

*MONTANA ASSOCIATION OF CONSERVATION DISTRICTS
EMPLOYEES' ORGANIZATION
POLICIES AND PROCEDURES
NOVEMBER 17, 2004*

Name and Affiliation

The name of this organization is: "Montana Association of Conservation Districts Employees' Organization" (MACDEO), and it shall be affiliated with the Montana Association of Conservation Districts (MACD), the Natural Resource and Conservation Service (NRCS) and the Department of Natural Resources and Conservation /Conservation District Bureau(DNRC/CDB).

MISSION STATEMENT

THE MACDEO MISSION IS TO PROVIDE A PROFESSIONAL NETWORK OF CONSERVATION DISTRICT EMPLOYEES FOR MUTUAL SUPPORT AND EDUCATION.

GOALS

1. Provide a positive and productive environment.
2. Provide training and assistance as needed
3. Provide new administrator training (orientation)
4. Exchange ideas and information on district activities

Basic Policy

To maintain a better understanding and working relationship among district employees, districts, and cooperating agencies, such as Natural Resource Conservation Services (NRCS) and Department of Natural Resources and Conservation - Conservation District Bureau (DNRC/CDB).

Membership

Any district employee in Montana is eligible for membership in the MACD Employees' Organization. In addition, any NRCS, DNRC, supervisor, etc is also eligible to join as an affiliate member. Affiliate members have no voting privileges but are eligible to attend any EO training free of charge. All voting decisions will be determined by a majority of the paid-up members at the meeting. Dues will be \$20 per year and are payable by November 1st for the forthcoming fiscal year.

Representatives

Each MACD area will have 2 representatives who will serve for three years with the terms to be staggered. The representatives will be selected from the paid EO members for each area.

Officers

A **chairman, co-chairman, secretary** and **treasurer** shall be elected every two years by the MACDEO paid members at the fall meeting. The **chairman and co-chairman** shall be limited to no more than two consecutive two-year terms. The **secretary and treasurer** may serve more than two consecutive terms as modeled after MACD. The co-chairman will take over in the absence/vacancy of the chairman. A nominating committee will be appointed by the chairman at the spring meeting directly preceding the fall meeting in the election year. The committee will bring a slate of officers to the fall meeting with elections to follow at that time. Nominations will also be allowed from the floor.

Duties of Officers

The **chairman** will organize and preside over meetings, set agendas and shall represent the organization as needed in regards to contracts, etc. The chairman shall be empowered to appoint, at his/her discretion any person or committee to expedite the goals of the organization.

The **co-chairman** shall assume the responsibilities of the chairman in the event of his/her absence. The co-chairman will also assist the chairman as needed.

The **secretary** shall keep the official records of the minutes and disburse them to the general membership within 30 days following the meeting. In addition, the minutes will be disbursed again 2 weeks prior to the next meeting. The secretary will be responsible for keeping track of term limits, etc.

The **treasurer** shall keep full and accurate records of all financial transactions and present a financial report to the membership at each meeting. An annual financial report covering the Fiscal Year October 1st to September 30th will be reported at the annual fall MACD convention to the Organization. The treasurer will send out dues notices by September 15th of each year. A review of the treasurers' books will be completed prior to the annual fall meeting.

Area Representatives

1. It will be the responsibility of the area representatives to disseminate information from each meeting attended to administrators in their respective area.
2. Area representatives will assist with new employee orientation
3. They will be the liaison between the State organization and their area
4. They will encourage and/or organize area meetings

CHANGES to the **POLICIES AND PROCEDURES** may be made at the annual fall meeting at convention by a majority vote of the paid membership.