districts and the Kansas Association of Conservation Districts Bylaws.
2. To encourage excellence in fulfillment of duties of district employees in their job capacities.
3. To provide to district employees the opportunity and tools necessary for education and maintaining an adequate education program.
4. To maintain a better understanding and working relationship between district employees, districts, and cooperating agencies, such as the Natural Resources Conservation Service, ~~and~~ State Conservation Commission, and Division of Conservation.
5. To implement a "Code of Ethics" for conservation district employees.

ARTICLE IV - Activities

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

ARTICLE V - Membership

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

Any member in good standing is eligible to vote.

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

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

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

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

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

ARTICLE VI - Executive Committee Section I. Committee Representation

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

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

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

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

ARTICLE VII - Committees

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

ARTICLE VIII - Amendments

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

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

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

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

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

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

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

Voting for area representatives and/or the member at large shall be done at the Employees' Annual Meeting.

Approved by Executive Committee: November 21, 1999

Approved by the EO membership: November 22, 1999

Approved by Executive Committee: September 14, 2017

Approved by EO Membership: November 21, 2017