



Association By-Laws and Policy Manual

February 2020

**New York State Conservation District Employees' Association, Inc.
By-Laws and Policy Manual**

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New York State Conservation District Employees' Association, Inc.

I. Association History & Function

There are 58 Soil and Water Conservation Districts (SWCD) in New York State with approximately 300 full and part time employees comprising the membership. New York State Conservation District Employees Association, Inc. (the Association) was formed in March 1975, incorporated in 1983 and obtained 501(c)-6 tax-exempt status in 1989. The Association operates with by-laws and policies. The purposes for which the Association formed were for the mutual advancement of the interests of members to consider and deal with common problems, and to strengthen local SWCDs by providing assistance and information to local boards and employees. To that end, the Association has focused resources on creating and fostering opportunities for employee networking, professional development, and SWCD outreach and promotion.

During the month of March, the Association jointly sponsors an annual training session with the New York State Soil and Water Conservation Committee (NYSSWCC) called the Water Quality Symposium. The four [4] day session offers training that covers topics related to conservation education, administration, water quality management, and natural resource planning, forestry, agriculture, non-agriculture, and technical assistance. Training may be offered for CCA, SAF or CEU credits. The session is open to all employees and partners. In conjunction with the training session, the Association holds an annual meeting and hosts an annual banquet.

At the Annual Meeting, Association members from across the state have the opportunity for an open discussion on SWCD employee issues and concerns. Nominations and election of officers and Division Representatives take place during the Annual Meeting. This is also the forum where policies and resolutions are addressed.

The banquet includes our Annual Awards and Recognition Program. Awards have been developed and include the Willard F. Croney Distinguished Service Award, Special Project Award, Division Merit Awards, District Director Award, Heroic Action Award, Partner Appreciation Award, and Community Service Award. Awards are also given to individuals working for other agencies, and District directors who have made outstanding contributions to District programs.

In addition to the annual training session, the Association sponsors several other training events throughout the year. The Administrative Conference provides specific and pertinent information and training for SWCD administrative staff. It also serves as a forum to initiate discussion on mutual problems and concerns among Districts. The Conservation Skills Workshop is a field oriented technical training program coordinated every fall by the Association, in conjunction with other partners. It offers a variety of basic and advanced training for SWCD employees and partners.

The "Frank Bratt Memorial Scholarship" was created in 1990 in memory of Frank Bratt (Chautauqua County) a long-time District Director and friend of SWCDs. It was created to give District employees and their families an incentive to pursue or continue educational opportunities in natural resources. The Association uses the funds available through the income and interest to the Frank Bratt Scholarship account to fund several scholarships annually. Applications are solicited, reviewed, ranked, and funded four times a year.

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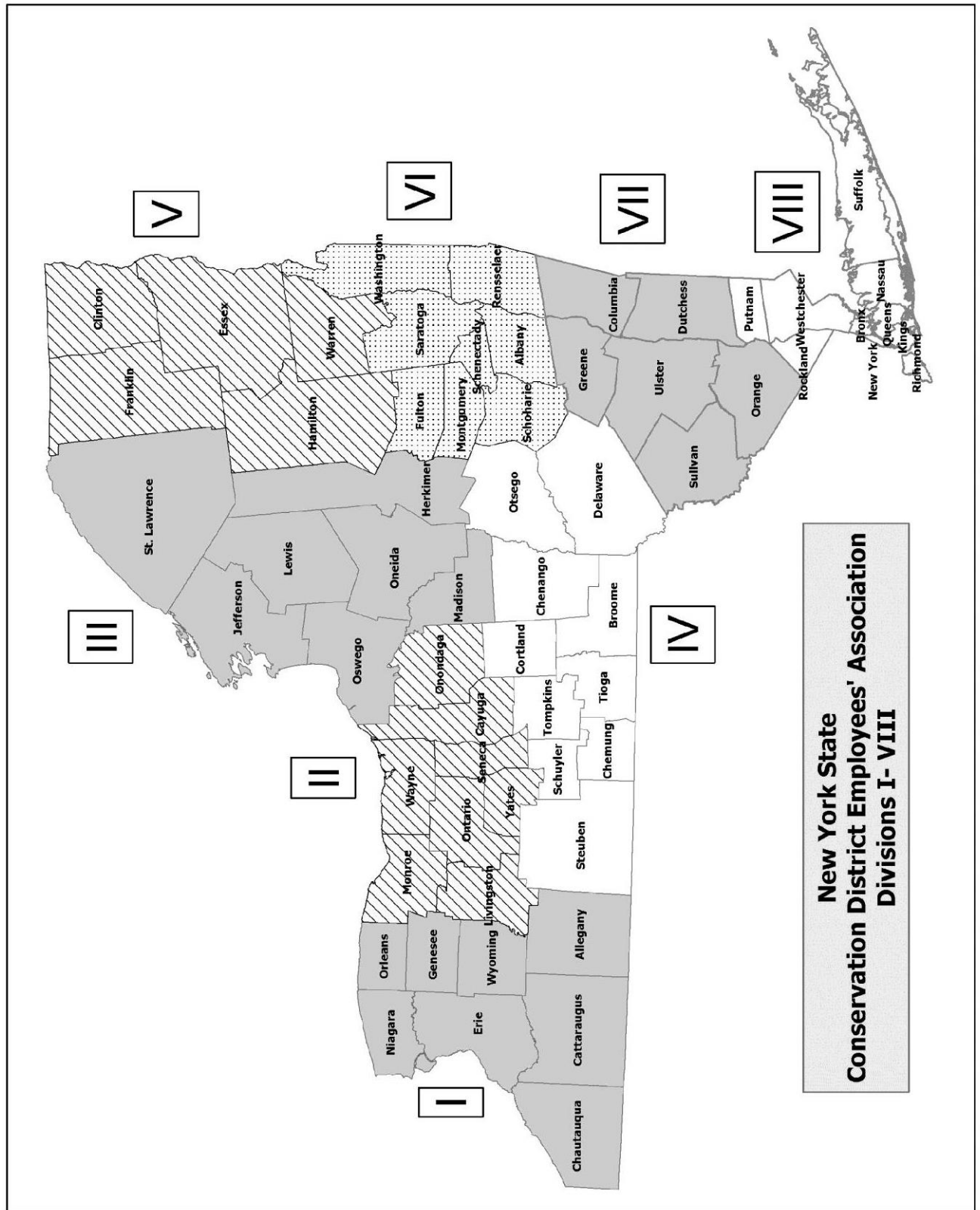
The Association is involved in a number of SWCD promotion and outreach related activities. With assistance from Directors and other partners, the Association creates, organizes, and staffs an exhibit at the annual New York State Fair. The fair presents an excellent opportunity to educate the public about SWCD programs and services. Since 1988, the Association has published and distributed an employee newsletter which is sent to every District in New York State and to our conservation partners.

In 1990, the Association began the New York State Envirothon program, with the mission to test students' knowledge and understanding of natural resource issues within the state and cultivate students' desire to learn more about natural resources and environmental issues. The Association created a sub-committee to coordinate this annual event. The NYS Envirothon Committee is an energetic group of Association members and cooperating agency representatives. Districts sponsor local Envirothon competitions, and send their winning team to the state event. Competitions are held at the local, regional, state and national levels. New high schools continue to be attracted to the program.

The Association created a costumed figure called Ronny Raindrop® in 1990. The large raindrop costume is used to teach the importance of water quality. Ronny® has made appearances at the State Fair, county fairs, festivals, parades, shopping centers, schools, day care centers, etc. The Association has a costume in each Division and registered copyrights on both the name and image (costume). Coloring sheets and books, T-shirts and other educational and promotional items have been developed over the years highlighting Ronny®.

The Association is a signatory to the 4-Way Memorandum of Understanding with the Natural Resources Conservation Service, New York Association of Conservation Districts and the New York State Soil & Water Conservation Committee (NYSSWCC). In 1996, the Association became an advisory member of the NYSSWCC by legislative amendment to NYS Conservation District Law. The Association's inclusion in the 4-Way Memorandum and advisory position on the NYSSWCC show recognition of and confidence in the Association by the other agencies and groups involved.

One of the greatest accomplishments of the Association to date has been SWCD indemnification. In 1996, the Association, through partnerships and collaborations with NYSSWCC, NYACD, and other agencies and organizations, was able to amend Public Officers Law to provide for the defense of SWCD employees, officers, and directors when working on projects receiving funding from the state and approved by the NYSSWCC.



New York State Conservation District Employees' Association, Inc.

II. Association By - Laws

ARTICLE I: Name

Sec. 1: The name of this Association shall be the New York State Conservation District Employees' Association, Inc.

ARTICLE II: Objectives

Sec. 1: To strengthen the local Soil & Water Conservation Districts of New York State.

Sec. 2: To provide assistance and information to local boards of directors and to employees of Districts to resolve problems related to natural resource conservation.

Sec. 3: To assist any agency, organization, municipality, group or individual supporting the Soil and Water Conservation Districts of New York State, in the spirit of cooperation, sound conservation practices and proper land use.

ARTICLE III: Nature

Sec. 1: This Association shall be a not-for-profit organization. Its function will be to develop, strengthen and support the conservation programs in New York State.

Sec. 2: Coercion by any person in an attempt to use this Association for any other purpose, such as collective bargaining, is prohibited.

ARTICLE IV: Membership

Sec. 1: The membership of this Association shall consist of full-time and part-time employees of the legally organized Soil and Water Conservation Districts within the State of New York.

Sec. 2: Each member shall be entitled to one [1] vote and voting by proxy shall not be permitted. All members shall be encouraged to attend Association meetings and participate in discussions.

ARTICLE V: Executive Board

Sec. 1: The Executive Board consists of the Board of Representatives and the Executive Committee. The Executive Board shall constitute the Association's governing entity. Each Board Member shall have one vote.

Sec. 2: It shall be the responsibility of the Executive Board to authorize officers and employees to perform such duties as are necessary for the operation of the Association.

ARTICLE VI: Board of Representatives

Sec. 1: The Board of Representatives shall consist of eight [8] Division Representatives and a Member-at-Large.

Sec. 2: The term of office for the elected representatives shall be for one [1] year.

Sec. 3: Vacancies shall be filled by appointment of the President. The appointed representatives must be selected from within the Division they represent and will serve until the next annual meeting.

Sec. 4: The Member-at-Large shall serve as the chair of the Board of Representatives.

Sec. 5: One Division Representative shall be elected from each of the eight [8] Divisions, made up of the following Soil and Water Conservation Districts and their term is two (2) years:

Division I	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
Division II	Cayuga, Livingston, Monroe, Onondaga, Ontario, Seneca, Wayne, Yates
Division III	Herkimer, Jefferson, Lewis, Madison, Oneida, Oswego, St. Lawrence
Division IV	Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Steuben, Tioga, Tompkins
Division V	Clinton, Essex, Franklin, Hamilton, Warren
Division VI	Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Washington
Division VII	Columbia, Dutchess, Greene, Orange, Sullivan, Ulster
Division VIII	Nassau, New York City, Putnam, Rockland, Suffolk, Westchester

Sec. 6: The election of the Board of Representatives shall take place at the annual meeting of the Association. Representatives from Division I, III, V, VII, and the Member-at-Large shall be elected on odd numbered years. Representatives from Divisions II, IV, VI and VIII shall be elected on even numbered years. The terms of office for the Board of Representatives and the Member-at-Large shall be limited to not more than three (3) consecutive two (2) year terms.

Sec. 7: The representatives shall be nominated and elected at the annual meeting by their respective Division members present at the meeting. In the event there are less than three [3] division members present, the President shall appoint a Division Representative. The duties of the newly elected representatives shall commence fifteen [15] days after being elected.

Sec. 8: It is the responsibility of the representatives to hold at least one [1] annual meeting and to call special meetings within their Divisions when it is deemed to be in the best interests of the Soil and Water Conservation District's programs and to otherwise assist the employees in their Division.

Sec. 9: The quorum of the Executive Board will be a simple majority of its full membership.

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ARTICLE VII: Executive Committee (The Officers)

- Sec. 1:** A President, Vice-President, Secretary, and Treasurer shall be elected by the Association's membership at each Annual Meeting. The duties of the newly elected officers shall commence fifteen [15] days after being elected. Elections shall be by secret ballot.
- Sec. 2:** The President, Vice-President, Secretary, Treasurer and Member-at-Large of the Board of Representatives shall constitute the Association's Executive Committee which shall have the power to act in the name of the Association between regular or special board meetings.
- Sec. 3:** Vacancies created during the officers' terms of office shall be filled by a majority vote of the Board of Representatives and shall serve until the next annual meeting.
- Sec. 4:** The immediate past president shall act as an ex-officio member of the Executive Committee and chair the Nominating Committee.
- Sec. 5:** The office of President and Vice-President shall be limited to no more than four[4] consecutive terms.

ARTICLE VIII: Duties of Officers

- Sec. 1:** The duties of the officers of the Association shall be those normally pertaining to the officials in any association and any additional duties specifically assigned to them by the Board of Representatives.
- Sec. 2:** The President shall be empowered to appoint at his or her discretion, any member of committee formed from within the membership, to expedite the objectives of the Association.
- Sec. 3:** The duties of the President shall include special attention throughout the term for a smooth transition to the successor of the on-going programs of the Association. A committee structure will always be considered for carrying out the work of the Association, before other methods are adopted.
- Sec. 4:** The duties of the Secretary shall be to record the minutes of all meetings and to provide copies of the minutes to each Division representative for distribution. The Secretary will also forward the minutes to the State Soil and Water Conservation Committee staff representative for email distribution to Districts. The Secretary shall maintain an official standard hard cover minutes book for the Association.
- Sec. 5:** The Treasurer shall keep full and accurate records of all financial transactions and also make an annual financial report to the membership at the annual meeting. All Association funds will be maintained in a banking institution in the Association's name in New York State.
- Sec. 6:** The officers may by majority vote and with the concurrence of the majority of the Board of Representatives, establish or abolish positions of employment and to fix the compensation and time of payment thereof.

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ARTICLE IX: Finances

- Sec. 1:** The Association may be financed by an annual assessment on each member as recommended and approved by the majority vote of the members present at any annual meeting. The assessment would be payable annually by each member to the Association's Treasurer.
- Sec. 2:** Only the Treasurer will accept contributions, donations, earned income gifts, and other legal revenues to carry on the work of the Association.
- Sec. 3:** The President shall provide an annual audit conducted by at least three individuals who are members of the NYSCDEA; one shall be a Division representative; one shall be the Member At-Large and one shall be the NYSCDEA Treasurer.
- Sec. 4:** All disbursements will be properly itemized and verified or certified by the Treasurer and Member-at-Large before payment.
- Sec. 5:** Payment will be issued by press numbered check only. A press numbered receipt will be issued for all income revenue.
- Sec. 6:** No power to borrow money or otherwise incur indebtedness to the Association is granted to any officer, representative or member.
- Sec. 7:** A budget for the year following the annual meeting of the Association shall be presented for approval by the membership at each annual meeting. The budget shall be distributed at registration to each attending Association member. The budget must be approved by a two-thirds [2/3] majority of those members attending the annual meeting.
- Sec. 8:** The budget may be adjusted up to twenty percent [20%] if needed during the year by the Executive Committee and the Board of Representatives.
- Sec. 9:** Upon dissolution of the Association, any unencumbered funds shall be given to the New York Association of Conservation Districts, Inc.

ARTICLE X: Compensation

- Sec. 1:** The representatives, officials and committee members on official assignment by this Association shall serve without compensation.
- Sec. 2:** The Treasurer and Member-at-Large of the Board of Representatives shall approve or disapprove in writing, the payment of specific expenses incurred by members in the lawful transactions of Association business.

ARTICLE XI: Meetings

- Sec. 1:** The annual meeting shall be held at a time and place prescribed by the Association's Executive Board.
- Sec. 2:** A meeting may also be held during the session of the annual meeting of the New York Association of Conservation Districts, Inc.

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Sec. 3: Special meetings may be called by the President or when requested by the Board of Representatives.

Sec. 4: Notices of all meetings must be distributed to the membership at least fifteen [15] days in advance of the meeting date. Parliamentary procedure will be based on “Roberts Rules of Order.”

ARTICLE XII: Amendments

Sec. 1: By-laws may be adopted and these articles of the Association may be amended by a two-thirds [2/3] majority vote of all members present at an annual meeting or special meeting of the Association provided that copies of the proposed by-laws OR amendments are emailed or mailed to the membership thirty days [30] preceding the opening of the regular meeting or special meeting.

ARTICLE XIII: Resolutions

Sec. 1: Resolutions and policy not having to do with amendments to the by-laws may be adopted by a majority vote of all members present at an annual meeting or special meeting of the Association provided that copies of the proposed resolutions are provided via email or mail to the membership thirty days [30] preceding the opening of the regular or special meeting OR amendments be provided digitally to the NYSCDEA Executive Board prior to the “Call of Order” and be digitally presented to the entire membership in attendance at the annual meeting or special meeting.

ARTICLE XIV: Executive Board

Record of Adoptions and Amendments:

These articles were legally adopted by official vote on September 15, 1975 at Syracuse, New York. They were amended at the Annual Meeting on March 1, 1984; at the Annual Meeting on March 20, 1986; at the Annual Meeting on March 20, 1987; at the Annual Meeting on March 11, 1993; at the Annual Meeting on March 15, 1995; at the Annual Meeting on March 13, 2002; at the Annual Meeting on March 8, 2006; at the Annual Meeting on March 16, 2011; at the Annual Meeting on March 14, 2012; at the Annual Meeting on March 12, 2014; and at the Annual Meeting on March 11, 2020.

New York State Conservation District Employees' Association, Inc.

III. Standing Committees and Functions

The NYSCDEA uses a committee structure to undertake a majority of the Association's business. In addition to specific Association program committees, NYSCDEA representation is maintained on various standing and special committees of our conservation partners (NYSSWCC, NYACD, USDA-NRCS) and other cooperating agencies. The following is a brief description of the Association's standing committees, their function, and the current representation. This section will be updated annually, after the Executive Board's re-organizational meeting in April.

A. Division Responsibilities:

Each year, the President appoints certain Divisions to undertake the responsibility of various Association activities. The Divisions are expected to work cooperatively and pool their resources to undertake these tasks. The Division Representative is charged with the responsibility of coordinating these duties and insuring their completion. Some examples of these duties are listed below:

Division I - Coordinates the Frank Bratt Memorial Scholarship.

Division II - Coordinates the organization of the Association Historical Archives.

Division II & III - Will assist with State Fair. In addition, will coordinate the Bucket Raffle and Silent Auction.

Division III & IV - State Fair & Empire Farm Days - Will have the responsibility of organizing all activities associated with the Association exhibit at the State Fair & EFD to include organizing a committee, preparing a concept and budget and arranging for all logistics to include exhibit monitors and construction.

Division V - New Employees/Promotions - Will regularly poll Districts to check on the addition of new employees and will keep track of promotions for recognition at the annual meeting/training session. This Division also coordinates marketing for Ronny Raindrop®.

Division VI - Fertilizer tablet sales - Responsibilities involve organization of the Association's fertilizer tablet earned income program. This Division will distribute order forms, take orders, and arrange for shipping and distribution via centralized Districts, which serve as distribution points for multi-Districts.

Division VII & VIII - Awards.

Division	Responsibilities
I	Frank Bratt Scholarship
II	Archives
II & III	State Fair/Empire Farm Days
III & IV	Bucket Raffle/Silent Auction
V	Employee Recognition & New Employees
VI	Fertilizer Tablets
VII	Awards
VIII	Awards

B. NYSCDEA Standing Committees:

The following are standing committees of the Association. The President will appoint the chairperson of each committee following the annual meeting/election.

1. **State Fair/ Empire Farm Days-** This committee will plan and organize the Association's exhibit at the NYS Fair. Responsibilities include developing a theme/design, preparing a budget, and organizing employee assistance with the construction and supervision of the exhibit.
2. **Training** – This committee is responsible for working with the NYSSWCC and other cooperating agencies to develop a training agenda for the annual training session and to address additional training needs as directed by the Executive Board.
3. **Legislative** – This committee will work actively to develop and implement a legislative agenda to benefit the SWCDs statewide. The committee will work closely with the Executive Director of NYACD and other groups as necessary and appropriate. The committee may receive additional direction from the President or the Executive Board.
4. **Envirothon** – This committee consists of SWCD employees and members from a multitude of cooperating agencies. The committee operates as a sub-committee of the Association and has a detailed and specific set of guidelines via which it administers the NYS Envirothon. These guidelines are included in the NYSCDEA policy book.
5. **Nominating** – This committee nominates and carries out elections of the regular officers of the Association. The immediate past President of the Employees' Association will serve as chairman. The Committee will:
 - Nominate individuals for Association offices in accordance with the constitution. There will be at least two nominees for each elected position, excluding President.
 - Prepare resumes on each candidate to be circulated prior to the annual meeting.
 - Conduct an election at the annual meeting.
 - Provide news releases on election results for use in counties of the officers.
6. **NYS Erosion and Sediment Control Certificate Program** - The purpose of this certificate program is to establish and maintain a process to identify and recognize individuals who are capable of developing, designing, inspecting and maintaining erosion and sediment control plans on projects that disturb soils in New York State. The development and oversight of these plans will be executed in accordance with the New York State Standards and Specifications for Erosion and Sediment Control and the New York State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity. See NYSESCCP Policy and Procedures for more information.

New York State Conservation District Employees' Association, Inc.

IV. General Policies

I. Committees:

The NYSCDEA uses numerous committees to conduct the business of the Association and members often participate on committees of cooperating agencies. The following policy applies to all committees operating under the NYSCDEA and to members representing the NYSCDEA on other committees.

- [1] The President will appoint a chairperson for each of the Association's standing committees at the first Executive Board meeting following his/her election.
- [2] The chairperson of each standing committee shall select his/her own committee members. The President may add members to any committee. Members of Association committees may include SWCD employees and non-SWCD employees representing cooperating agencies and/or other groups. Committee chairpersons should attempt to seek members who present a broad representation of employees' state wide, and may seek recommendations from Division Representatives or other members.
- [3] Special committees may be formed as needed by the President, who will appoint special committees as needed and will appoint a chairperson.
- [4] Each chairperson(s) shall submit the names of all committee members to the Executive Board for review.
- [5] Each chairperson(s) shall notify the President whenever a committee is scheduled to meet and will provide the Executive Board with regular updates of the committee's activities.
- [6] The President will make all appointments for NYSCDEA representation on NYACD, NYSSWCC, USDA-NRCS and other agency committees.
- [7] When a committee has a pre-approved budget for their activities, expenditures may be made without individual pre-approval if within budget. A financial reporting will be made at the conclusion of the committee's activity or at any time requested to do so by the President, Member-at-Large or the Executive Board. All bills, reimbursements, or refunds associated with a committee's activities will be processed as per NYSCDEA financial policies.

II. Meetings

The majority of the Association's business is conducted at Executive Board meetings, and committee meetings. The Association also provides representation at committee meetings of the NYSSWCC, USDA-NRCS, NYACD and other groups. The following policy covers meetings directly associated with the Association and a member's responsibilities when representing the Association at other meetings.

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A. Executive Board Meetings

- [1] The Executive Board will meet a least four [4] times annually and will hold an Annual meeting during the Water Quality Symposium Training session.
- [2] Generally, Executive Board meetings will include an afternoon session, overnight stay a morning session the following day. Meetings will be scheduled by the President and will rotate around the state. The Vice-President will arrange for meeting space and accommodations. The host District may assist as necessary.
- [3] In order to promote interest in the Association's activities, the President will invite local District staff to attend the day time sessions of the Association when the meeting is held in their county.

B. Minutes

- [1] Draft minutes of Executive Board meetings will be sent to the Executive Board members and partners within twenty [20] days of the meeting. Attending members will review the draft minutes and contact the Secretary with additions, deletions or changes. If the Secretary does not receive any comments within an additional ten [10] days, Division representatives will distribute the unofficial minutes to all Divisions and/or the Secretary will forward the minutes to the NYSSWCC representative for email distribution to all Districts. Minutes will be formally approved by the Executive Board at the next meeting.
- [2] Draft minutes of the annual meeting will be sent to all Districts within thirty [30] days of the annual meeting. Formal approval of the minutes will be done at the following year's annual meeting.
- [3] Minutes will be kept at all committee meetings and copies forwarded to the President and Secretary for review and discussion at the Executive Board meeting. Committees should make every attempt to provide minutes to committee members and the President in a timely manner.
- [4] The Secretary will keep a complete record of all minutes and/or reports from the Executive Board meetings, standing committees and special committees.
- [5] Members representing NYSCDEA on committees of cooperating agencies and at special meetings will provide the President with a brief written report as requested by the President.

C. State, Regional and National Meetings

- [1] The President or his or her designee will represent the Association at NYACD state meetings and NACD Northeast regional meetings.
- [2] The President will appoint a NYSCDEA member and alternate to represent the Association on the Northeast Conservation District Employees' Association. The member(s) will represent the Association at the NACD Northeast meeting and at other NECDEA meetings.

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- [3] The President and his or her designee will attend the national NACD meeting as deemed necessary and approved by the Executive Board.
- [4] The Executive Board may approve the attendance of additional members at state and national meetings.

D. Member Conduct

- [1] Members sitting on NYSCDEA committees or acting as a representative of the Association at meetings of cooperating agencies or other special events will conduct themselves in a professional manner and recognize their responsibility to represent the concerns and interests of SWCD employees state wide.
- [2] NYSCDEA representatives presenting personal opinions at these meetings are expected to clearly preface their comments as being of a personal nature. The Association in no way seeks to discourage members from expressing relative, constructive comments presented in a professional manner.

III. Finances

The NYSCDEA annually raises funds, and operates under a budget that provides for financial support to meet the goals and objectives of the Association. The NYSCDEA has developed the following policies to address financial matters such as refunds, reimbursements and the acceptance of funds in the Association's name.

A. Receiving and Disbursement of Funds

- [1] The Treasurer will serve as the chief financial officer of the Association, and will conduct business as set forth in the Association's by-laws and standing policies.
- [2] The Treasurer will secure all Association funds in a New York State banking institution that is convenient for them to conduct business. All Association funds must be held in bank accounts that are protected by FDIC.
- [3] The Treasurer will be the primary signatory on all Association disbursements. The President, Vice-President and Secretary will serve as alternate signatories.
- [4] The Treasurer will be responsible for receiving all funds directed to the Association. All funds received will be recorded and deposited into the proper account. Members other than the Treasurer that receive funds on behalf of the Association will forward these funds to the Treasurer in a timely manner.
- [5] The Member-at-Large will serve to provide a "check and balance" for the Association's disbursements, and will review and approve all bills prior to payment by the Treasurer.
- [6] The Treasurer will maintain separate and distinct accounts for standing programs which include Ronny Raindrop®, New York State Envirothon, New York State Fair, Frank Bratt Scholarship and others as deemed necessary and appropriate by the Executive Board. Year-end balances for these programs will be carried over to the next year and will not be

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included in the Association's general fund. The funds for the Frank Bratt Scholarship will be maintained in an interest bearing savings account or invested as allowed in the Association's Investment Policy.

- [7] The Treasurer will provide a written financial report at each Executive Board meeting and the annual meeting.

B. Reimbursements

The CDEA recognizes the fact that members may incur personal or SWCD expenses in the course of official Association business and it is the policy of the Association to reimburse members for reasonable and legitimate expenses. The following policy covers reimbursements to members for official expenses.

- [1] Members will be reimbursed for routine expenses associated with travel to and from Executive Board meetings, committee meetings and other activities. Routine expenses include fuel and tolls.
- [2] Reimbursements for meals, lodging and travel other than driving requires the prior approval of the President. An exception to this policy may be made in the case of a committee (i.e. Envirothon) that has a pre-approved budget which includes these expenses.
- [3] All members must submit a completed "Request for Reimbursement" form and appropriate bill or receipts to document the expenses being claimed. Requests will be sent to the Member-at-Large for approval prior to payment by the Treasurer.

C. Refunds:

Under certain circumstances, the Association accepts funds from members or their SWCDs for payment of fees associated with special training session, special conferences, or activities. This policy will cover refunds made by the Association for special events. See section D for Water Quality Symposium

- [1] When a member or their District requests a refund, the request must be presented in writing to the President. The request should include the amount of refund requested and the reason(s) for the request.
- [2] Requests for refunds for registration fees associated with the annual training session or special conferences will not be approved unless the member gives seven [7] days' notice that they will not attend the session. Exceptions will be made on a case-by-case basis for special circumstances such as illness or death in the family. Members who are unable to attend an event, for which they registered should contact the Vice- President or another member of the Executive Board prior to the event.
- [3] All requests for refunds will be reviewed and approved by the Executive Board. The Treasurer will make refunds to the party (employee or District) that originally made the payment.

D. ANNUAL EVENT PAYMENT AND REFUND POLICY For Water Quality Symposium:

PAYMENT:

All attendance fees for the Water Quality Symposium Annual Training Sessions must be paid prior to the event. Full payment for Symposium attendance must be received or postmarked by March 1st. If the attendance fee is not paid by the date, a late fee of \$50 may be added.

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REFUNDS:

CANCELLATIONS MADE BY ATTENDEE:

If an attendee chooses not to attend an event, the cancellation must be made in writing to the NYS CDEA Vice-President by March 1st to be considered for a refund.

CANCELLATIONS MADE BY NYS CDEA:

If the NYS CDEA cancels a class and that is the only class an attendee is attending, then a refund for the class will be granted. NYS CDEA will do it's best to notify class participants that the class is canceled as soon as possible.

If the class is still held and the attendee does not notify the NYS CDEA Vice President by March 1st, then no refund or partial refund will be issued regardless of the reason for missing the course (weather, life circumstance, etc.). If an attendee attends a class and is dissatisfied with the presentation or content, no refund or partial refund will be issued.

IV: Donations/Bereavements

The following policy covers the Association's practice of recognizing a member's bereavement.

- [1] The NYSCDEA will provide sympathy or get-well cards for members and their immediate family (spouse, mother, father, children). Non-immediate family members will receive sympathy or get-well cards.
- [2] The President shall have discretionary power to provide flowers or donations should it be determined it is appropriate.

V. Awards

The NYSCDEA annually recognizes individuals, organizations and groups that have had a positive impact on the Association's conservation programs state wide. The following policy will serve as a guideline for the administration of the Association's awards program.

- [1] The Association annually presents the following awards:
 - 1. Special Project Award - One award given each year for a District project. Acknowledges a District(s) that created a new service, conducted a special project or otherwise enhanced the District's overall program.
 - 2. Merit Awards - Recognizes one employee in each Division who has shown an outstanding effort in promoting their District and its activities.
 - 3. District Director Award - One award given each year to a Director who has shown leadership, supervision and total dedication to the District in support of its image, activities and personnel.
 - 4. Partner Appreciation Award - One award given each year to a non-

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District person or group who has promoted and supported soil and water conservation in New York State.

5. Heroic Award - Given to a District employee who has shown bravery in saving a life(s), either on or off duty.
6. President's Award - Given at the discretion of the President to recognize the work of an employee(s) or other individuals who have benefited the Association.
7. Willard F. Croney Award - This lifetime achievement award is given to a District employee in the state with outstanding or continuous excellence in the promotion of Soil and Water Conservation District employees and who demonstrates a special air of cooperation within and between fellow District employees and his/her performance exceeds normal job requirements.
8. Community Service Award - One award given each year to a District employee who, while on or off duty, has voluntarily provided service for their community.

- [2] At the Association's re-organizational meeting in April, the President will appoint a Division to take responsibility for the awards program. This Division Representative will send requests for award nominations to all Districts by November 30th of each year. Award nominations will be returned to the Division Representative who sent the requests.
- [3] With the exception of the President's Award and the Willard F. Croney Award, all nominations will be reviewed and winners selected by the Board of Representatives.
- [4] The President's Award will be awarded at the discretion of the President.
- [5] The Willard F. Croney Award nominations will be reviewed and a winner selected by all past Willard F. Croney for Distinguished Service recipients, who are NYS Conservation District Employees' Association members, along with the Division Representatives.
- [6] The chosen recipients of these awards will be kept in strict confidence until the night of the annual banquet.
- [7] Nominations must be submitted by a current SWCD District Employee.

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V. Program Policy I: Ronny Raindrop®

The Association has devoted a great deal of time and financial resources to the development of Ronny Raindrop® for use in SWCD educational programs. The following policy covers the use of Ronny Raindrop® by Districts in New York State.

- [1] The Association will maintain an adequate supply of costumes to allow for the assignment of one to each Division.
- [2] In each Division, the Division Representative will have the responsibility for the storage and usage of the costume assigned to their Division. The Division Representative may assign the duty to a District in their Division if they do not have adequate space for storage, but the Representative maintains the overall responsibility for the costume.
- [3] When a District wants to use a costume, they must contact their Division Representative to schedule its use. If the costume assigned to their District is not available, one may be acquired from a neighboring District if it is not in use. The District that needs the costume will be responsible for contacting the Division Representative in the neighboring Division to schedule its use.
- [4] Ronny Raindrop® is a registered trademark belonging to the Association, and as such, the registered mark (capital R in a circle) must be used after his proper name at all times. After the first occurrence, the registered trademark is not required when he is referred to as "Ronny."
- [5] When making appearances, Ronny Raindrop® cannot speak, as the voice is not copyrighted.
- [6] The costume and any graphic images of Ronny must contain a copyright mark. This mark is a capital C in a circle (©).
- [7] If a costume is damaged while in the possession of a District, that District will have the sole responsibility for the cost of repairs or replacement. **Costumes with substantial damage must be returned to the Association for repair.** In all cases, Districts will contact their Division Representative prior to making any repairs. Please note that a new Ronny Raindrop® costs about \$4,000 to replace.
- [8] After each use, the costume must be cleaned. Sweatshirt and pants must be laundered and care must be taken to prevent wrinkling of the sash.
- [9] If Ronny Raindrop® is to be used by a person(s) not employed by a SWCD, the costume must be used under the direct supervision of a District employee and that District assumes responsibility for the costume.

VI. Program Policy II: Frank Bratt Memorial Scholarship

The Frank Bratt Memorial Scholarship was initiated in 1990 to assist District employees with furthering their professional development and education. This scholarship can encompass a broad range of topics, with emphasis placed upon conservation related topics and subjects related to District function. Scholarships will be awarded based upon the supposed value of the course to the applicant, to be judged by the eight NYSCDEA Division Representatives.

The following policy covers the administration of the scholarship program.

- [1] The scholarship is available to members of the Association, and NYSSWCC staff only.
- [2] Eligible employees must hold a permanent position in their SWCD or NYSSWCC. Full- time or part-time employees are eligible. Employees in temporary positions are not eligible for the scholarship.
- [3] Scholarships may be used for credit or non-credit classes, workshops, or other professional development programs.
- [4] Eligible expenses include conference/workshop fees, tuition, online courses, fees for books/manuals and lodging when needed. Meals are only eligible if it is part of the conference/training registration. CDEA sanctioned functions are ineligible as well as mileage, other travel costs. Exam fees, equipment, software and other supplies that are not part of the course fee are ineligible.
- [5] Applicants must provide the following information within 2 pages:
 1. A competed scholarship application- 1 page.
 2. A brief description of the class and explanation of how the educational program will improve the employee's job performance.
- [6] Applications must be received by the application deadlines to be considered. The scholarship will be available and awarded four times per year. Applications deadlines are the 1st of March, June, September, and December. A special meeting may be called to approve awards.
- [7] Scholarships awards range from \$50 to \$500 per class/training. The number of scholarships awarded and the amounts are dependent upon number of applicants and funds available through the income and interest to the Frank Bratt Scholarship account.
- [8] All activities must be pre-paid. Scholarships will be paid upon submittal of NYSCDEA Reimbursement Request and proof of registration and successful completion of professional development activity, i.e. a class certificate or attendance sheet. A Soil and Water Conservation District can be reimbursed for an employee's training if they prepay on behalf of the employee.
- [9] Scholarship recipients have two years from the award letter to complete their training.
OR
Scholarship recipients can be reimbursed for trainings that take place before an application deadline as long as the training activity has been completed within the previous 4 months of the application deadline.
- [10] Successful applicants will be notified within one week following the next regularly scheduled Executive Board meeting that follows the application deadline.

New York State Conservation District Employees' Association, Inc.

I. Program Policy III: Guidelines of the New York State Envirothon Committee

PREAMBLE

The Envirothon is a competitive event for high school students organized by the New York State Conservation District Employees' Association Envirothon Committee. The New York State Envirothon is sponsored by the New York State Conservation District Employees' Association, Inc. (NYSCDEA), in cooperation with the Environmental Education Foundation (Foundation), the New York State Soil & Water Conservation Committee (NYS SWCC), USDA-Natural Resources Conservation Service (USDA-NRCS), New York Association of Conservation Districts, Inc. (NYACD) and the Empire State Chapter of the Soil and Water Conservation Society (ESC SWCS).

GOAL

The overall goal of the competition is to cultivate a desire to learn more about our natural environment through competitive events. The competition provides students with experience in environmentally oriented activities to enable them to become environmentally aware, action oriented adults. The overall success of this program is measured by the participating schools with Conservation Districts and the support of the cooperating agencies involved.

OBJECTIVES

The objectives of the New York State Envirothon program are:

- A. To cultivate a desire to learn more about our natural environment through competitive events that emphasizes hands-on learning experiences.
- B. To develop a greater appreciation for stewardship of the natural environment.
- C. To provide students with experience in environmentally oriented activities to enable them to become environmentally aware, action oriented adults able to make environmentally wise decisions by providing them knowledge of:
 - 1. The effects individual actions have on environmental problems.
 - 2. The interactions and interdependencies of our total environment.
 - 3. Renewable and non-renewable resources.
 - 4. Current environmental problems.
 - 5. Conservation organizations and agencies available to assist them on environmentally related matters.

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PURPOSE

The purpose of the Envirothon Committee is:

1. To plan and organize the statewide Envirothon competition.
2. To provide guidance and advice to Conservation Districts concerning local competitions.
3. To promote the growth of the Envirothon program throughout the state and nation.
4. To participate on the National Conservation Foundation Envirothon (NCF-Envirothon) Committee and pass on information to all Districts statewide.
5. To provide training to both SWCD staff and teachers as needed.

MEMBERSHIP

A. The Envirothon Committee shall consist of representatives from local/state/federal agencies, organizations, groups or concerned citizens who have an interest in environmental education. Membership within the New York State Envirothon Committee is subject to appointment or approval by the New York State Envirothon Committee and the NYSCDEA on an annual basis. To be considered a member, an individual must complete a membership form to be submitted to the NYSCDEA. The membership list will then be submitted to the Employees' Association for review. Voting members will consist of:

1. NYSCDEA, eight members (8), ideally with one representative of each Division
2. Treasurer of the NYSCDEA (1)
3. NYS Association of Conservation Districts, one (1)
4. NYS Soil and Water Conservation Committee, one (1)
5. USDA Natural Resources Conservation Service, one (1)
6. Empire State Chapter Soil and Water Conservation Society, one (1)
7. NYS Department of Environmental Conservation, one (1)
8. Education professional (1)

All other members will be considered advisory members and will not have voting privileges.

B. Committee commitment is from September 1 to August 31.

C. Representation from the county in which the Envirothon is being held shall be encouraged.

ORGANIZATION

1. Officers of the Envirothon Committee shall consist of a Chair, Vice-Chair, Secretary and Treasurer of the NYSCDEA.
2. Officers shall be elected annually by a majority vote of the committee members. This will take place at the end of the first meeting after the conclusion of the National Conservation Foundation Envirothon (NCF-Envirothon). If a slate of officers cannot be selected, then the previous year's officers shall hold office until such time as a new election can be held.
3. The Chair elect may be formally appointed by the President of the NYSCDEA. The Chair shall be the Executive head of the NYS Envirothon Committee and shall

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- preside at all meetings.
4. The Secretary shall take minutes of all proceedings of the Committee and shall make them available to the members as soon as possible after the meeting.
 5. Any member may be removed by a majority vote of the Committee members or by resolution of the Executive Board of the NYSCDEA.

CONDUCT OF BUSINESS

1. The Committee shall meet once a month, a minimum of ten times a year, unless otherwise specified. Special meetings of the Committee shall be scheduled by the Chair. Business may be conducted through telephone hookup, mail or e-mail.
2. Committee members are expected to attend at least 80 percent of the meetings. The attendance policy will be enforced. Exceptions may be made at the discretion of the Chair. If a member knows ahead of time that he/she will not be able to attend meeting, they will be expected to notify the Chair.
3. A quorum shall consist of a simple majority of voting members in attendance in order to conduct business.
4. Issues requiring Committee approval shall be decided by majority vote. Each of the voting Committee members shall have one vote.
5. The Committee shall elect members annually to the following standing subcommittees:

Site Coordinator (1)	Publicity/Information Liaison (1)
Tests Coordinator (2)	Registration/County Coordination (1)
Oral Presentation/Judge Coordination (2)	Volunteer Coordination (1)
Education/Recreational Activities (1)	T-shirts (1)
Awards (1)	Funding (2)
Refreshments and/or Door Prizes (1)	
6. The Chair may appoint special sub-committees as needed.
7. The Chair will provide a written report to, or attend the meetings of the Executive Board of the NYSCDEA

FINANCE

1. The Envirothon Committee's financial records shall be maintained and audited by the NYSCDEA. The Treasurer of the NYSCDEA will provide the Committee with accurate, up to date records at each monthly meeting.
2. Expenses and reimbursements must be authorized by the NYS Envirothon Committee. The Chair will certify that it is an approved expense and payment will be made by the Treasurer of the NYSCDEA.
3. The Treasurer will provide a financial report to the NYSCDEA Executive Board at their

4. Reimbursement of personal expenses and mileage will be determined on an annual basis, contingent upon the availability of funds.

REPRESENTATION

1. The Envirothon Committee shall elect two (2) representatives to the Foundation Board. The representatives shall attend the meetings of the Foundation Board and act as a Liaison between the Envirothon Committee and the Foundation.
2. The Envirothon Committee shall elect one (1) representative and one (1) alternate representative to the National Conservation Foundation Envirothon (NCF- Envirothon). Both representatives shall attend the winter and summer meetings subject to the availability of funds. The representatives shall act as the liaisons between the National Conservation Foundation Envirothon (NCF-Envirothon) and the NYS Envirothon Committee.

MISCELLANEOUS

1. Transportation

- A. If the National Conservation Foundation Envirothon (NCF-Envirothon) is located far enough away to warrant air transportation, the participating team including five (5) students and two (2) advisors will travel as a group. Two National Conservation Foundation Envirothon (NCF-Envirothon) Representatives and one (1) winning County Representative has the option to travel apart from the group. The winning County Representative may be District staff or a Director. In the event that a winning County representative is unable to attend, a member of the NYS Envirothon Committee will attend in their absence. Airline tickets will be furnished by the NYS Envirothon Committee. The North American Representative will be responsible for obtaining airline reservations. Reimbursement for the National Conservation Foundation Envirothon (NCF-Envirothon) Representatives and the winning County Representative will be provided by the NYS Envirothon Committee, but no more than the cost of the airfare. Upon prior approval by the NYS Envirothon Committee, vehicle rental reimbursement will be made to the National Conservation Foundation Envirothon (NCF-Envirothon) Representatives whose responsibility will be to secure the rental vehicle.
- B. If the National Conservation Foundation Envirothon (NCF-Envirothon) is located close enough to warrant land transportation, the participating team, including five (5) students and two (2) advisors will travel as a group. Two National Conservation Foundation Envirothon (NCF-Envirothon) Representatives and one (1) winning County Representative has the option to travel apart from the group. The winning county may be District staff or a Director. In the event that a winning County representative is unable to attend, a member of the NYS Envirothon Committee will attend in their absence. The National Conservation Foundation Envirothon (NCF- Envirothon) Representative will be responsible for vehicle rental. The vehicle rental fee and fuel will be provided by the NYS Envirothon Committee. If a student or advisor chooses to drive on their own or with a family to the National Conservation Foundation Envirothon (NCF-Envirothon), it will be done at the individual's expense.

2. Scholarships

The New York State Envirothon Academic Scholarship Award is designed to financially assist qualified applicants in obtaining degrees or certificates from accredited academic institutions of higher learning. The scholarships are awarded based on team placement at the New York State Envirothon competition.

Instructions

1. Scholarships may be used towards tuition, fees, living expenses, travel expenses, etc.
2. Scholarships are limited to use at an accredited degree or certificate granting institution of higher learning.
3. Scholarships can be paid directly to the institution of higher learning or the candidate based on requests made to the NYS Envirothon Committee.
4. Full-time and part-time students are both eligible to receive their scholarship.
5. Students have two years from the time of high school graduation to claim their scholarship.
6. Students need to provide one copy of the official transcript or invoice when claiming their scholarship.
7. Scholarships must be processed through the New York State Envirothon Committee and the New York State Conservation Districts Employees Association.
8. All scholarships are subject to annual funds availability through direct donations or through actual and/or accrued interest earnings from endowments.
9. Scholarships will be awarded without regard to race, color, religion, sex, national origin, age, or state of physical handicap.

AMENDMENTS

Committee proposed amendments to the Guidelines shall first be submitted to the Committee at a scheduled meeting. After review of suggested changes by the Committee, each member shall receive a final draft of the proposed amendment prior to the next scheduled meeting, at which time the amendment shall be voted upon for recommendation to the NYSCDEA.

Amendments to the Guidelines of the New York State Envirothon Committee must be approved by the Executive Board of the NYSCDEA.

Revised and Adopted: 2/5/2014

New York State Conservation District Employees' Association, Inc.

A. Officer Guidelines and Responsibilities

PRESIDENT

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as President. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives and should help members when considering seeking office.

The President is elected at the Association's annual meeting and holds the term for one year. The term can be held for a maximum of four [4] years as per the by-laws of the Association.

I. Meetings:

The President is responsible for organizing and chairing at least four [4] Executive Board meetings a year annually and will hold an Annual meeting during the Water Quality Symposium Training session. These meetings will rotate around the state may require an overnight stay. The Executive Board consists of eight [8] Division Representatives, the President, Vice-President, Secretary, Treasurer and Member- at-Large. The past President serves in an advisory, non-voting role for one [1] year.

There may also be special meetings that will be the responsibility of the President to conduct.

II. Special Meetings:

The President serves as the Association's representative to meetings held by cooperating

agencies including:

- New York State Soil and Water Conservation Committee
 - Monthly committee meetings
 - Special meetings
- New York Association of Conservation Districts
 - Executive Board meetings
 - Committee meetings
 - Special meetings
- USDA - Natural Resources Conservation Service
 - Committee meetings
 - Special meetings

Public speaking is a large part of the President's responsibility in representing the Association and many of the meetings may require you to give an oral report on the Association's activities, and to actively participate in discussions that occur at the meetings.

III. Coordinate the Flow of Association Business:

The CDEA operates on a committee system that has many committees incorporated into its structure. The President is responsible for making appointments to these committees and monitoring their activity and progress.

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In the event of a Division Representative resigning, the President is responsible for appointing a person to serve as a replacement until the next annual meeting. The President should also keep in constant communication with the other members of the Executive Board through phone calls and circulation of communications.

The President will annually appoint an audit committee as defined in Article VIII – Finances.

IV. Account for NYSCDEA Computer and Office Equipment and Electronics

To effectively conduct business, the NYSCDEA has and continues to purchase electronics and office equipment to aid in business administration. The President will account, track and direct the use and housing of NYSCDEA purchased electronics and office equipment to ensure the appropriate use and retention.

V. Assist Fellow Employees and Districts with Professional Development:

The President should be prepared to assist fellow employees with their professional development.

Some examples are:

1. Attending or encouraging attendance of Division meetings by Executive Board members, assist in the communication between the groups, and allow for an exchange of concerns and ideas.
2. Ensuring that the type and quality of training provided at the annual training session meets the needs of the majority of the employees in the state.

VI. Encourage Active Involvement and Participation in CDEA Functions and Programs:

The President has the responsibility of assuring that the Association both meets the needs and provides the opportunity for personal and professional growth of the employees. Employees should also be encouraged to play a role and take responsibility in the growth and development of the Association.

VII. Provide a Smooth and Informed Transition to the Successor:

A smooth and orderly transition of leadership is imperative to the survival and growth of any organization. Future leadership must be developed, and it is the responsibility of each officer, especially the President, to ensure that this happens. This is accomplished by getting people involved, keeping them informed, and capturing their interest. Each person who takes a position on the Executive Board or expresses an interest in the Association should be encouraged as much as possible. The Association must be in the position to offer personal growth satisfaction so that these people receive something in return for the time and effort they contribute in carrying out their responsibility.

The President shall serve for one [1] year after the end of their elected term as an ex-officio member of the Executive Board in order to provide a smooth transition of CDEA business.

New York State Conservation District Employees' Association, Inc.

Officer Guidelines and Responsibilities

VICE-PRESIDENT

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as Vice-President. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives, and should help members when considering seeking office.

I. Attend All Board Meetings:

There is at least four [4] Executive Board meetings per year in addition to the annual meeting at the Water Quality Symposium Training Session. These meetings generally rotate around the state may require an overnight stay. It is extremely important that the Vice-President attend these meetings as they are extensively utilized to develop and implement the programs, policies and functions of the Association.

II. Attend Meetings as Called:

In addition to individual responsibilities, the Vice-President may be called upon to attend meetings as requested by the President throughout the year.

III. Coordinate the Flow of Association Business:

The Vice-President is responsible for attending Executive Committee meetings when requested or as called by the President. The Vice-President will be prepared to represent the Association at cooperating agency meetings as requested by the President in his/her absence.

The Vice-President will facilitate the Association's committee structure by holding committee responsibilities as delegated by the President.

The Vice-President will be responsible for organizing the annual training session, which is held a minimum of one time per year. The Vice-President will prepare "Requests for Proposals" to be sent to hotels and convention facilities, review proposals, undertake site inspections as necessary and prepare recommendations for consideration by the entire Executive Board. When a facility is chosen, the Vice-President will be responsible for all arrangements relating to the training session to include but not limited to organizing menus, instructors needs, lodging, registrations and entertainment.

The Vice-President will work closely with the Treasurer when coordinating the training session. Organization of the training session takes a great deal of time and preparation to work successfully.

The Vice-President will also serve as the chairman of the training committee and will be responsible for logistical planning for other sessions and conferences.

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IV. Assist Fellow Employees and Districts with Professional Development:

The Vice-President should be prepared to assist fellow employees and Districts with their professional development, help with committee activities, and assist employees and Districts as necessary.

V. Provide Smooth Transition to Successor:

The Vice-President should take time to advise, assist, and guide his/her successors with their new responsibilities to ensure a smooth and informed transition.

New York State Conservation District Employees' Association, Inc.

Officer Guidelines and Responsibilities

TREASURER

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as Treasurer. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives and should help members when considering seeking office.

I. Attend All Board Meetings: There is at least four [4] Executive Board meetings per year in addition to the annual meeting at the Water Quality Symposium Training Session. These meetings generally rotate around the state may require an overnight stay. It is extremely important that the Treasurer attend these meetings as they are extensively utilized to develop and implement the programs, policies and functions of the Association.

II. Attend Meetings As Called:

In addition to individual responsibilities, the Treasurer may be called upon to attend special meetings as requested by the President throughout the year.

III. Coordinate the Flow of Association Business:

The Treasurer is responsible for ensure that the Association members are kept informed of the Association's financial standing. The Treasurer also holds the following responsibilities:

- [1] Keep full and accurate records of all financial transactions, and create and disseminate an annual financial report for the Annual Meeting. Accounts are to be kept following the Uniform System of Accounts.
- [2] Maintain all Association funds in a banking institution in the Association's name in New York State.
- [3] Itemize and verify or certify all disbursements before payment. Disbursements must also be verified or certified by the Member-at-Large.
- [4] Payments to be issued by press numbered checks only.
- [5] Issue a press numbered receipt for all income revenues.
- [6] Present for a budget for the year at the annual meeting for the Association for approval at the annual meeting by the body. The budget shall be distributed at registration to each attending member. The

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budget must be approved by a two-thirds [2/3] majority of those members present at the Annual Meeting. The budget may be adjusted by twenty-percent (20%) if needed during the year by the Executive Board.

- [7] Approve or disapprove, in writing, the payment of specific expenses incurred by members in the lawful transaction of Association business. The Member-at-Large must also approve or disapprove these expenses.
- [8] Accept contributions, donations or earned income, gifts, and other legal revenues to carry on the work of the Association. These can only be accepted by the Treasurer.
- [9] An annual audit will be done according to Article IX – Finances.

IV. Assist Fellow Employees and Districts with Professional Development:

The Treasurer should be prepared to assist fellow employees and Districts with their professional development. Upon request, The Treasurer prepares reports for independent accounts such as state fair, training session, etc., to assist committees and individuals with planning.

V. Provide Smooth and Informed Transition to Successor:

The Treasurer should take time to advise, assist, and guide his/her successors with his/her new responsibilities to insure a smooth and informed transition.

Within thirty [30] days, all accounts shall be closed, and funds and financial records forwarded to the new Treasurer. When a current Treasurer decides to step down, they should inform the President before the annual meeting to help foster a meaningful election process. Notification should be sent in writing to the President and Member-at-Large.

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Officer Guidelines and Responsibilities

SECRETARY

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as Secretary. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives and should help members when considering seeking office.

I. Attend All Board Meetings: There is at least four [4] Executive Board meetings per year in addition to the annual meeting at the Water Quality Symposium Training Session. These meetings generally rotate around the state may require an overnight stay. It is extremely important that the Secretary attend these meetings as they are extensively utilized to develop and implement programs, policies and functions of the Association.

II. Attend Meetings as Called:

In addition to individual responsibilities, the Secretary may be called upon to attend meetings as requested by the President of the Association throughout the year. Due to the large geographic area the Association covers, the Secretary may have to attend Division meetings as a Representative of the President at his/her request.

III. Responsibilities

The Secretary of the Association is charged with the proper care of the Association minutes and records. These documents must be kept in an orderly fashion, which allows for easy reference by the Association. Also, the timely distribution of Executive Board, Partners and committee minutes is essential to the flow of Association business. Some examples of the Secretary's responsibilities are as follows:

[1] Record minutes of all meetings and provide draft minutes to the Executive Board within twenty

days [20] days following a meeting. If no comments are received within an additional ten [10] days, Division representatives will distribute the unofficial minutes to all Divisions, and/or the Treasurer will forward the minutes to the NYSSWCC representative for email distribution to all Districts. The Secretary shall maintain an official standard hard cover minutes book for the Association.

[2] All minutes will be kept in an official standard hard cover minutes book for the Association and affixed with the seal of the Association.

[3] Assist fellow employees with their professional development.

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V. Provide Smooth and Informed Transition to Successor:

The Secretary should take time to advise, assist, and guide his/her successors with his/her new responsibilities to insure a smooth and informed transition. When a current Secretary decides to step down, they should inform the President before the annual meeting to help foster a meaningful election process. Notification should be sent in writing to the President and Member- at-Large.

New York State Conservation District Employees' Association, Inc.

Officer Guidelines and Responsibilities

MEMBER-AT-LARGE

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as Member-at-Large. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives and should help members when considering seeking office.

I. Attend All Board Meetings: There is at least four [4] Executive Board meetings per year in addition to the annual meeting at the Water Quality Symposium Training Session. These meetings generally rotate around the state and require an overnight stay. It is extremely important that the Member-at-Large attend these meetings as they are extensively utilized to develop and implement the programs, policies and functions of the Association.

II. Attend and Chair Board of Representative Meetings as Requested:

The Division Representatives may call or be called upon to exert their responsibilities collectively as a Board of Representatives. The Board of Representatives consists of the eight [8] Division Representatives and the Member-at-Large who serves as chairman. The Association's by-laws assign specific responsibilities to the Board, which were designed to maintain the Association's "grass roots" orientation as well as a system of checks and balances.

Specific responsibilities assigned to the Board of Representatives as a whole, by the Association's by-laws:

- [1] Appoint by majority vote, vacancies created during an officer's term of office until the next annual meeting (President, Vice-President, Secretary, Treasurer).
- [2] Determine by majority vote, the time and place of the Association's annual meeting.

III. Attend Executive Board Meetings:

As prescribed in the Association's by-laws, the Member-at-Large will serve on the Executive Committee with the President, Vice-President, Secretary and Treasurer.

The Member-at-Large may be called upon to represent the Association at cooperating agency meetings as requested by the President in his/her absence.

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IV. Coordinate the Flow of Association Business:

The Member-at-Large, is responsible for ensuring that Division Representatives are kept informed of the Association's regular and special business. Conversely, the Member-at-Large will ensure that the Executive Committee is kept informed of Division concerns, ideas and business. Some examples are as follows:

- [1] Forward pertinent correspondence to either the Division Representatives or Executive Committee.
- [2] Prepare and present a Member-at-Large report at the annual meeting.
- [3] Ensure that an up-to-date copy of the Association's by-laws is made available to the general membership.
- [4] Assist individual Divisions with the Division Representative election process.
- [5] Attend individual Division meetings as requested by the Division Representatives.
- [6] In the event of a vacant Division Representative position, forward all pertinent Association business directly to the respective counties until such time as an appointment is made by the President.
- [7] Review all Association expenses with the Treasurer to ensure that they are properly itemized, verified and certified prior to payment. The Member-at-Large and Treasurer shall approve or disapprove, in writing, the payment of such expenses as prescribed by the Association's by-laws.
- [8] The Member-at-Large will facilitate the Association's committee structure by accepting committee responsibilities as delegated by the President, which are relative to the Member-at-Large position.

V. Provide Smooth and Informed Transition to Successor:

The Member-at-Large should take to advise, assist, and guide his/her successor with his/her new responsibilities to insure a smooth and informed transition. When a current Member-at-Large decides to step down, they should inform the President before the annual meeting to help foster a meaningful election process. Notification should be sent in writing to the President and Division Representatives.

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Officer Guidelines and Responsibilities

DIVISION REPRESENTATIVE

It is anticipated that the following guidelines will serve as a valuable reference for persons interested in serving the CDEA as a Division Representative. The guidelines were formulated by the officers of the Association and reviewed and approved by the Board of Division Representatives and should help members when considering seeking office.

I. Attend All Board Meetings: There is at least four [4] Executive Board meetings per year in addition to the annual meeting at the Water Quality Symposium Training Session. These meetings generally rotate around the state may require an overnight stay. It is extremely important that the Division Representatives attend these meetings as they are extensively utilized to develop and implement the programs, policies and functions of the Association.

II. Conduct and Chair Division Meetings:

As a Division Representative, it is your responsibility to conduct and chair Division meetings. Division meetings maintain the flow of information, business and ideas which are essential to a progressive Association.

It is suggested that Division Representatives conduct at least 1 Division meeting per calendar year or as necessary, in addition to the annual meeting/training session.

III. Attend Board of Representative Meetings as Called:

In addition to your individual responsibilities, Division Representatives may call or be called upon to exert their responsibilities collectively as a Board of Representatives. The Board of Representatives consists of eight [8] Division Representatives and the Member-at-Large who serves as chairman. The Association's by-laws assign specific responsibilities to the Board, which were designed to maintain the Association's "grass roots" orientation as well as a system of checks and balances.

Specific responsibilities assigned to the Board of Representatives, as a whole by the Association's by-laws:

- [1] Appoint by majority vote vacancies created during an officer's term of office until the next annual meeting (President, Vice-President, Secretary, Treasurer).

NYSCDEA By-Laws and Policy Handbook

- [2] Determine by majority vote the time and place of the Association's annual meeting.

IV. Coordinate the Flow of Association Business:

A Division Representative is responsible for ensuring that the Division's Association members are kept informed of the Association's regular and special business. A Division Representative is also responsible for forwarding the Division's ideas, concerns, and business to the attention of the Association. Some examples are as follows:

- [1] Insure that the draft Executive Board meeting minutes are received by each District within the thirty [30] day time limit set forth in the by-laws.
- [2] Ensure that all pertinent correspondence and reports are forwarded to and reviewed within the Division.
- [3] Prepare and present a report of the Division's activities at the annual meeting.
- [4] Forward a copy of the Association's correspondence such as meeting notices, Division meeting minutes, reports and other general correspondence to the President.
- [5] Inform your Division of Association positions which are up for election and encourage pre-election discussion and nominations.

V. Assist Fellow Employees with Professional Development:

Division Representatives should be prepared to assist fellow employees and Districts with their professional development. Some examples follow:

- [1] Arrange a conservation tour of a county where new and innovative conservation practices have been installed.
- [2] Provide or arrange assistance in securing training for new and existing employees.
- [3] Provide or arrange assistance to Districts with the development of new earned income programs.

VI. Encourage Active Involvement and Participation:

Successful involvement and participation from your Division largely depends on your overall performance and creativity as a Division Representative. There may be a few Districts or employees who have been traditionally inactive. Determining the reasons for inactivity is the first step in attempting to find a solution. Only then can our Association explore new ways to provide motivation and incentives for active involvement.

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VII. Familiarize Employees with By-Laws:

The by-laws clearly state the nature and objectives of our organization. By familiarizing you and fellow employees with the by-laws, we insure that policies and programs are developed within the intent and framework, which is set forth.

VIII. Provide Smooth and Informed Transition to Successor:

The Division Representatives should take time to advise, assist and guide their successors with their new responsibilities to insure a smooth and informed transition. When a current Division Representative decides to step down, they should inform the President before the annual meeting to help foster a meaningful election process. Notification should be sent in writing to the President and Member-at-Large.

Division I	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
Division II	Cayuga, Livingston, Monroe, Onondaga, Ontario, Seneca, Wayne, Yates
Division III	Herkimer, Jefferson, Lewis, Madison, Oneida, Oswego, St. Lawrence
Division IV	Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Steuben, Tioga, Tompkins
Division V	Clinton, Essex, Franklin, Hamilton, Warren
Division VI	Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Washington
Division VII	Columbia, Dutchess, Greene, Orange, Sullivan, Ulster
Division VIII	Nassau, New York City, Putnam, Rockland, Suffolk, Westchester

Division	Responsibilities
I	Frank Bratt Memorial Scholarship
II	Association Historical Archives
II & III	State Fair/Empire Farm Days
III & IV	Bucket Raffle/Silent Auction
V	Employee Recognition & New Employees
VI	Fertilizer Tablets
VII	Awards
VIII	Awards

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MEMORANDUM OF AGREEMENT
BETWEEN THE NEW YORK STATE SOIL AND WATER CONSERVATION COMMITTEE, NEW
YORK ASSOCIATION OF CONSERVATION DISTRICTS, NEW YORK STATE CONSERVATION
DISTRICT EMPLOYEES ASSOCIATION
AND THE
UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE

This Memorandum of Agreement (MOA) is made and entered into by and between New York State Soil and Water Conservation Committee (State Committee), New York Association of Conservation Districts (NYACD), New York State Conservation District Employees Association (NYSCDEA), and the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), hereinafter referred to as "the Parties."

I. PURPOSE

The purpose of this MOA is to encourage strong partnerships, as well as to strengthen cooperation among the Parties that result in coordinated interagency delivery of conservation assistance to private landowners and others to sustain the health, diversity, and productivity of the New York natural resources. The Parties share a long-term commitment to the Federal/State/local Government conservation delivery system to help private landowners, communities, and others conserve natural resources across the Nation. This system supports local level and private landowner decision making and advocacy for conservation planning that will result in sound solutions that are practical and economical, and lead to wise use and management of natural resources. This mutual goal is to provide locally-led natural resource conservation that addresses local, State, national and Tribal priorities while optimizing efficiency and effectiveness. As a partnership, we will put quality first, enable people to make sound conservation decisions, demonstrate professionalism and dedication, and strive for continuous improvement.

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II. BACKGROUND

The Parties recognize the importance of natural resources, sound resource conservation development, and the wise use and management of these natural resources. In addition, the Parties recognize the importance of working collaboratively, under their individual authorities, for the conservation, protection, and enhancement of soil, water, and related natural resources. The Parties further recognize that our State's resources are finite and under increasing pressure from a variety of impacts. Soil, water, air, plants, animals, humans, and energy are all addressed under the programs, initiatives, and partnership efforts of the Parties.

Examples of activities the Parties will address include, and are not limited to:

- A. Continuing to support the delivery of excellent and innovative service;
- B. Strengthening and modernizing conservation delivery to optimize efficiency and effectiveness;
- C. Broadening our outreach to existing and new customers and partners;
- D. Supporting science based decision making as close to the resource issue/opportunity as possible;
- E. Encouraging a voluntary approach as a the primary means of accomplishing conservation goals; and
- F. Using sound approaches to strengthen each Party and its role in the delivery of natural resources conservation across the State.

Collaborating to Meet Customer Needs

The Parties recognize that the owners and managers of farmland, forestland, and other lands are key customers for our programs and activities. Increased coordination and collaboration is essential so that we can provide effective and efficient assistance to a changing customer/owner base. The Parties believe that a strong partnership among them will make it possible to be more effective and efficient in assisting decision makers, thereby increasing agricultural production and profitability, while improving natural resource benefits.

NYSCDEA By-Laws and Policy Handbook

III. ROLES AND RESPONSIBILITIES

This MOA commits the Parties to increase cooperation within New York State to ensure coordinated, efficient, and effective delivery of conservation assistance. The actions taken under this MOA are expected to enable the Parties to accomplish their individual and collective conservation missions and goals in a strategic approach with greater efficiency.

The Parties recognize the unique and complementary role that each Party brings to the partnership:

- The New York Association of Conservation Districts, Inc. provides leadership in the wise use of soil, water, and related natural resources. This direction is provided through programs that support member Soil and Water Conservation Districts' scientific and marketing/outreach programs and that encourage networking and building alliances with outside groups that have related interests.
- The New York State Soil and Water Conservation Committee is composed of voting and advisory members who represent a wide range of agricultural, environmental and other interests. The broad range of interests represented on the Committee allows it to carry out its work through a network of partnerships between state, federal and local agencies, as well as citizen interests and the private sector. The mission of the New York State Soil and Water Conservation Committee is to advance comprehensive natural resources management through the support of local Soil and Water Conservation Districts.
- The Association operates with by laws and policies. The purposes for which the Association formed were for the mutual advancement of the interests of members to consider and deal with common problems, and to strengthen local districts by providing assistance and information to local boards and employees. To that end, the Association has focused resources on creating and fostering opportunities for employee networking, professional development, and district outreach and promotion.
- USDA-NRCS draws on a long history of helping people help the land. NRCS works in close partnerships with farmers, local and State Governments, and other Federal agencies to maintain healthy and productive working landscapes. NRCS is a source of interdisciplinary technical expertise for natural resource conservation and provides this assistance to landowners and communities in every county in New York.

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The Parties will work to address conservation priorities through joint and individual actions. The agency contacts listed or their designees will meet at least annually to review performance under this MOA, and provide recommendations as appropriate.

~~AGENCY/ORGANIZATION CONTACTS~~

~~NYACD: Amber May Paice, Executive Director~~

~~State Committee: Michael J. Latham, Executive Director~~

~~NYSCDEA: Patrick J. Emerick, President~~

~~USDA-NRCS: Gregory A. Kist, State Conservationist~~

to change

IV. AUTHORITIES

This MOA is entered into in accordance with the following laws and organization policy:

- A. The Department of Agriculture Reorganization Act of 1994, Public Law 103-354, 7 U.S. C. 6901-7014.
- B. Secretary's Memorandum 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994.
- C. Soil Conservation and Domestic Allotment Act, Public Law 74-461, 16 U.S.C. 590, as amended (16 U.S.C. 590a, et seq.).
- D. Section 1242(d) of the Food Security Act of 1985, 16 USC 3842(d).
- E. New York State Soil and Water Conservation District Law Annotated Book 52B
- F. Partner NYACD and NYSCDEA by-laws listed, etc.

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V. GENERAL PROVISIONS

- A. This MOA takes effect upon the signatures of the Parties and remains in effect for 5 years from the date of execution. In the event of termination by one of the parties, the other parties will continue the MOA between them.
- B. This MOA is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any party against the United States, its agencies, its officers, or any person.
- C. This MOA does not affect or modify existing regulations or agency responsibilities and authorities. It specifically does not commit agency activities beyond the scope of its mission and authorities under its organic statutes.
- D. State Committee, NYACD, NYSCDEA, USDA-NRCS and their respective officials will handle their own activities and utilize their own resources, including expenditures of their own funds, in pursuing the purposes of this MOA. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
- E. Nothing in this MOA shall obligate State Committee, NYACD, NYSCDEA, USDA-NRCS to expend or transfer funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Parties will require execution of separate agreements, and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOA does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
- F. Any information furnished to USDA-NRCS under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).
- G. All activities and programs conducted under this MOA shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age

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Discrimination Act of 1975. Also, they will be in accordance with regulations of the Secretary of Agriculture (7 CFR 15.3, subpart A), which provide that no person in the United State shall on the grounds of race, color, national origin, age, sex, religion, marital status, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination from USDA or any agency thereof.

- H. All activities conducted under this MOA shall be in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D.

VI. APPROVAL

The undersigned parties hereby agree to the terms and conditions specified above.



President
New York Association of Conservation Districts

3/17/14
Date



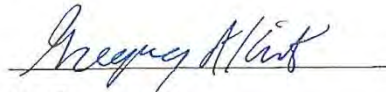
President
New York State Conservation District Employee
Association

3/17/16
Date



New York State Soil and Water Conservation
Committee

3/17/16
Date



State Conservationist
Natural Resources Conservation Service

3-17-16
Date

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New York State Conservation District Employees' Association Inc. OFFICER GUIDLINES and RESPONSIBILITIES SUPPLEMENTAL STANDARDS OF OPERATION – TREASURER

BANK STATEMENTS & RECONCILIATIONS:

- Bank statements are to be reconciled on a monthly basis.
- Reconcile each account; Checking Account, Savings Accounts, and CD Accounts.
- Email or fax the monthly bank statements to all executive board members for review. The Member at Large shall sign off on all reviewed statements. If the member at large is unavailable any of the other executive committee members present may sign as reviewed.
- Original copies of the most recently completed monthly reconciled bank statements shall be provided to the executive board for review at all regularly scheduled executive board meetings

REQUEST FOR REIMBURSEMENT FORMS:

- The “request for reimbursement form” must show the total amount of the requested reimbursement and be signed by the requesting party.
- The signature of the Member At Large verifies the total amount of request reimbursement.
- If the requested reimbursement does not match the verified reimbursement no payment will be made by the Treasurer.
- The signature of the NYS Envirothon Committee Chair is also required for reimbursements for NYS Envirothon expenses.
- The signature of the Treasurer is required when the check is written. The pay date, check number and reimbursement account shall be recorded on the reimbursement form.

DISBURSEMENTS:

- Payments will be issued by press number check only.
- No Electronic Fund Transfers out of any of the NYSCDEA Bank Accounts is acceptable.

REPORTS TO THE BOARD:

The Treasurer shall provide a financial report at each regularly scheduled executive board meeting. The following Quickbooks generated reports are to be submitted to each committee member at least two days prior to the meeting:

- a. YTD Bank Report – showing prior period balances
- b. YTD Income Report
- c. YTD Expense Report
- d. YTD Total Budget vs Actual Report
- e. Check Register Report – Member At Large to review and sign as approved by the executive board

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RECEIPTS/DEPOSITS:

- Record funds received into the correct accounts.
- Make copies of checks received.
- Print sales receipt from Quickbooks (use page with the copy of the check)
- Fill out cash receipt book.
- NRCS receipts are done via electronic fund transfer.

PROVIDED EQUIPMENT:

- One lap top computer
- One Quickbooks license

It is understood that the equipment provided to the Treasurer shall be used solely to perform the financial business of the executive board and for official business of the NYSCDEA. Make, model and serial number, along with any computer software license information shall be provided to the Division II representative to be recorded in the records archive. This information should be updated as needed.

HARDSHIPS:

If the Treasurer incurs a hardship which requires a leave of absence from the executive board it is the responsibility of the Treasurer to inform the President and or Vice President as soon as physically possible. The President will make arrangements to collect NYSCDEA equipment provided to the Treasurer within 14 days and coordinate the delegation of the Treasurers responsibilities for the duration of the hardship.

AUDITS:

The President shall provide an annual audit conducted by at least two individuals who are members of the NYSCDEA; one shall be a Division representative and one shall be the Treasurer.

FINANCIAL FORMS:

Request for Reimbursement

Payment Authorization

Fund Transfer

Audit Checklist

New York State Conservation District Employees' Association, Inc.

CREDIT CARD POLICY

The NYS CDEA has the following credit cards in use:

- Community Bank Business Edition Visa, \$5,000 limit –President
- Community Bank Business Edition Visa, \$5,000 limit –Vice President
- Community Bank Business Edition Visa, \$5,000 limit – Treasurer

The President & Vice President will use this credit card for expenses of the New York State Conservation District Employees' Association, Inc. that are incurred by him or her. This may include, but not limited to:

- NYS CDEA Board Meetings
- NACD Annual Meeting
- Training Sessions

The Treasurer will use this credit card for expenses of the New York State Conservation District Employees' Association, Inc. that are incurred by him or her. This may include, but not limited to:

- NYS CDEA Board Meetings
- State Fair Committee
- Envirothon Committee
- Training Sessions

These cards are to be used for business purposes only and not personal use. Printed receipts must be given to the Treasurer to be recorded into QuickBooks and to use for reconciliation.

Statement Reconciliation

Statements will be received via the United States Postal Service. The Treasurer will email a copy of the credit card statement along with the reconciliation report and receipts for expenses incurred to the Member At-Large for payment approval. The Member At-Large will email a signed Reimbursement/Payment Request to the Treasurer within five days of the sent email, but no later than one week before the statement due date.

The Treasurer will bring any statements received and paid to the concurrent scheduled board meeting for the full board to review.

New York State Conservation District Employees' Association, Inc. Credit Card Statement Payment Request

ALL REQUESTS MUST BE SUBMITTED BEFORE 12/31 OF THE YEAR INCURRED

Payable to:
Address:
Date:
Statement Due Date:
Signature: _____

Send completed form to Member At-Large

Please have original receipts attached to request form.

Expense Line Item	Description	Total Expense
Executive Board Meeting		\$
NYACD Meeting		\$
NACD Meeting		\$
State Fair Committee		\$
Envirothon Committee		\$
Other (Explain):		\$
		\$
		\$
TOTAL EXPENSES		\$

MEMBER AT LARGE

Signature: _____

Dollar Amount:

TREASURER

Signature: _____

Check Number:

**New York State Conservation District
Employees' Association, Inc.**

FUNDS TRANSFER REQUEST

Date Requested: _____

From Account: _____

To Account: _____

Transfer Amount Request: \$ _____

Reason for transfer: Envirothon Scholarship Frank Bratt
Scholarship

Name	Amount
Total	\$

Executive Committee Approval:

Signature of EC Member

Title

Date Approved: _____

Authorization has been given to the Treasurer to transfer the above mentioned funds.

**New York State Conservation District
Employees' Association, Inc.**

PAYMENT AUTHORIZATION

Date Requested: _____

Payee: _____

Check Amount: \$_____ (attach **ORIGINAL** invoice)

Description of Expense:

Treasurer:

Date Paid: _____ Check # _____


Signature: _____

Authorization has been given to the Treasurer to pay the above mentioned expense.

Board Authorization:

EC Member Signature: _____ Date: _____

NYSCDEA By-Laws and Policy Handbook

	New York State Conservation District Employees' Association, Inc. Request for Reimbursement	
ALL REQUESTS MUST BE SUBMITTED BEFORE 12/31 OF THE YEAR INCURRED		
Payable to: _____ Address: _____ Date: _____ Signature: _____	Send completed form to Member at Large:	
For each budget category below write a brief description of the charges/fees and the amount. ATTACH RECEIPTS		
Water Quality Symposium		\$
Cons. Skills Workshop		\$
Division Training		\$
*Envirothon		\$
Executive Board		\$
*Frank Bratt Scholarship		\$
NACD		\$
NACD-NE		\$
NYS Fair/Farm Days		\$
Admin. Conference		\$
Ronny Raindrop®		\$
Sunshine		\$
Postage/Office/Telephone		\$
Training Session		\$
Other		\$
TOTAL EXPENSES		\$

MEMBER AT LARGE Signature: _____ Dollar Amount: _____ Date Approved: _____	TREASURER Signature: _____ Check Number: _____ Account: _____
--	---

*NYS Envirothon Chairperson: _____

**Frank Bratt Representative: _____

Update 3/18/2019

Frank Bratt Memorial Scholarship Application

The NYS Conservation District Employees Association holds a scholarship program for District employees who are interested in furthering their education. This scholarship can encompass a broad range of topics, with emphasis placed upon conservation related topics and subjects related to District function. Eligible expenses include conference/workshop fees, tuition, online courses, lodging when needed and **books or manuals** required for the training. Food is only eligible if it is part of the conference/training registration. CDEA sanctioned functions are ineligible as well as mileage or other travel costs.

Scholarships will be awarded based upon the supposed value of the course to the applicant, to be judged by the eight NYSCDEA Division Representatives. The minimum amount of the scholarship is \$50, and the maximum is \$500. Successful applicants will be notified within one week following the next regularly scheduled Executive Board meeting or a special meeting that follows the application deadline. Scholarship recipients have two years from the award letter to complete their training OR scholarship recipients can be reimbursed for trainings that take place before an application deadline as long as the training activity has been completed within the previous 4 months of the application deadline.

To apply, please answer the following questions:

NAME OF APPLICANT: _____

ADDRESS: _____

EMAIL: _____

NAME OF DISTRICT: _____

JOB TITLE: _____

TITLE OF COURSE: _____

DATE OF COURSE: _____

INSTITUTION PROVIDING
TRAINING: _____

HAVE YOU HAD TRAINING ON THIS TOPIC IN THE PAST? _____

IF YES, WHEN? _____

AMOUNT APPLYING FOR: \$ _____

HAVE YOU RECEIVED FINANCIAL SUPPORT FROM THE FRANK BRATT SCHOLARSHIP IN
THE PAST 5 YEARS? _____ YEAR RECEIVED? _____ **AWARD AMOUNT?** _____

RECEIVING COLLEGE CREDITS? _____ HOW MANY? _____

IS THIS PART OF AN ONGOING COLLEGE DEGREE? _____

EDUCATIONAL BACKGROUND: Please give a brief synopsis of your educational background,
including any special training.

On a separate piece of paper, please type a brief course description and explain how this course will benefit you personally or your job performance as a District employee. Your complete application is limited to two pages. Please keep the description to one page. Resumes or other attached documents will not be reviewed.

Mail or email completed entries to:

Scott Collins, Niagara County SWCD
4487 Lake Ave., Lockport, NY 14094
E-mail: scott.collins@ny.nacdnet.net

Application deadlines are **March 1, June 1, September 1, and December 1. For more information, contact Scott Collins at (716)434-4949. We look forward to hearing from you.**

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Frank Bratt Memorial Scholarship Application

The NYS Conservation District Employees Association holds a scholarship program for District employees who are interested in furthering their education. This scholarship can encompass a broad range of topics, with emphasis placed upon conservation related topics and subjects related to District function. Eligible expenses include conference/workshop fees, tuition, online courses and lodging when needed. Food is only eligible if it is part of the conference/training registration. CDEA sanctioned functions are ineligible as well as mileage or other travel costs.

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To apply, please answer the following questions:

NAME OF APPLICANT: _____

ADDRESS: _____

EMAIL: _____

NAME OF DISTRICT: _____

JOB TITLE: _____

TITLE OF COURSE: _____

DATE OF COURSE: _____

INSTITUTION PROVIDING

TRAINING: _____

HAVE YOU HAD TRAINING ON THIS TOPIC IN THE PAST? _____

IF YES, WHEN? _____

AMOUNT APPLYING FOR: \$ _____

HAVE YOU RECEIVED FINANCIAL SUPPORT FROM THE FRANK BRATT SCHOLARSHIP IN
THE PAST 5 YEARS? _____ YEAR RECEIVED? _____

RECEIVING COLLEGE CREDITS? _____ HOW MANY? _____

IS THIS PART OF AN ONGOING COLLEGE DEGREE? _____

EDUCATIONAL BACKGROUND: Please give a brief synopsis of your educational background,
including any special training.

On a separate piece of paper, please type a brief course description and explain how this course will benefit you personally or your job performance as a District employee. Your complete application is limited to two pages. Please keep the description to one page. Resumes or other attached documents will not be reviewed.

Send application to current Division I representative.

Frank Bratt Memorial Scholarship Application Rating Form

The NYS Conservation District Employees Association holds a scholarship program for District employees who are interested in furthering their education. This scholarship can encompass a broad range of topics, with emphasis placed upon conservation related topics and subjects related to District function. Eligible expenses include conference/workshop fees, tuition, online courses, lodging when needed and **books or manuals** required for the training. Food is only eligible if it is part of the conference/training registration. CDEA sanctioned functions are ineligible as well as mileage or other travel costs.

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NAME OF APPLICANT: _____

NAME OF DISTRICT: _____

JOB TITLE _____

TITLE OF COURSE: _____

RATING

Relevance to applicant's current position description?

HI LOW

Relevance of the course to technical conservation practice implementation?

HI LOW

Relevance to direct district administration (bookkeeping, records retention...)?

HI LOW

Relevance of the course to district program?

HI LOW

Benefit to applicant and job performance?

HI LOW

Has the applicant previously received funding? **If the applicant was partially funded in a previous round, they should not receive penalty (due to the cap of funds available).**

(5 years or more, would give a rank of 5, 4 years ago would rank 4,... 1 year ago or less would rank 1)

No Yes

Is this for a college degree?

No Yes

Total Score: _____

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Frank Bratt Memorial Scholarship Application Rating Form

The NYS Conservation District Employees Association holds a scholarship program for District employees who are interested in furthering their education. This scholarship can encompass a broad range of topics, with emphasis placed upon conservation related topics and subjects related to District function. Eligible expenses include conference/workshop fees, tuition, online courses and lodging when needed. Food is only eligible if it is part of the conference/training registration. CDEA sanctioned functions are ineligible as well as mileage or other travel costs.

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NAME OF APPLICANT: _____

NAME OF DISTRICT: _____

JOB TITLE _____

TITLE OF COURSE: _____

RATING

Relevance to applicant's current position description?

HI ☐5 ☐4 ☐3 ☐2 ☐1 LOW

Relevance of the course to technical conservation practice implementation?

HI ☐5 ☐4 ☐3 ☐2 ☐1 LOW

Relevance to direct district administration (bookkeeping, records retention...)?

HI ☐5 ☐4 ☐3 ☐2 ☐1 LOW

Relevance of the course to district program?

HI ☐5 ☐4 ☐3 ☐2 ☐1 LOW

Benefit to applicant and job performance?

HI ☐5 ☐4 ☐3 ☐2 ☐1 LOW

Has the applicant previously received funding?

(5 years or more, would give a rank of 5, 4 years ago would rank 4,... 1 year ago or less would rank 1)

No ☐5 ☐4 ☐3 ☐2 ☐1 Yes

Is this for a college degree?

No ☐5 ☐1 Yes

Total Score: _____

NYSCDEA By-Laws and Policy Handbook

CHECKLIST FOR REVIEW OF TREASURER'S RECORDS

Information/Reports that need to be supplied by the Treasurer:

Quickbooks Report – All Accounts Profit & Loss Statement

This should include all activities from January 1st through December 31st of the year being reviewed.

Quickbooks Report - Check Register Report

This should include all checks issued from January 1st through December 31st of the year being reviewed. The report should include: date of transaction, check number, name, memo, and amount.

Bank Statements – Monthly Bank Statements

This should include paper copy mailed from the financial institution or printed from the financial institutions online account for all accounts held from January 1st through December 31st of the year being reviewed.

Bank Statements – Account Transaction Report

This should include paper copy mailed from the financial institution or printed from the financial institutions online account for all accounts held from January 1st through December 31st of the year being reviewed.

Fiscal Year Being Reviewed: _____

Balances: (statements may be quarterly or monthly depending on account)

What was the prior years ending balance for each and all accounts?

Does the prior year ending balances match current years beginning balances?

Yes No

Are there any outstanding liabilities for the prior year ending balances to match current years beginning balances?

Yes No

Do bank statements balances match Quickbooks balances?

Yes No

NYSCDEA By-Laws and Policy Handbook

Deposits:

Are all files and statements neat & orderly?	Yes	No
Are receipt records maintained in a manner to identify date received, payor, purpose and the amount?	Yes	No
Are all deposits identified?	Yes	No
Do deposit amounts agree with cash receipt amounts?	Yes	No
Are deposits made timely?	Yes	No
Are cash receipt records totaled and summarized at the end of each month?	Yes	No
Do totals agree with monthly reports?	Yes	No

Disbursements:

Are the disbursement records neat & orderly?	Yes	No
Are cash disbursement records maintained in a manner to identify amounts disbursed, either individually or totals referenced to abstracts?	Yes	No
Are pre-numbered checks used for disbursements?	Yes	No
Are reimbursement request forms in place, reviewed and initialed by the Member -at-Large?	Yes	No
Do the board members who are signers on the account sign all of the checks?	Yes	No
Are images of checks returned with bank statements & maintained on file?	Yes	No
Are disbursement records summarized and footed?	Yes	No
Do totals agree with monthly reports?	Yes	No
Are disbursements supported by appropriate documentation (conduct at minimum a 5% random sample of each account - comparing a sample of disbursements with abstracts, claims and/or other supporting documentation)	Yes	No

NYSCDEA By-Laws and Policy Handbook

Bank Statements & Reconciliations:

Are bank accounts reconciled by the Treasurer monthly?	Yes	No
Are bank accounts reconciliations reviewed and initialed by the Member -at-Large?	Yes	No
Are reconciliations documented and available for review?	Yes	No
Does the reconciled bank balance agree with cash balances recorded in the accounting records and monthly/ annual reports?	Yes	No
Are transfers between bank accounts authorized by the Board?	Yes	No
Are miscellaneous bank charges or other unusual activity explained?	Yes	No

Other Concerns:

Are receipts for the year comparable with those of previous years?	Yes	No
Are monthly & annual reports prepared and submitted timely?	Yes	No
Do monthly & annual reports agree with the records?	Yes	No
Are there significant safeguards for the protection of records & cash, such as a safe or locked filing cabinet, offices with locks on the door, regular deposits of cash, etc.?	Yes	No
Has sufficient bonding been obtained for individuals handling cash?	Yes	No
Are all bank accounts collateralized by the boards designated depository?	Yes	No

Overall evaluation recommendations and/ or comments:

NYSCDEA By-Laws and Policy Handbook

Signature of the Board Representatives Conducting the Review:

1. _____ Date:_____

2. _____ Date:_____

Treasurer Signature:

1. _____ Date:_____

**CERTIFICATE OF INCORPORATION
OF
THE ENVIRONMENTAL EDUCATION
FOUNDATION OF
SOIL AND WATER CONSERVATION**

PURSUANT TO SECTION 402 OF THE NOT-FOR-PROFIT CORPORATION LAW

ARTICLE I

The name of the organization shall be THE ENVIRONMENTAL EDUCATION FOUNDATION OF SOIL AND WATER CONSERVATION and it was incorporated on September 27, 2002.

ARTICLE II

The corporation is a corporation as defined in subparagraph (a)(5) of Section 102 (Definitions) of the Not-for Profit Corporation Law.

ARTICLE III

The corporation is organized exclusively to promote environmental education by providing financial support to the New York State Envirothon, (an environmental program for high school age students that promotes education through the spirit of competition), scholarships, conferences, and other forms of environmental education and dissemination.

ARTICLE IV

The corporation shall be a Type B corporation pursuant to Section 201 of the Not-for-Profit Corporation Law.

ARTICLE V

The office of the corporation is to be located in the County of Seneca, State of New York.

ARTICLE VI

The Secretary of State is designated as agent of the corporation upon whom process against it may be served. The address within or without this state to which the Secretary of State shall mail a copy of any process accepted on behalf of the corporation is:

c/o NYSCDEA
2041 US Route 20, Suite 2
Seneca Falls, NY 13148

ARTICLE VII

SECTION 1: Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more of the purposes as specified in 501(c)(3) of the Internal Code Revenue of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under IRC 501 (c)(3) or corresponding provisions of any subsequent Federal tax law.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporation assets on dissolution of the corporation.

SECTION 2: No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.

SECTION 3: The corporation shall not lend any of its assets to any officer or director of this corporation (unless such loan program is regularly conducted as part of the activities of the organization and the qualification of the individual to participate in same is determined by a panel comprised solely of non-Board members), or guarantee to any person the payment of a loan by an officer or director of this corporation.

SECTION 4: A grantor and/or donor may, with respect to a grant and/or donation, give directions:

- (a) As to the field of charitable purposes or objects for which the gift is to be held and used, and
- (b) As to whether such gift shall be permanent fund or whether both principal and income may be utilized by the corporation.

The corporation will use its best efforts to follow the directions of the grantor and to carry out his or its intent and purposes and all gifts to the corporation are made and accepted subject to the provisions heretofore stated in Article VIII.

ARTICLE VIII

DIRECTORS/MEMBERS

The corporation shall have no voting members. The management and affairs of the corporation shall be at all times under the direction of a Board of Directors, whose operations in governing the corporation shall be defined by statute and by the corporation's by-laws. No Director shall have any right, title, or interest in or to any property of the Corporation.

ARTICLE IX

BY-LAWS

SECTION 1: The Board of Directors shall be composed of up to twelve (12) members, three (3) shall be from the Executive Board of the New York State Conservation District Employees Association (NYSCDEA), five (5) shall be from the general membership of the NYSCDEA, two (2) shall be from the then current NYS Envirothon Committee, and two (2) may be selected by the current directors for the public at large.

SECTION 2: The Board is responsible for overall policy and direction of the foundation and delegates responsibility for day-to-day operation to the Chairperson and committees.

SECTION 3: The Board shall meet at least once annually at an agreed time and place. Special meetings may be called by the Chair or the Executive Committee. Notice of special meetings shall be given to each Board member, by mail, not less than ten (10) days before the meeting.

SECTION 4: Election of new directors or election of current directors to a succeeding term will occur as the first item of business at the annual meeting of the

corporation. Directors will be elected by the majority vote of the current directors.

SECTION 5: There are no term limits for Board members.

SECTION 6: The physical presence at a meeting, and/or participation by conference telephone call or similar form of audio/video conferencing, of a simple majority of the total number of all Members and At-Large Members that would constitute the full membership, as determined at the January meeting of each year, will constitute a quorum.

SECTION 7: There shall be four (4) officers of the Board consisting of a Chair, Vice-Chair, Secretary, and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at Each meeting in the following order: Vice-Chair, Secretary, and Treasurer.

The Vice-Chair will assist the Chair and serve in the absence of the Chair and may represent the Board as requested.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Board meeting. The Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

SECTION 8: When a vacancy on the Board exists, nominations for new members may Be received from present Board members by the Secretary two (2) weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting.

SECTION 9: Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if she/he has three unexcused absences from Board meetings in a year. Only the Chair may excuse a member from the meeting. A Board member may be removed for other reasons by a three-fourths vote of the remaining Directors.

SECTION 10: Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member.

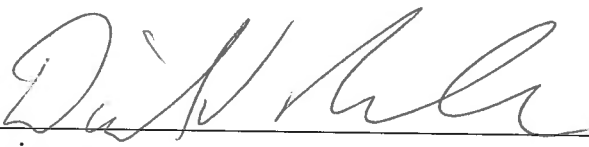
ARTICLE X
AMENDMENTS

By-laws may be amended when necessary by a majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

ARTICLE XI
DISSOLUTION

Upon the time of dissolution of the corporation, assets shall be distributed by the Board of Directors, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of section 501 c (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by a Court of Competent Jurisdiction of the count in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Voted upon and approved at a Council meeting held on: January 8, 2018



Chairman

New York State

Erosion & Sediment Control

Certificate Program

Policy

&

Procedures

July 2019

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APPENDIX A

Steering Committee Members Contact Information

CERTIFICATE PROGRAM

Contact Information

Program Administration

New York State Conservation District Employees Association

Jessica Verrigni, Chemung County SWCD, Ph.607-796-2216
e-mail, jbverrigni@stny.rr.com

Program Development

Certificate Program Steering Committee:

Co-Chairs : Tim Clark, NYSSWCC, Ph. 518-485-5010
e-mail, Tim.Clark@agriculture.ny.gov

Jim Lieberum, Warren County SWCD, Ph. 518-623-3119
e-mail, jim99@nycap.rr.com

CERTIFICATE PROGRAM

Certificate Steering Committee Agencies

NYS Soil & Water Conservation Committee

NYS Department of Environmental Conservation

NYS Office of General Services

NYS Conservation District Employees Association

NYS Conservation District Employees Association Program Administrator

New York City Department of Environmental Protection

NYS Department of Transportation

NYS Department of State

CERTIFICATE PROGRAM

Mission Statement

The purpose of this certificate program is to establish and maintain a process to identify and recognize individuals who are capable of developing, designing, inspecting and maintaining erosion and sediment control plans on projects that disturb soils in New York State. The development and oversight of these plans will be executed in accordance with the New York State Standards and Specifications for Erosion and Sediment Control and the New York State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

CERTIFICATE PROGRAM

Program Information

A. Registration: Any individual who successfully completes the requirements established for holders of the New York State Erosion and Sedimentation Control Certificate, is current in their requirements for Professional Development Hours (PDHs) per the Professional Development Policy, and continues to enlist with the purposes, policies and ethics of this Certificate Program, shall be duly accepted by the Certificate Steering Committee as a registrant in good standing upon the payment of the annual fee as required by the Program Policy.

Certificate holders must record all activities and work experience to be submitted for continuing education credit on the New York State Erosion and Sediment Control Professional Development Hours Reporting Form, and retain a copy of the form and all documentation and records for a period of five (5) years after Certificate renewal.

The New York State Erosion and Sediment Control Certificate Program Steering Committee and Program Administrator randomly audit five percent (5%) of the Certificate holders to assure compliance with the Professional Development Policy. Certificate holders should be prepared to produce

documentation of PDHs submitted for renewal if selected for an audit.

Certificate holders who falsify continuing education credit records may be subject to suspension or revocation of their Certificate.

B. Fees: Application fees and annual renewal fees of the certificate registrants shall be established from time to time by the Certificate Steering Committee and approved by the NYS Conservation District Employees' Association Board. Annual renewal fees shall be payable by January 1 each year to the Program Administrator. If renewal fees are not paid within thirty days from the date of such notice, the certificate of the registrant shall be automatically suspended. The Program Administrator will send a letter to the registrant asking for the PDH Renewal Form and associated documentation for the PDH credits such as certificates of attendance, agendas, attendee sign-in sheet, etc. and fee to be submitted within 90 days of receipt of the letter. Any registrant, whose certificate has been suspended, may be reinstated by the Certificate Steering Committee upon such terms and conditions as it may provide, including a reinstatement fee of \$75 in addition to the annual renewal fee. If such terms and conditions are not met for certificate reinstatement within 2 years from the date on the registrant's certificate, then the certificate of the registrant will be

terminated. Once terminated, the previously registered individual must repeat the application and exam process including paying the established fees for both.

Exam fees and Implementation Course fees shall be established from time to time by the Certificate Steering Committee and approved by the NYS Conservation District Employees' Association Board.

All fees are payable to the Program Administrator.

Fee Schedule

<u>Application Fee:</u>	<u>\$150</u>
<u>Exam Fee:</u>	<u>\$100</u>
<u>Certificate Registrant Renewal Fee:</u>	<u>\$100</u>
<u>Erosion & Sediment Control Implementation Course Fee:</u>	<u>\$125</u>
<u>Reinstatement Fee</u>	<u>\$ 75</u>

C. Application: To apply to sit for the exam, the individual must use the “Application Forms” provided and submit the application 30 days before the scheduled exam to the Program Administrator. Two endorsements are required. One must be from a current or former supervisor familiar with work that the applicant is claiming experience for and provided on the form “Professional

Experience Summary Sheet”, which is part of the “Application Forms”. The second must be from a working professional, working in one of the fields listed in Part 3A of the “Application Form”. An application only reaches submitted status once both endorsements have been received by the administrator. The application review subcommittee will provide eligible applicants with an exam admittance document within 14 days of receipt of the application. The potential registrant must meet the eligibility criteria set forth in the “Application Forms” to submit an application for consideration. Approved applicants, must take a 3.5-hour written, open-book exam, and earn a score of 75 percent or higher. Upon passing the exam, the individual will receive a letter from the Program Administrator with the score achieved, the newly registered NYS Erosion and Sediment Control Certificate number, and the Certificate. Individuals that do not receive a passing score, will receive a letter from the Program Administrator with the score. Individuals that fail the exam will have up to two (2) years from the application approval to retake the exam. After the two (2) year deadline, the individual will have to reapply for the program.

Certificate Steering Committee

A. General Powers: The governance of the New York State Erosion and Sediment Control Certificate shall be managed by the Certificate Steering Committee in accordance with the provisions of this Policy and Procedures document.

B. Number of Committee Members: The number of committee members on the Certificate Steering Committee shall not be less than eight (8). Additional members to the Certificate Steering Committee may be added to the Certificate Steering Committee upon affirmative vote by the current Certificate Steering Committee. The Certificate Steering Committee will have one (1) member from the NYS Department of Environmental Conservation and two (2) members from the NYS Conservation District Employees Association (CDEA), plus the NYS CDEA Program Administrator (1).

C. Term and Qualifications: The Certificate Steering Committee members shall be appointed to serve for a term of two years. Certificate Steering Committee members may serve a maximum of two consecutive terms.

D. Selection of Committee Members: Certificate Steering Committee

members shall be selected from each participating individual government agency at least three months prior to the close of the current term of the fiscal year (March 31st). Candidates for Certificate Steering Committee membership will be sought by the standing Certificate Steering Committee from the participating agencies following their recommendations.

E. Resignation: A committee member may resign at any time by

communicating such resignation in writing to the presiding chair of the Certificate Steering Committee. The resignation is effective 30 days after the communication unless the notice specifies a later effective date or subsequent event upon which it will become effective.

F. Certificate Steering Committee Meetings: Certificate Steering

Committee meetings shall be held a minimum of twice each year. The location of the meetings will be such places and times as the committee may direct. A quorum at any regularly scheduled committee meeting is necessary to conduct the business of the certificate program and shall consist of 51 percent of the committee membership. Any one or more Certificate Steering Committee members may participate and shall be deemed present, at a Board or Committee meeting by means of telephone or video conferencing, web-based conferencing, or other real-time

communication system that allows all meeting attendees to give and receive all communications and allows full participation. A resolution or resolutions shall be valid and effectual without a meeting, whether embodied in the form of minutes or not, if there is unanimity of all members of the Certificate Steering Committee. The resolution shall be effective on the date of agreement and shall be recorded and included in the minutes of the next regular meeting.

G. Votes conducted by Email

The committee may pass resolutions by email voting. To conduct a vote, the committee chairperson will email all committee members with the proposed resolution. Each member will respond with their vote within 5 business days. A resolution will be considered passed upon approval of a majority of the committee. The committee chairperson will save the email replies, record all cast votes, and inform the committee of the results. A resolution shall be effective on the date of the successful vote, and shall be included in the minutes of the next regular meeting.

H. Conflict of Interest: No person shall serve as a member of the

Certificate Committee whose participation constitutes a conflict of interest.

A conflict of interest shall exist in instances where either personal or employment interests are affected by decisions of the Committee.

Executive Committee (Officers)

1. The Certificate Steering Committee will elect four committee members (Officers) to constitute an Executive Committee, which shall have the responsibility of coordinating the governance and management of the business and affairs of the Program with the NYSCDEA Inc. during intervals between Committee meetings. The Executive Committee shall consist of the Chair, the Administrative Vice Chair, the Financial Vice Chair and the Technical Vice Chair. Mid-term vacancies in the membership of the Executive Committee shall be filled by a majority of the remaining Executive Committee at a regular meeting or at a special meeting called for that purpose. The Executive Committee shall keep minutes of its proceedings and shall report to the Certificate Steering Committee on actions taken. Minutes of meetings of the Executive Committee shall be prepared and kept with the records of the Certificate Steering Committee.
2. The Officers of the Executive Committee shall be elected by the Certificate Steering Committee members at the first Certificate Steering Committee meeting of the calendar year. Each officer shall hold office for a term of two years. The election of the

Chair and Administrative Vice Chair shall be conducted in even ending calendar years and the election of the Financial Vice Chair and the Technical Vice Chair shall be conducted in odd ending calendar years.

3. The Chair shall have the overall leadership role for the Certificate Steering Committee and shall supervise and administer the management of the Certificate Steering Committee in accordance with these policies and procedures. The Chair shall sign, with any other proper officer, instruments which may be lawfully executed on behalf of the Certificate Steering Committee, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution shall be delegated by the Certificate Steering Committee to some other officer or agent. In general, the Chair shall perform all duties incident to the office of Chair and such other duties as may be assigned by the Executive Committee from time to time.
4. The Administrative Vice Chair shall oversee and coordinate with the NYSCDEA Inc. the administration of the New York Erosion and Sediment Control Certificate Program, including the application review committee, application procedures, liaison

with supporting organizations, and membership and shall have such other powers and perform such other duties as may be assigned by the Executive Committee. The Administrative Vice Chair shall keep accurate records of the acts and proceedings of all meetings of the Certificate Steering Committee and the Executive Committee and shall give all notices required by policy.

5. The Financial Vice Chair shall have the general oversight of the program books and financial records and maintain coordinating oversight of all funds and securities belonging to the Program; shall sign such instruments as may require the signature of the Financial Vice Chair; shall prepare reports with NYSCDEA Inc. for funds received, deposited or disbursed under the direction of the Committee for acceptance. The Committee may appoint a custodian or depository for any such funds or securities, and the Executive Committee may designate those persons upon whose signature or authority such funds may be disbursed or transferred. The Financial Vice Chair shall in general perform the duties incident to the office and such other duties as may be assigned from time to time by the Chair or the Certificate Steering

Committee, including the budget, operations, taxes, audits, expenses, dues, compensation for employees, fee structure and outside financial support.

6. The Technical Vice Chair shall preside at all meetings in the absence of the Chair and Administrative Vice Chair. The Technical Vice Chair shall oversee the technical activities of the Program, including educational activities, training courses, exam content, trainer's credentials, peer review committees and Continuing Education Units.

Standing Committees

1. Standing or other committees having two or more members may be designated by a resolution adopted by the Certificate Steering Committee. Vacancies in the membership of such committees shall be filled by appointment made in the same manner as provided in the case of the original appointment.
2. Any one or more members or members of a committee may participate in a meeting of the committee by means of a conference telephone or similar communications device which allows all committee members participating in the meeting to simultaneously hear each other during the meeting, and such

participation in a meeting shall be deemed presence in person at such meeting.

3. Application Review Committee: The purpose of the Application Review Committee (ARC) is to establish a formal review process for individuals who have made application to the Program to become a registered certificate holder in erosion and sediment control in New York State.

4. Technical Review Committee: Consists of the Technical Vice Chair, and two additional committee members appointed by the Certificate Steering Committee. This committee reviews the exam content, training courses, instructor credentials and Continuing Education Units (CEUs).

AMENDMENTS

These policies and procedures may be amended or repealed and new policies and procedures may be adopted by the affirmative vote of a majority of the Certificate Steering Committee at any meeting of the Certificate Steering Committee members; provided, that notice of the meeting shall have been given which states that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the policies and procedures and

includes a copy or summary of the proposed amendment or states the general nature of the amendment.

CIVIL RIGHTS

Section 1. NON-DISCRIMINATION: The New York State Erosion and Sediment Control Certificate Program will be in compliance with all requirements with regards to non-discrimination as contained in the United States of America Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other required laws and regulations pertaining to non-discrimination.

Section 2. EQUAL OPPORTUNITY: No person shall, on the grounds of race, color, national origin; religion, sex, age, physical handicap, or political affiliation shall be excluded from participation in, be denied the benefits of, nor be subject to discrimination within any activity of the New York State Erosion and Sediment Control Certificate Program.

THIS IS TO CERTIFY that the above Policies and Procedures for
the New York State Erosion and Sediment Control Certificate Program
were duly adopted per vote of the Program Steering Committee.

This the ____ day of _____, 2019

Chair, Certificate Steering Committee

STANDARDS OF ETHICS

I. General Principles

1. The privilege of practice imposes obligations of morality and responsibility.
2. Each registrant agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

II. Relation of Professional to the Public

1. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
2. A Registrant shall not knowingly permit the publication of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A Registrant shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired, and the degree of completeness of information upon which it is based should be made clear.
4. A Registrant may publish dignified business, professional, or announcement cards, but shall not advertise his or her work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.
5. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

III. Relation of Professional to Employer and Client

1. A Registrant shall protect, to the fullest extent possible, the interest of their employer or client insofar as such interest is consistent with the law and his or her professional obligations and ethics.
2. A Registrant who finds that his or her obligations to their employer or client conflict with his or her professional obligation or ethics should have such objectionable conditions corrected or resign.
3. A Registrant shall not use, directly or indirectly, any employer's or client's information in any way that would violate the confidence of the employer or client.

4. A Registrant retained by one client shall not accept, without client's written consent, an engagement by another if the interests of the two are in any manner conflicting.
5. A Registrant who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
6. A Registrant shall not divulge information given in confidence.
7. A Registrant shall engage, or advise his employer or client to engage, and cooperate with other experts and specialists whenever the employer's or client's interests would be best served by such service.
8. A Registrant shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than one's own.

IV. Relation of Professionals to Each Other

1. A Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant shall freely give credit for work done by others to whom the credit is due, shall refrain from plagiarism in oral and written communications, and not knowingly accept credit rightfully due another person.
3. A Registrant shall not use the advantages of salaried employment to compete unfairly with another member of the profession.
4. A Registrant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.
5. A Registrant having knowledge of unethical practices of another Registrant shall avoid association with that Registrant in professional work.

APPENDIX A

Steering Committee Members Contact Information

NYS Soil & Water Conservation Committee

Tim Clark	tim.clark@agriculture.ny.gov	518 485 5010
PJ Emerick	patrickj.emerick@agriculture.ny.gov	585 697 4279

NYS Department of Environmental Conservation

Dave Gasper	david.gasper@dec.ny.gov	518 402 8114
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NYS Office of General Services

Vacant

NYS Conservation District Employees Association

Kelly Emerick	kellyemerick@monroecounty.gov	585 753 7380
Jim Lieberum	jim99@nycap.rr.com	518 623 3119

NYS Conservation District Employees Association Program Administrator

Jessica Verrigni	jbverrigni@stny.rr.com	607 796 2216
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New York City Department of Environmental Protection

Matt Giannetta	MGiannetta@dep.nyc.gov	914 749 5301
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NYS Department of Transportation

Vacant

NYS Department of State

Vacant

Whistleblower Protection Policy

The New York State Conservation District Employee's Association (NYSCDEA) requires members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the NYSCDEA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable members, employees and others to raise serious concerns internally so that NYSCDEA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of NYSCDEA's code of ethics or suspected violations of law or regulations that govern NYSCDEA's operations.

No Retaliation

It is contrary to the values of NYSCDEA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the NYSCDEA. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure

The NYSCDEA suggests that members share their questions, concerns, suggestions or complaints with your Division Representative or a member of the board. If you are not comfortable speaking with your Division Representative or a member of the board, or you are not satisfied with their response, you are encouraged to speak with the President of the NYSCDEA. Members are required to report complaints or concerns about suspected ethical and legal violations in writing to the NYSCDEA's Compliance Officer, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to their supervisor or the President or the NYSCDEA's Compliance Officer.

Compliance Officer

The NYSCDEA's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The NYSCDEA's Compliance Officer shall immediately notify the Treasurer and Member at Large of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The NYSCDEA's Compliance Officer will notify the person who submitted a complaint if known and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer

The Compliance Officer will be elected by the NYSCDEA's Board of Directors annually. The Compliance Officer will be elected from one of the NYSCDEA Division Representatives.

I have reviewed this policy and agree:

Name: _____

Title: _____

Policy approved by the Board of Directors on Nov 10, 2020.

Current Compliance Officer is:

Aaron Buchta- abuchta@ocswcd.org

Onondaga County Soil & Water Conservation District

6680 Onondaga Lake Parkway, Liverpool, NY 13088

Phone: (315) 457-0325, Fax: (315) 457-0410

New York State Conservation District Employees' Association Conflict of Interest Policy

Article I - Purpose

The purpose of the Conflict of Interest Policy is to protect the interest of the New York State Conservation District Employees' Association (the Association) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. **Interested Person:** Any director or member of a committee with governing board delegated powers who has a direct or indirect financial interest, as defined below, as an interested person.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement;
 - b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, and interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the

governing board committee meeting while the determination of a conflict of interest is discussed and acted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy:

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed; and
- b. The names of the persons who were present for discussion, including any alternatives to the proposed transactions or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated power shall annually sign a statement that confirms such person:

- a. Has received a copy of the Conflict of Interest Policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understand that the Association is charitable and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its exempt purpose.

Article VII - Periodic Reviews

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and
- b. Whether the Association's joint ventures and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Adopted: Nov 10, 2020

Acknowledgement and Affirmation

- a. I have received a copy of the Conflicts of Interest Policy;
- b. I have read and understand the policy;
- c. I have agreed to comply with the policy, and
- d. I understand that the Association is a not for profit organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Date: _____

Please List any potential Conflicts: _____

[illegible]

Code of Conduct and Ethics

We, as the New York State Conservation District Employee's Association (NYSCDEA) Board Members, dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of NYSCDEA, at all times, is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the Board.
4. Keep the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional development of others.

Approved - Nov 10, 2020