

Kentucky Association of Conservation District Employees

POLICY

The following policies were added to the bylaws on the dates noted.

POLICY 2005-01

The President or representatives of the KACDE shall be reimbursed, provided funding is available, for actual expenses with submitted receipts while on officially approved KACDE business, excluding alcoholic beverages.

Approval in writing shall accompany receipts as stated in Article IX – Compensation, Section 1 of the by-laws.

Mileage will be reimbursed at current IRS rate, provided funding is available.

Provided funding is available, the President will be reimbursed for all expenses incurred while attending the Annual KACDE Meeting, the Mid-Year SECDEA Meeting, the SECDEA Annual Conference, and the NACD annual meeting.

POLICY 2005-02

Official KACDE documents, minutes and financial records, excluding checkbooks and receipts, will remain in a central location. The checkbooks and receipts will remain with the KACDE Treasurer in a secure location.

POLICY 2005-03

A three-member audit committee (President, Treasurer and Reporter) will conduct an annual internal audit. An external audit is to be conducted every four (4) years, or with the change of the Treasurer position.

POLICY 2005-04

The KACDE Long Range Program (developed in 2005) will be updated every 5 years.

POLICY 2006-01 *Amended 1/20/2006

GOVERNING BOARD AND EXECUTIVE COMMITTEE GUIDELINES AND PROCEDURES

- A. Any employee serving on the Governing Board must be a full dues paying member and in good standing with the Association.
- B. Professional dress is required of the Governing Board when representing KACDE.
- C. Monthly financial reports should clearly reflect all deposits and expenditures; specifically identifying all transactions. The Executive Committee recommends that deposits be made as individual entries directly into the check register. Executive Committee shall receive copies of the Bank Statement and Reconciliation Report, Transaction Report and Summary Report one week prior to board meetings. Secretary shall also provide previous board meeting minutes one week prior to the next board meeting.
- D. All Committee Members should be in frequent contact to fulfill the requirements of their respective committee(s), as needed.
- E. Chair of each committee should inform and update the Executive Committee of their activities (via phone, email or called meeting). All proposed revisions or changes to existing projects and activities should first be presented to and approved by the Executive Committee (i.e. fundraising activities, publications etc.).
- F. The Executive Committee has the authority to appoint new members to Committees to replace those who are not fulfilling their duties or Committee Members who are inactive.
- G. The Operations Committee shall review and appoint Committee Members every two (2) years or as needed.
- H. The President of the Association will serve as Chair of the Operations Committee.

POLICY 2007-01 * Amended 2/23/2007

- A. An Alternate Signer, on all financial accounts, will be appointed every two (2) years by the Executive Committee, or as needed.
- B. Alternate Signer must be bonded by KACDE and sign all checks written and issued to the KACDE Treasurer.

POLICY 2008-01 – ANNUAL CONVENTION REGISTRATION REFUND

* Added 10/10/2008

- A. Employees may request a full refund of paid registration to annual convention if request is made on or before September 1st.¹ All other requests for reimbursement will only be granted when: an employee or their immediate family² has an unexpected illness, medical emergency or death.

¹ September 1st date applies when convention is held the third week of September or later.

² Immediate family is defined to include: Spouse, Parents, Children, Grandparents, Grandchildren, Siblings, In-Laws (mother, father, brother, sister, son, daughter).

POLICY 2008-02 – AUDIT MATERIALS (ITEMS TO BE AVAILABLE AT TIME OF ANNUAL AUDIT)

**Added 10/10/2008*

Year of Audit:

- ◆ *Annual Financial Report*
- ◆ *Annual Plan of Work*
- ◆ *Annual Report*
- ◆ Bank Statements – to check for Reconciliation
- ◆ Bank Statement for June 30
- ◆ *Budget*
- ◆ Cancelled checks
- ◆ Certificate of Deposit
- ◆ *Hard copy of minutes of Board Meetings*
- ◆ Invoices
- ◆ Ledger in Quicken/QuickBooks
- ◆ Transaction Report from Quicken/QuickBooks

Items from Previous Year

- ◆ Bank Statements for June 30
- ◆ *Previous year's Annual Financial Report*

Other Items needed for Audit

- ◆ *Bonding Insurance Info.*
- ◆ *Last Audit Results*
- ◆ *Long Range Plan*

Treasurer should make sure all items are copied and available for audit.

**Items italicized should be on file at the Woodford Co. Conservation District Field Office.*

POLICY 2008-03 – RECORDS / DOCUMENT DISPOSAL

** Added 10/10/2008*

List of Items	Years to Keep Materials
501{c}3 Materials	Permanent
Annual Financial Report	Permanent
Audit Reports	Permanent
Benevolence Information	Permanent
By Laws	Permanent
Charter Members	Permanent
Correspondences (Legal or Important Matters)	Permanent
Federal Identification Number	Permanent
Minute of Board Meetings	Permanent
Scholarship Information	Permanent
Tax Exempt Materials	Permanent
Grants (Received Materials)	7 Years
Invoices (to Customers/from Vendors)	7 Years
Internal Audit Report	6 Years
Bank Reconciliations	4 Years
Bank Statements	4 Years
Cancelled Checks	4 Years
Deposit Slips	4 Years
Insurance Policy Bond	4 Years
Internal Reports (Misc.)	4 Years
Correspondence (General)	2 Years
Purchasing Orders	2 Years

Some items may need to be kept longer than listed if needed for historical information.
Discard at your own discretion.

Policy 2009-01 - KACDE TRAVEL GUIDELINES –

** added March 2009*

Travel Expenses Paid **IF** funds are available

Priority	Month	Meetings to attend	Person to attend	Expenses	KACDE will Pay if funds are available
2	January	KACDE Mid-year Mtg.	Governing Board	2 Nights Lodging	Yes
7	February	NACD Conference	President/Designee	Registration, Transportation, Lodging, Meals	Yes
5	May	SECDEA Mid-year Mtg.	President/Designee NCDEA/SECDEA Officer from State	Registration, Transportation, Lodging, Meals ½ of Room Rate, Meals	Yes
3	July	KACD Convention	President/Designee	*** Will pay the difference in a suite and cost of a regular room	Room will be used for KACDE business meetings and activities
6	August	SE NACD Conference	President/Designee	Registration, Transportation, Lodging, Meals	Yes
1	September	KACDE Convention	President/Designee	Registration, Transportation Lodging	Will pay for President if District funds are not available
4	November	SECDEA Conference	President/Designee NCDEA/SECDEA Officer from State	Registration, Transportation, Lodging, Meals ½ of Room Rate, Meals	Will pay for President if District funds are not available Yes

***** If regular cost of room is \$90.00 and cost of a suite is \$120.00 – KACDE will pay the \$30.00 difference in the cost of the room for a suite, if the difference of the cost of the room is reasonable (No more than \$50.00 a night).**

STIPULATIONS ON TRAVEL EXPENSES

Room – Room rates will be paid for day before meeting and days of the meeting. When appropriate, officers should share a room to reduce cost. Any additional rooms will be paid at Officers' expense or by their Conservation District. Additional days stayed will be at the expense of the individual.

Meals – A maximum per diem of \$50.00 daily will be paid on meals. If any meal is included in conference registration fees, the per diem rate for that meal (Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$25.00) will be subtracted from the daily per diem total.

Mileage - Mileage will be paid at Federal Rate. Officers traveling with President, mileage will be divided equally between all officers. If President is traveling by air, mileage will be paid to and from airport.

Airfare – KACDE will pay for airfare, parking expense and taxi to and from airport.

Tours – KACDE will not pay for tours unless it is a part of a training session. If part of training, KACDE will only pay for one officer to attend.

Alcoholic Beverages – No alcoholic beverages will be paid by KACDE.

Officers will travel by most economical means....etc. driving or plane. If officer elects to travel by other than most economical means, expenses will only be paid based on most economical mode of transportation.

KACDE will discuss the expenses that will be covered for other officers according to the by-laws if funds available. Board will decide if the other Officers involvement is needed at the meeting and will decide at that time what will be paid according to what funding the Association has at that time.

Officers shall always have the best interest of the membership in mind and use good judgment when spending Association dollars.

POLICY # 2009-02 – BOARD MEETINGS VIA CONFERENCE TELEPHONE CALL

** Added 07/2009*

- A. Board meetings may be held by conference telephone call. Conference call board meetings will follow Roberts Rules of Order as all business meetings are held according to Article X – Section 3.
- B. In order for all participating members to hear one another during a conference call meeting, board members will state their name and wait to be recognized by the Chair prior to any discussion.
- C. Chair should ask for a role call vote.
- D. Secretary will call role and record votes.
- E. If matters arise that require a decision by the Governing Board and/or the Executive Committee, and it is not feasible for the board or Executive committee to meet, the question may be resolved by conference call or e-mail.

POLICY 2009-03 – VOTING VIA EMAIL

**Added 07/2009*

Voting by email will be permissible, as needed, as long as the following stipulations are followed:

1. Voting by email can be used by the Governing Board and/or the Executive Committee to resolve questions among themselves or the entire membership, as long as the question and a closing time for voting have been posted.
2. An action requiring a decision to be made by the membership in the form of an email vote must be passed by the Governing Board and/or the Executive Committee.

POLICY 2009-04 – MATERIALS TO BE DISTRIBUTED TO PARTIES OUTSIDE OF ASSOCIATION

**Added 07/2009*

- KACDE Newsletters
 - Kentucky Shines – Bi-Annual Newsletter
 - News & Views – President’s Report – Monthly
 - Who’s in the Limelight? – District Employee Awareness - Monthly
 - “Super” Star – Supervisor Spotlited – Monthly

- Fundraisers
 - Promotional Material for Fundraisers

- Membership Drive
 - Membership Brochure
 - Letters promoting membership
 - Promotional Contest Materials

- Awards
 - Announcements of Award winners (Kentucky Shines)
 - Announcements of Officer’s Promotions
 - Announcements of Years of Service Award Winners
 - Announcements of “Outstanding Employee” Winners on State, Regional and National Levels

- Website
 - Refer all interested parties to the website for information
 - www.kacde.org

Policy 2009-05 – 501c3 CONDUIT POLICY

** added 04/2009*

**KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES
CONDUIT POLICY**

PURPOSE: To offer KACDE affiliates a service in acquiring grants to achieve the mission and vision of the KACDE

The Kentucky Association of Conservation District Employees will provide conduit services for grant applications, providing the following criteria are met:

1. Eligible applicants must be an entity or organization that supports Conservation Districts and their employees.
2. Written grant applications will be reviewed by a (Standing) Grant Proposal Review Committee and will make recommendations directly to the board.
3. The project for which grant funds are being sought must benefit the Conservation Districts and their employees and is subject to a full board review.
4. The applicant must make a request for conduit services in writing to the KACDE Governing Board. All requests must be submitted to KACDE 30 days prior to the grant deadline. Special meetings of the full Board may convene to consider such requests.
5. The applicant must provide at the time of the request an electronic version of the completed grant application, grant guidelines, and all grant documentation, including matching funds and letters of commitment.
6. A copy of the minutes of the organization or entity submitting the request, identifying the responsible individual and giving authorization for the individual to submit the grant or pursue funding for the project, must be submitted to KACDE at the time of request.
7. If approved by the KACDE Board, the grant will be packaged and mailed by the KACDE Treasurer/staff. All costs (including copies, binding, postage, etc.) encumbered by KACDE in association with the submittal of the grant will be reimbursed by the applicant to KACDE within one (1) month.
8. All grants awarded through KACDE will be charged the conduit fee:
 - a. Under \$10,000.00 – 5%
 - b. \$10,000.01 – 100,000.00 – 3.5%
 - c. \$100,000.01 – 1,000,000 – 2%
 - d. Over \$1,000,000.01 – 1%
9. If the applicant's request for funding is awarded by the grant applicator, the applicant will receive the funds from KACDE within 15 days of receipt of funds. KACDE reserves the right to establish a separate project fund and manage the funds for the project, if the applicant does not have the management capabilities.
10. If the applicant's request for funding is awarded, the applicant must agree to submit quarterly reports on the progress of the project to KACDE for the life of the project.

11. If the applicant will not complete the project within the time required as outlined in the grant application, the applicant must notify KACDE in writing no later than 30 days prior to the identified project deadline with reasons for failure to comply. KACDE will then notify the granting agency and negotiate any changes on behalf of the applicant.
12. In addition to quarterly reports to KACDE, any reporting required by the granting agency will be completed by the applicant and submitted to KACDE no later than two (2) weeks prior to the deadline for reporting.
13. All applicants will submit a final report upon completion of the project outlining the entire project (including successes and failures, audience served, goals met/not met, copies of all receipts, financial reports, etc.) to KACDE. KACDE will forward the final report to the granting agency
14. KACDE will not be responsible for any cost overages, financial improprieties, lawsuits, or other financial claims, liens or judgments incurred as a result of the project and will not be responsible to complete any project or to repay any grant awarded because of any failure on the part of the applicant.
15. Failure to meet all of the above requirements will make the applicant ineligible for future conduit services from KACDE.

I have read and agree to comply with the requirements as described above. I understand that the conduct of the grant recipient is reflected upon KACDE and I, as the authorized agent and the organization/entity I represent, will maintain the highest standard of conduct throughout the project.

Authorized Agent

Date

Organization/Entity

Project

KACDE Governing Board approved the request submitted by the above organization on the _____ day of _____, _____.

KACDE President

Attest by KACDE Secretary

KACDE prohibits discrimination in its programs on the basis of race, color, natural origin, sex, religion, age, disability, political beliefs and marital or family status.

Check List for Grant Application Review Procedure

1. Is the applicant an eligible entity?
 - a. Yes / No
 - b. Entity status. Not for profit / non-profit/

2. Does the grant meet the mission and vision of the KACDE?

3. Is the application complete?
 - a. Cover Letter
 - b. Objective / Mission
 - c. Matching Funds with letter of commitment
 - d. Budget
 - e. Time Table

4. Was the application received within the specified time?

5. An electronic version of the application submitted?

6. Is the conduit contract signed, dated, and submitted at the time of application?

7. Copy of authorization for the responsible individual to submit application.

8. Is the reporting process spelled out?

Mail Request to:

KACDE Grant Committee
180 Beasley Road
Versailles, KY 40383

POLICY 2009-06 – KACDE PRESIDENT ELECTED TO THE SECDEA EXECUTIVE COMMITTEE
*** added 10/2009**

KACDE is a full-dues paying member in good standing with the South East Conservation District Employees Association (SECDEA) and the National Conservation District Employees Association (NCDEA). KACDE is committed to working closely with their leadership to carry out regional and national objectives.

The KACDE President, or a designated representative, will be the voting delegate on the SECDEA Governing Board. In the event the KACDE President is elected as an officer of the SECDEA Executive Committee, the KACDE Governing Board will appoint a representative to be the voting delegate for our state association on issues brought before the SECDEA Governing Board.