



**Kansas Association of Conservation Districts**

*Representing Local Conservation Districts*

# POLICIES AND PROCEDURES HANDBOOK



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by the KACD Board of Directors  
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# KACD POLICIES AND PROCEDURES HANDBOOK

## 1. INTRODUCTION

This Policies and Procedures Handbook is intended as a tool to guide the Kansas Association of Conservation Districts (hereinafter referred to as “KACD” or “the association”) in the effective implementation of the association's purpose, policies, and activities, which are defined in the Articles of Incorporation as follows:

1.01 Purpose. The purpose of the corporation is to engage in educational, scientific and governmental efforts to conserve, develop and improve the use of land, soil, water, plants, animals and other natural resources within the state of Kansas.

1.02 Policies. The policies of the corporation are to encourage farmers, ranchers, and other owners of land within the state of Kansas to use their land in accordance with its needs for conservation, development and improvement.

1.03. Activities. The activities of the corporation will be focused upon the sharing of information, ideas and technologies between the Kansas conservation districts and to coordinate the activities of federal, state and local governmental agencies and conservation organizations.

This handbook will be reviewed periodically and revised as necessary by the KACD Board of Directors.

In order to effectuate the purposes, policies and activities stated above, the association will, to the maximum extent that it can do so with the personnel and funds available, perform the following activities:

- Inspire supervisors of conservation districts to full acceptance of their responsibilities or leadership.
- Provide conservation districts with suggestions for making their objectives known to the communities.
- Seek effective support for conservation districts in government, industry, labor, and commerce; in farm, civic and conservation organizations; among individual educators, publishers, and the clergy; and all other segments of our society.
- Encourage districts to keep their long-range district programs up-to-date.
- Hold membership in the National Association of Conservation Districts (NACD), to support its constitution and to actively participate in its activities.
- Advocate on behalf of its member districts for policies and resources that affect natural resource conservation.
- Maintain effective and friendly working relations with all federal and state agricultural and conservation agencies.
- Collect facts and investigate practices relating to the purposes for which it organized and present reports of the same to the public, as a part of its continuing education program.

- Encourage and assist the districts to assume and carry out the appropriate local responsibilities under the Watershed Protection and Flood Prevention Act and related statutes adopted by the Congress of the United States.
- Assist the districts to play their appropriate responsible parts in the local formulation and administration of special and regional natural resource programs.
- Maintain effective and friendly working relations with private organizations, corporations and foundations having a constructive interest in the conservation and development of land, water and related resources.

## 2. ANNUAL CONVENTION

The KACD Convention, which is held annually on Thanksgiving week (Sunday through Tuesday prior to the holiday), provides important opportunities for the association's members, affiliates, and partners to benefit from the interchange of information and experience. Breakout sessions and keynote speakers are chosen with the goal of educating and updating attendees about conservation programs and best practices, conservation district operations, supervisor training, and changes in governmental regulations. In addition, the Conservation Education & Youth Committee conducts youth contests to encourage the state's young people to engage in activities related to conservation.

The convention is a primary source of funding for the association. The increases in convention revenue over the last few years has thus far enabled the association to keep membership dues level. For this reason, it is critical that all convention attendees properly register.

2a. Registration Deadlines. Registration forms are available on the KACD website at [www.kacdnet.org](http://www.kacdnet.org) beginning in early August each year. Each attendee (except spouses) is required to complete a separate registration form. Spouses may be included on the registration form of the supervisor, district employee, or affiliate member. The deadline in order to receive the discounted bundle price for convention registration, Monday lunch, Monday evening banquet, and Tuesday morning breakfast is November 10th. This date is clearly indicated on the registration form.

Attendees have the option of registering at the convention at a slightly higher rate. Individual meal tickets are also available for purchase through noon on Monday.

2b. Refund Policy. Because conventions costs have already been incurred several weeks before the convention, cancellations after October 31st are subject to a \$40 cancellation fee. No refunds will be given after November 10th.

**2c. Annual Business Meeting.** The principal purpose of the annual business meeting, which is open to all members, affiliate members, and guests, is to enable all members of the association to express themselves on the activities, problems, and objectives of the association and to benefit from the interchange of information. KACD officers and committee chairpersons will report to the members on current and proposed policies and activities. The agenda and activities of the annual business meeting shall be so planned as to promote maximum opportunities for participation and expression by district supervisors. Non-supervisors may speak as recognized by the President. Only supervisors may vote on motions to come before the body.

**2d. Resolutions.** Resolutions are statements directing the association to specific actions clearly within the association's power and a way KACD member supervisors and districts give direction to their association. The resolution statement proper will be followed by a brief rationale in statement form explaining the need for the resolution. The rationale is not part of the resolution. To establish an orderly process to introduce and review resolutions brought before the association at the annual meeting, the following guidelines will be adhered to for resolutions originating from the various sources:

**1. Resolutions from Conservation Districts or Areas.** Any conservation district through its chairperson or manager, or area through its director, may file with the executive director of the association, at least 20 days before the annual meeting, a copy of any resolution adopted at a district board meeting or at an area meeting. All resolutions so received by the executive director shall be recorded, reproduced, and submitted to the chairperson of the District Operations & Resolutions Committee for referral to the appropriate committee. Each committee will consider such resolutions and make its recommendations to the business session for further action.

**2. Resolutions Initiated and Introduced by Committees of the Association.** Committees established under the constitution and bylaws may originate resolutions for consideration during the business session. Such resolutions will be a part of the committee chairmen's report to the business session and will be identified as Committee Resolutions.

**3. Resolutions Introduced During the Business Session.** Any district supervisor may offer a resolution at the appropriate time during the business session. Such resolution must be read and have a majority affirmative vote of the members present in order to be brought on the floor for consideration.

All resolutions passed and adopted at the annual meeting shall be printed in suitable form and distributed to each association member conservation district after the annual meeting; and to others determined by the Board of Directors. The member conservation district will be responsible for distributing suitable copies to the district's supervisors.

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**2e. Area Meetings/Elections.** All five geographic areas of the association will hold meetings prior to the business meeting for the purpose of electing either a KACD director or State Conservation Commissioner. The term of each office is two years; therefore, elections rotate year by year.

### 3. COMMITTEES

Many of the activities of the association will be carried out by standing committees. The standing committees of the association and their respective guidelines are as follows:

- Conservation Education & Youth

The purpose of the Committee is to engage in various activities to promote public awareness of the need for conservation of our natural resources with a specific emphasis on the education of Kansas youth.

**Activities.** The activities of the Committee will consist of developing educational opportunities and programs for conservation districts to implement locally, and to promote the recognition of achievement through scholarships, contests and awards.

The Conservation Education and Youth Committee will fulfill its purpose and implement its activities by:

Communicating regularly with conservation districts about educational opportunities and programs related to natural resource conservation;

Providing districts with information to be shared with local media to promote conservation;

Encouraging and assisting districts to promote conservation education activities locally in area schools;

Encouraging district participation in and promotion of the contests sponsored by the Committee;

Encouraging district utilization of the resources of the National Association of Conservation Districts;

Maintaining effective and cooperative relations with the Kansas Conservation Partnership agencies and organizations.

Initiating program proposals related to the purpose of the committee and submitting proposals to the directors of the association for consideration.

The Conservation Education and Youth Committee will review resolutions and issues brought before it and make recommendations.

- District Operations & Resolutions

In order to strengthen the member districts of KACD and their association, the District Operations and Resolutions Committee will perform its duties within the guidelines approved by the association. The committee will assist the association in its efforts to:

1 Seek long-term federal, state and local funding commitment at an adequate level for conservation practices and technical assistance to meet our environmental needs.

2 Encourage and promote planning and application of conservation measures for all land use in Kansas and should be the primary mission of conservation districts. All land should be under some acceptable form of conservation treatment.

3 Seek to have conservation districts recognized as the logical entity through which resource agencies can initiate and carry out many of their action programs.

4 Recognize that conservation districts require a somewhat different set of talents and promote programs that allow districts to employ staff specialists over whom they have control and supervision.

5 Encourage conservation districts to be more directly involved in programs that not only meet the basic needs of farmers and other land users, but also satisfy community development needs and provide a framework for greater public participation.

6 Create partnerships to implement conservation strategies.

The District Operations and Resolutions Committee will:

1 Review all resolutions submitted to the association by its member districts and ensure they are formatted to the standards of the association and make recommendations as to which KACD committee the resolution will be assigned.

2 Educate the association's membership on its resolution process and assist member districts in submitting and writing resolutions to ensure they are formatted properly.

3 Educate conservation district officials on duties of office and responsibilities of conservation districts.

4 Facilitate funding for district operations.

5 Assist conservation districts to develop programs and seek funding to implement projects on watershed basis.

6 Develop programs to make conservation districts stronger to serve their customers better.

7 Encourage conservation districts to become involved in local projects.

8 Assist local conservation districts in conservation education for elected officials to insure long term funding for conservation.

The District Operations and Resolutions Committee will review resolutions and issues brought before it and make recommendations.

- Endowment

The functions and guidelines for the Endowment Committee are defined in Section 8 of this handbook.

- Finance and Development

As the financing of KACD's operation is essential to its continued success, the Finance & Development Committee as appointed by the KACD Board of Directors will take responsibilities in the following areas:

1. Undertake annual review of membership dues.
2. Encourage and actively work for affiliate memberships among professional people, related agri-business, and district employees.
3. Conduct an annual audit in cooperation with KACD's treasurer of all KACD funds.
4. Seek new means of funding for KACD activities.
5. Work closely with the KACD Board of Directors in matters concerning the finances of KACD.
6. Annually provide districts with information concerning source of district finances.

The Finance & and Development Committee will review resolutions and issues brought before it and make recommendations.

- Grasslands

The Grasslands Committee addresses issues affecting the health, preservation and management of Kansas grasslands through education and promotion of best management practices.

The committee will recognize leaders in grassland management and encourage conservation districts to present local grazing lands awards to those who provide leadership regarding grassland management.

The Grasslands Committee will review resolutions and issues brought before it and make recommendations.

- Natural Resources

The purpose of the Natural Resources Committee is to invite, create and address programs that either exist or would be created through KACD or other conservation-related organizations which enhance the benefits of conservation efforts.

The Natural Resources Committee will review resolutions and issues brought before it and make recommendations.

- Stewardship

The purpose of the Stewardship Committee is to plan and conduct the Vespers Service at the annual Kansas Association of Conservation Districts' convention. The Stewardship Committee will work with the association's member districts to track recently deceased conservation district supervisors for memorial during this service.

- Urban and Rural Development

The purpose of the Urban & Rural Development Committee is:

- 1 To promote federal, state or conservation district programs that enhances natural resource conservation in urban and rural Kansas.
- 2 To facilitate opportunities for economic growth in urban and rural settings in such a way that protects and enhances natural resources.

The Urban and Rural Development Committee will review resolutions and issues brought before it and make recommendations.

- Wildlife, Forestry & Recreation

The purpose of this committee is to provide to KACD information and education on various aspects of wildlife, recreation and forestry programs and other activities that impact the districts throughout Kansas.

The Wildlife, Forestry and Recreation Committee will review resolutions and issues brought before it and make recommendations.

The KACD president, with the approval of the Board of Directors, shall appoint the members of the committees and designate chairpersons, who will hold office for one year and will be eligible for reappointment. Those eligible to serve on committees include supervisors, district employees, affiliates and advisors.

The committees, with the approval of the Board of Directors, shall develop guidelines for their operation and function. It will be the duty of each committee to explore actively the functional area for which it is responsible; to formulate resolutions for action at the business meeting of the annual convention; to initiate program proposals within its functional area; to submit those proposals to the directors of the association for authorization; and to keep the members, officers, and directors informed of their work, their challenges, and their proposals.

Each committee shall have the power to determine its schedule of meetings and activities and shall meet at the call of the chairperson.

#### 4. DUES

Member dues for county conservation districts are calculated as follows:

- Regular Dues are \$650 per county
- Maximum Club Dues are \$800 per county

#### 5. BOARD OF DIRECTOR DUTIES

The Board of Directors is responsible for the oversight and governance of all association activities, including the functions and duties of the executive director. 8

Board members should have Internet access in order to ensure timely communications with the executive director as well as their constituents.

Board members shall make every effort to attend meetings of the Board of Directors. There are five regular meetings scheduled each year:

- January in Topeka
- May at the Envirothon location

- Late July or early August at a joint meeting with the State Conservation Commission
- September at the Kansas State Fair in Hutchinson
- November on the first day of the KACD annual convention

Board members are encouraged to attend all special meetings of the board as well. Paid or reimbursed attendance at other meetings and conventions is permitted as follows:

- NACD Convention (location varies) – all directors.
- NACD Legislative Conference, Washington, D.C. – delegate and alternate. (If KACD board member is serving on the NACD board, that director's registration and expenses will be covered by NACD.)
- Northern Plains Region Meetings (location varies) – President and Vice President
- NACD Summer Meeting (location varies) – President and Vice President
- KACD Convention – all directors. (Convention expenses for directors are the responsibility of their county conservation district.)
- Joint KACD-SCC meetings (location selected every other year by KACD's then-sitting president) – all directors.

## 6. EXECUTIVE DIRECTOR DUTIES

The KACD executive director will perform the following duties on behalf of the association:

- Perform all administrative functions of the association.
- Represent KACD before policymakers and attend legislative meetings of interest to the association; keep the Board of Directors apprised of legislative actions and recommend legislative strategy.
- Foster and maintain working relationships with partner organizations; serve as point of contact.
- Organize and coordinate the annual KACD convention.
- Maintain all financial records, develop and monitor association budget, and provide reports to Board of Directors and the Finance and Development Committee.

## 7. GRANT PROGRAM

The KACD Grant Program was established to assist KACD standing committees with administering programs statewide. The grants will not be used for programs that have only a regional or one- or two-county reach. The KACD executive director will have the authority to approve or deny requests of \$500 or less. Requests for amounts over \$500 will require approval of the KACD Board of Directors at its next regular board meeting. The KACD Grant Program is funded by the interest earned from the KACD Certificate of

Deposit. Each month the interest from this CD will automatically be transferred to a savings account. When and if the savings account balance drops to \$2,500, requests will not be approved until the balance is returned to \$5,000.

## 8. ENDOWMENT FUND

The provisions of the KACD Endowment Fund were outlined in Section 27 of the previous by-laws (previous to those adopted as part of the 501(c)(4) application process). Those provisions, listed below, will be adhered to with regard to solicitation of property and funds for the Endowment Fund:

- 1) The name of the fund shall be the Kansas Association of Conservation Districts Endowment Fund. All funds and property received by the Endowment Fund shall be trust property and shall be used only as hereafter set forth.
- 2) All funds received by the fund shall be invested in securities of the United States or its instrumentalities or in savings accounts or certificates of institutions which are insured by an entity or agency of a Federal or State Deposit Insurance Corporation. In the event property is contributed to the fund and such property is not needed for the purposes of the association, the trustees of the fund shall have authority to sell or dispose of the same and invest the proceeds there from as above set forth. The trustees may retain any securities that are contributed to the fund if retention thereof is a condition of receiving the contribution or is deemed by the trustees to be advisable and such security does not place the fund or association under any obligation to the issuer.
- 3) The income from property and investments of the Fund may be used for the following purposes:
  - a) Conservation education and resource development.
  - b) For normal operating expenses of the association.
  - c) Interest or income generated by the Endowment Fund principal or properties may be invested in the fund.
  - d) KACD Grant Program (see detailed explanation in item 7 above).
- 4) None of the principal of the fund may be used for any of the above purposes, unless the approval of two-thirds of the voting membership of the association is received prior to such use.
- 5) No contributor may receive a preference of any kind because of a contribution to the fund.
- 6) The fund shall be administered by three trustees having staggered three-year terms, after the first two years' existence of the fund. Trustees may succeed themselves. The trustee must be a district supervisor appointed by the Board of Directors from within the KACD Endowment Committee. Vacancies caused by resignation or otherwise shall be filled

by the Board of Directors. The Board of Directors shall have the power to remove and replace any trustee by two-thirds vote of the Board of Directors.

7) In the event the Endowment Fund shall become disorganized, either by dissolution of the fund or by dissolution of the association, all remaining capital and funds shall be contributed to an organization or university selected by the Board of Directors, and the recipient thereof must be a nonprofit, tax-exempt institution.

8) The association shall purchase such bonds as the directors deem proper for each trustee.

## 9. AFFILIATE MEMBERS

Affiliate members shall be those persons, firms, associations, organizations, or corporations who shall apply for membership and be accepted by the board of directors. Affiliate members shall be eligible to attend the meetings of the association, to serve on committees, and to receive its publications; however, affiliate members shall not be eligible to vote at the business session of the annual or special meeting. The dues for affiliate members shall be established on a yearly basis by the board of directors.

It shall be the policy of this board to recognize the following affiliate members:

- The Auxiliary of the Kansas Association of Conservation Districts. The official abbreviation of its name shall be KACD Auxiliary. The objective of this affiliation is to provide a basis for the effective utilization of the skills and energies of the members of the KACD Auxiliary in support of the purposes and activities of the association. To this end, the KACD Auxiliary may engage in such educational, promotional, and public relations activities as will further the purposes, policies, and activities of this association. The KACD Auxiliary may adopt by-laws for its organization. Such by-laws shall not conflict with the KACD constitution and by-laws. A current copy of such by-laws shall be filed with the secretary of the association.
- The Kansas Association of Conservation Districts Employees' Organization. The official abbreviation of its name shall be the KACD Employees' Organization (or "EO"). The objective of this affiliation is to provide a basis for "quality" in district employees to enable them to better support the purposes and objectives of this association and conservation districts. To this end, the KACD Employees' Organization may engage in such educational, promotional, improvement, and other "quality" encouragement programs as will further the purposes, policies, and activities of this association.
- State and Federal Agency Partners. KACD has established partnerships with state and federal agencies that have existed for decades. The State Conservation Commission, which in 2011 became the Division of Conservation in the Kansas Department of Agriculture, was created by state statute in 1937 to support county conservation districts in Kansas by providing a set of policies and processes to guide conservation efforts. The SCC and KACD have partnered in this endeavor since KACD's establishment in 1944.

Similarly, the Natural Resources Conservation Service (NRCS), an agency of the United States Department of Agriculture, has partnered with the association since KACD's inception. The NRCS coordinates federal policies and guidelines with those adopted on the state level.

These mutually supportive relationships with KACD's primary partners enhance the ability of each organization to better fulfill its mission to achieve cost-effective, sustainable conservation measures across Kansas. KACD also partners with many other agencies and organizations in the exchange of information and education pertaining to the preservation of the state's natural resources.