

**Bylaws  
Of  
Wyoming Conservation Districts Employees' Association**

ARTICLE 1 – Name and Affiliation

The name of the organization is: Wyoming Conservation District Employee Association (WCDEA) and it shall be affiliated with the Wyoming Association of Conservation Districts.

ARTICLE II – Purpose

This organization is non-partisan, nonpolitical and nonprofit.

The purposes of the WCDEA are:

- To provide training and networking to advance the professionalism and skills of the Conservation District Employees.
- To provide input and assistance to WACD in carrying out the duties of Districts.

ARTICLE III – Basic Policies

To observe the National Association of Conservation Districts and the Wyoming Association of Conservation Districts by-laws.

To provide district employees the opportunity and tools necessary for continuing education through maintaining an education program.

To maintain a better understanding and working relationship between district employees, districts and other government agencies, such as the Natural Resources Conservation Service (NRCS) and the Wyoming Department of Agriculture (WDA).

To establish sample personnel policy guideline recommendations for conservation district employees.

ARTICLE IV – Activities

To conduct an annual WCDEA general session and business meeting at the WACD annual convention.

To survey the district employees to determine their educational needs and desires.

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 by the general body from the survey (s).

To establish and maintain a liaison between WACD, the Wyoming Department of Agriculture, the Natural Resources Conservation Service and district employees.

To encourage attendance by conservation district employees at WACD and NACD conventions.

To create and promote an orientation program for new conservation district employees.

To create and maintain a certification program to ensure employees know and understand the laws and duties.

## ARTICLE V – Membership

Any district or WACD employee in Wyoming shall be eligible for membership in the Wyoming Conservation District Employee Association.

Dues: Shall be \$25 per year and will be invoiced at the beginning of the fiscal year (July 1).

- In order to be eligible for a WCDEA Longevity Award, Area Employee Award, to apply for a Scholarship, or serve as an Area Representative employees must have paid their Association Dues.

Any past district or WACD employee shall be eligible to be an affiliate member with the same dues as regular members. Affiliate members shall be nonvoting members.

## ARTICLE VI – Executive Committee

The Executive Committee shall consist of 15 members:

- The general body shall elect a President, Vice President, Secretary and Treasurer at the annual meeting from the general body.
- Each area will elect two members to represent them from each of the five areas plus an alternate.
- Areas I, III and V will elect for two years and Areas II and IV will elect for one year initially.
- Henceforth, Areas I, III and V will hold elections at area meetings on odd numbered years and Areas II and IV will hold elections at area meetings on even numbered years.
- Each member will serve a two year term, not to exceed two consecutive terms. Vacancies shall be filled for an un-expired term by the alternate who will become an executive member immediately after the vacancy.
- Liaison - The fifteenth member of the Executive Committee will be appointed biennially by the members of the WACD executive committee to serve as the liaison between WACD and WCDEA.
- Ex-officio advisors shall be sought from the, Wyoming Association of Conservation District Natural Resources Conservation Service and the Wyoming Department of Agriculture.
- Newly elected Area Representatives/ Executive Officers will assume their duties at the conclusion of the annual meeting.

A quorum of the Executive Committee shall be necessary to conduct a meeting. A quorum shall consist of 8 members of the Executive Committee.

## ARTICLE VII – Officers

The general body will elect a President, Vice-President, Secretary and Treasurer from the general membership at the annual meeting held at the WACD Convention to serve a two year term, not to exceed two consecutive terms. The Vice President and Secretary will be elected on even years and the President and Treasurer will be elected on odd years. In the event of a vacancy the general body will elect someone at the general meeting during the WACD Convention to fill the vacant position for the remainder of the term.

## ARTICLE VIII- Duties

**President:** President shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. The President shall perform

all duties incident to the office of President and all duties which the Executive Committee may prescribe from time to time.

**Vice President:** In the absence of the President or in the event of the inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by the Executive Committee

**Treasurer:** The Treasurer shall have custody of all Association funds and securities and shall keep a full and accurate account of all receipts and disbursements and shall deposit all moneys, securities and other valuable effects in the name of the Association in such depositories as may be designated for that purpose by the Executive Committee In general the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Executive Committee.

**Secretary:** The Secretary shall keep the minutes of the all meetings, create the WCDEA Annual Report and Annual Newsletter, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Executive Committee.

**Area Representatives:** The area representatives shall network with all the employees within their area to:

- Act as the link between the officers and the individual employees
- Network ideas, needs and opportunities.
- Act as a mentor to new employees within the area. This person would be a point of contact for them if they have questions and introduce them at Area Meetings and State Convention.
- Executive meeting attendance (conference calls/face to face meetings) is required when possible.

**Alternate Area Representatives:** The alternate area representatives shall fill any un-expired term left vacant by the area representatives and will full-fill the duties of the Area Representative. In the event that an Area Representative cannot attend an Executive Meeting the Alternate Area Representative may vote in their absence.

#### ARTICLE VIII – Amendments

Amendments to these by-laws may be made at the WCDEA General Meeting held during the annual WACD convention by a majority vote of the Employee’s Association members present.

Amended November ~~18, 2014~~ 15, 2016

\_\_\_\_\_  
WCDEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
WCDEA Secretary

\_\_\_\_\_  
Date