

## MASCD COMMITTEES

A list of MASCD Committees with the section and page number where information on the committee can be found. Rules are on pages 2.01 to 2.03. Bylaws 1.03 to 1.05.

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## MASCD OPERATING RULES

1. The Chairperson of all resource committees and the President of the Soil Conservation Leaders Association shall be invited to attend all meetings of the Board of Directors. Other advisory or assisting groups may be invited.
2. The Treasurer shall be the treasurer for all funds received by the Association. One signature, the Treasurer or President, is required for transactions. Both signatures will be required for transactions over \$2,500. A Federally insured bank shall be the depository for the Association's General Funds.
3. The MASCD Environmental Education Endowment Fund shall be administered by the Environmental Education Endowment Committee and managed under the operating guidelines approved by the Board of Directors (page 2.12). It is the intent of the Board that these funds shall be enhanced to provide a long-term source of funding for MASCD environmental education programs, including the Envirothon.
4. The President shall appoint the Budget and Finance Committee and select the chairperson. The Treasurer and the Executive Director of MASCD shall serve as advisory members. The Committee shall annually prepare a budget for adoption by the Board of Directors at each annual meeting of the Association. The budget for any one-year shall be based on the income during the previous year, July 1 through June 30. Unexpended amounts from the previous year's budget may also be considered.
5. The Mid-Atlantic Farm Credit Outstanding District Award shall be operated on a calendar year basis. Districts are provided with a form to complete and are judged on the basis of the scoring identified for each criteria. The judging committee for the Mid-Atlantic Farm Credit Outstanding District Award shall be the Soil Conservation Leaders Association, a representative from Mid-Atlantic Farm Credit, a representative of the NRCS and a representative of the State Soil Conservation Committee, (page 3.03).
6. There will be a five-member awards committee, which will be responsible for judging the Environmental Conservation Education Awards, the MASCD Service Awards and the District Attendance Award. Refer to the section on Awards Committee, (page 3.04), which is a part of these rules.
7. History of the Association was published in 1969 and in 1989. The Association adopted a policy that each President at the conclusion of their term of office would update the History.
8. Committee reports are accepted without commitment to carry out recommendations in the reports. The only actions that are binding on the Association are through the adoption of resolutions or specific actions voted on by the Board of Directors.
9. Board of Directors meetings are held during the Annual and Winter meetings and the fourth Tuesday of March and October.
10. Refer to Guidelines for Planning MASCD Meetings, which are a part of these rules for meeting policies, meeting dates and host areas.
11. The Board of Directors at each Annual Meeting shall set the dues for each membership category listed in the Bylaws under Article II, Section 2, C, and D and shall set the dues for each district as required in Article II, Section 3 of the By-Laws. These dues shall remain in effect until changed by the Board.

12. The Operating Rules may be adopted, amended or deleted by a two-thirds majority of all members of the Board of Directors present at any regular or special Board of Directors meeting provided that at least 13 votes are cast in favor of the amendment. A 30-day notice of any proposed changes to the Operating Rules is required.
13. Authorized uses of Association funds shall in general be the same as authorized uses of State funds. The Association's tax-exempt status also mandates that payment and disbursements are in furtherance of the purposes for which the Association was organized. The Treasurer and President are responsible for expenditure of funds within these guidelines, and within the budget passed by the Board of Directors or otherwise approved by the Board. Any bill submitted for payment that is not clearly within these guidelines shall be brought to the specific attention of the Board of Directors. Reimbursements for travel shall not include SCD supervisor' attendance at directors meetings, executive sessions or statewide meetings.
14. In 1984, MASCD accepted sponsorship of the Annual Secretaries Workshop and arranged for each workshop to be sponsored in turn by each of the five geographic areas as named in the Soil Conservation Districts Law. MDA and NRCS secretaries from the host area shall be on the planning committee. MASCD urges individual districts to have their secretaries attend these annual meetings. Schedule for host areas, beginning with 1988 shall rotate from central to upper shore to western to southern to lower shore and back to central.
15. The elected MASCD secretary shall mail minutes of each Board of Director's Meeting and each General Business Meeting to each District office within 45 days following the meeting. All minutes will be marked "draft" until approved at the next meeting. District offices will distribute these minutes to their supervisors. Minutes of each Executive Committee Meeting and/or action not previously approved shall be prepared and distributed to each District chairperson within 45 days.
16. The Board of Directors shall at each Annual Meeting arrange for an audit of the receipts and expenditures by the association during the previous fiscal year, July 1 to June 30. The audit may be by a committee of three supervisors or by an outside source. An audit report shall be given at the October Board of Directors meeting.
17. There will be a five member Resolutions Committee. Refer to the section on Resolutions (page 2.17), which is a part of these rules.
18. A Policy Development Committee consisting of the Executive committee, the chairpersons of the MASCD resource committees, and a representative from each of the partnership agencies, shall meet after the March and October Board of Director's meetings to provide guidance on issues to be addressed at the upcoming MASCD meeting.
19. There shall be two resource committees, Administrative and Technical, to study and recommend action on issues of interest to the association. The President shall appoint a chairperson and recorder for each of the committees and may arrange for advisors. Each district shall be represented on each of the committees.
20. There shall be a Bylaws and Operating Rules Committee to make recommendations to the Board on issues relating to the Bylaws and Operating Rules. Refer to the section on Bylaws and Operating Rules Committee (page 2.21) which is a part of these rules.

21. There shall be a Legislative Committee to make recommendations to the MASCD Board on legislative issues. Refer to the section on Legislative Committee (page 2.22) which is a part of these rules.
22. There shall be a Long Range Strategic Planning Committee to develop and maintain a long range strategic plan to be approved by the MASCD membership. Refer to the section on Long Range Strategic Planning Committee (page 2.23) which is a part of these rules.
23. Refer to the NACD Board of Directors (page 2.28), regarding MASCD Representative.
24. Article IX of the Bylaws provides for affiliations. The Soil Conservation Leaders Association is listed in the Bylaws as affiliated with the MASCD. Other groups may be listed as affiliated or assisting by recording in these Operating Rules as provided in the Bylaws. Refer to the current status of the MASCD Auxiliary (page 4.01).

## PLANNING MASCD MEETINGS-OPERATING RULE #10

- A. General Meeting Policies
- B. Host Area Responsibilities
- C. Items to Discuss with Hotel Management
- D. Program Committee
- E. Registration District's Responsibilities
- F. Responsibilities at Time of Meeting

### A. GENERAL MEETING POLICIES

1. The Annual Meeting of the Association shall be held in the summer.
2. The Winter Meeting of the Association shall be held in January to coincide with the Maryland State Legislative Session.
3. The Registration District may retain two dollars of each registration fee collected.
4. Reservations for meetings of the Association will be handled on a payment in advance basis. Refunds will be made only if the cancellation is made prior to the guarantee being given to the vendor.
5. Each Annual and Winter Meeting of the Association shall be sponsored by the districts of one of the five geographic areas as named in the Soil Conservation Districts Law. Responsibility for meeting sponsorship shall be rotated to give each area equal responsibility. The area hosting a meeting will meet two years in advance of the meeting to select and recommend a person for the President to appoint as chairperson for the meeting. A coordinator may also be selected. Host areas for each of the meetings will rotate from Central to Southern to Upper Shore to Western to Lower Shore and back to Central as follows:

<u>Year</u>	<u>Meeting</u>	<u>Host Area</u>
2005	Winter	Southern
2005	Annual	Upper Shore
2006	Winter	Western
2006	Annual	Lower Shore
2007	Winter	Central
2007	Annual	Southern
2008	Winter	Upper Shore
2008	Annual	Western
2009	Winter	Lower Shore
2009	Annual	Central
2010	Winter	Southern
2010	Annual	Upper Shore
2011	Winter	Western
2011	Annual	Lower Shore
2012	Winter	Central
2012	Annual	Southern

6. The host area shall appoint a program committee for each meeting. The committee shall, at a minimum, consist of representatives of:

- (1) The Host Area
- (2) State Soil Conservation Committee
- (3) MASCD Executive Director
- (4) The President
- (5) Maryland Soil Conservation Leaders Association

It is suggested that NRCS, MDA, and the Cooperative Extension Service be invited to participate at these program committee meetings to offer suggestions and resources.

7. Up to \$800.00 of registration fees shall be available for hospitality room expenses. (7-96)
8. Six complimentary meal tickets will be available for the MASCD President to distribute. The only other complimentary tickets will be for guest speakers at General Sessions or meal functions. Speakers for committee presentations are to be invited by the committee chairperson with no expenses paid unless approved by the Board of Directors. The MASCD President is responsible for notifying the registration district prior to the registration deadline of the number of tickets needed.
9. The Registration District will give a complete accounting of income and expenses of the conference to the President within 45 days of the close of the conference. This will also be sent to the Treasurer with a check for the surplus funds.
10. The registration fee is set by the Board of Directors upon the recommendation of the host area. Action was taken on 1-11-89 to set the registration fee at \$50.00 until further Board action is taken. Action was taken on 07-14-92 to establish a one-day registration fee of \$25.00 for agency personnel. In March 2005 the meeting registration fee was increased to \$75.00 and the one-day agency personnel fee was increased to \$45.00.
11. All persons attending the meeting are required to register. All registrants must pay the registration fee except:
  - A. Spouses and children of a registrant.
  - B. Life Members of the Association that are not current supervisors.
  - C. District personnel that are asked to attend only for registration desk, typing room or hospitality room duty.
  - D. Persons that are asked to attend to make presentations or otherwise assist with the meeting.
  - E. Persons that are attending the banquet only and no other part of the meeting.

## **B. HOST AREA RESPONSIBILITIES**

Following the appointment of a chairperson as provided in Meeting Policy #5, the area will meet as a committee to select the location and arrange for facilities for the meeting. The MASCD President or designee will be a member of the committee. Each district in the area should be represented on the committee.

1. Select a location that has adequate facilities for all participants to be in the same hotel. Make sure there will be adequate meeting and eating facilities with reasonable prices and free or inexpensive parking. (See separate list of items to discuss with the hotel)
2. Decide who makes arrangements with the hotel including meals. This person needs to coordinate with the Program Planning Committee.
3. Select a Registration District for registrations and mailing of notices. District retains \$2.00 of each registration fee. Announcement letter and hotel information should be sent out over the President's signature no later than sixty days prior to the meeting.
4. Select a Host District to arrange for a Hospitality Room, if it is deemed appropriate for the location. Up to \$800.00 of registration fees is available for expenses. (7-96)
5. The host area shall appoint a Program Committee for each meeting as provided in General Meeting Policy #6.
6. Designate a person to serve on the Program Committee. This representative will coordinate with the Program Committee any desires for a tour, coffee break sponsors, etc.
7. Tours, if desired, are to be:
  - a. Planned by Host Area and coordinated with the Program Committee.
  - b. Time Frame: Either before the convention starts, or as the ending event.
  - c. Need to drive tour to determine actual length and time.
  - d. Need to determine cost (must be self-supporting).
8. Determine responsibility for providing secretarial support services, including typists, computer and printer. Needed for MASCD typing room at MASCD meetings are: extra printer, drum/toner, paper (5) reams, stapler/staples, scotch tape, copy holder, CD/floppy discs, pens, pencils, paper clips, highlighter, scissors and white out. Copy machine to be provided by MASCD.
9. Determine use of any complimentary rooms that may be available. Generally, these rooms may be used for hospitality room and typing/copy machine services. They may also be used by typing or registration desk secretaries.
10. Recommend a change in the registration fee, if necessary, to be set by the Board of Directors as provided in General Meeting Policy #10.

### C. ITEMS TO DISCUSS WITH HOTEL MANAGEMENT

1. Number and capacity of meeting rooms (need 5 for winter with minimum capacity of 50 for committees, 2 for summer with a minimum capacity of 100, and 5 area meetings minimum capacity of 40, 50 for SSCC and Board of Director's meetings, 150 for breakfast and lunch, 275 for banquets). Charges for meeting space (usually free). Meeting room arrangement/accessibility.
2. Sleeping Rooms
  - a. Number available (check with preceding host District for number of rooms used).
  - b. Room rates, charges for children, charge for extra person in room.
  - c. Local taxes on rooms and meals, State tax exemption.
  - d. Room deposit requirements.
  - e. Complimentary room policy (usually 1 per 50 rooms).
3. Food service available for non-group meals.
4. Group meal facilities:
  - a. Copies of menus with prices
  - b. Advance guarantee policy
  - c. Check variety of selections and price ranges
  - d. Ensure that milk is available upon request?
5. Charges for coffee breaks  
Policy on other drinks like cider and milk being brought into hospitality room.
6. Policy on use of a room as a hospitality room with food and drinks brought in.
7. Arrangements for typing room.
8. Availability of, and charges for:
  - a. Audiovisual equipment, loud speaker, etc.
  - b. Flowers, favors, etc.
9. A draft program should be sent to the hotel in advance of the meeting to assure that all meeting facilities are provided at the correct times.

#### **D. PROGRAM COMMITTEE - (MEMBERSHIP: SEE MEETING POLICY #6)**

1. First meeting at least 1 year prior to the convention.
2. Develop a theme for the convention.
3. Select topics and speakers to compliment the theme.  
Topics need to relate to current issues of concern to districts.  
Speakers are to be invited by the President.  
Complimentary meal tickets are given by the President only, Policy #8.
4. Usually have a speaker at one meal function and/or the banquet. MASCD policy has been to not pay for any speakers.
5. Monday luncheon at the winter meeting is a combined Conservation Education Council/MASCD function. CEC may arrange the luncheon speaker. Designate a person to work with the Council.
6. Determine number of events to be coordinated into program.
  - a. Agency meetings (NRCS, DM, Extension, SSCC)
  - b. Resource committee meetings
  - c. Area meetings
  - d. Maryland Soil Conservation Leaders Association
7. Allow sufficient time for Full Membership Meeting, including committee reports, resolutions, etc.
8. Meal selections should be varied. Need to keep costs reasonable.
9. Welcomes, invocations, color guards, coffee break sponsors, etc. are the responsibility of the Host area through the area representative.
10. Arrange the selected events in the proper order.  
Special attention that concurrent events do not conflict.  
Fit events to the meeting space available, clear with hotel.
11. Tours, if desired, are to be planned by the Host Area and coordinated with the Program Committee for timing, etc. through the Host Area representative on the committee.
12. A draft program should be mailed with the hotel information.
13. A draft program should be sent to the hotel in advance of the meeting to assure that meeting facilities are provided at the correct times.
14. Resource Committees' Programs
  - a. The chairperson, with NRCS and Extension Advisors, will prepare committee agendas, and arrange for speakers for their committee.
  - b. Speakers at committee meetings will not receive any honorarium or expense reimbursements unless approved by the Board of Directors.
15. The Program Committee will arrange with the Chairperson of the Awards Committee for award presentations during the annual meeting.

### **E. Registration District's Responsibilities**

1. One host District (Registration District) will handle all advance registrations and be in charge of the registration desk at the convention.
2. Registration and hotel information is to be mailed to each supervisor, all life members, SSSC members who are not supervisors, each SCD office for the DM and DC, County extension agents, State NRCS Office, NACD-NE Area and the District of Columbia SCD. SCD's may be asked to distribute registration package to each supervisor, associate supervisor, CES, DC and staff within their district.
3. The Executive Director will work with the registration district regarding the Presidents letter, meal form, agenda, banquet program, mailing labels, etc. to reduce development time for materials used at each event.
4. Collect all registration and meal fees.
5. Pay for mailing of registration materials, envelopes, etc. out of registration fees (not out of \$2.00 retained by the district).
6. Notify hotel of guaranteed number for each meal as arranged. This may be done through the convention coordinator or other person designated to work with the hotel.
7. Refund any registrations requested prior to the guarantee being given.
8. Pay for copy machine service if necessary.
9. Pay up to \$800.00 for operation of the hospitality room.
10. Retain \$2.00 of each registration fee as partial payment for record keeping.
11. At registration desk, provide each registrant with a copy of their registration forms, name badge with district or agency name, and appropriate tickets in an envelope. Have them check tickets before leaving registration desk. Tickets should be numbered, appropriately sized (at least 2 1/2 x 3") and printed on card stock.
12. Hand out programs and any other materials. No refunds can be given at this time.
13. Review all accounts, meals, meeting space, etc., with hotel before leaving. May be done with convention coordinator or other person designated to work with the hotel. If no discrepancies, pay bill or have hotel send bill for payment according to arrangements.
14. Give a complete accounting of income and expenses of the conference to the President within 45 days of the close of the conference. This will also be sent to the treasurer with a check for the surplus funds.
15. Report at next Board of Director's meeting.

## **F. Responsibilities at Time of Meeting**

1. Assign at least 2 people to collect meal tickets at each meal unless the hotel prefers a different system.
2. Review program and meeting room setup requirements with hotel staff before the convention starts. Executive Director has diagrams for each meeting.
3. Become familiar with meeting facilities.
  - a. Location of rooms.
  - b. Light and sound controls for each room.
  - c. Loud speaker facilities in all rooms where needed.
  - d. Have hotel assign one person to call for assistance.
4. Check each meeting room for proper setup at least one hour in advance of each meeting and check that sound systems are working.
5. Assign a person to meet VIPs at an appropriate place. President may wish to do this. Review program with them. Introduce them to some of the MASCD officers.
6. Meeting coordinator, or other person that made arrangements with the hotel, should meet with the hotel and registrations district to check and pay bills.
7. Compile accurate record of attendance for each event and note areas to be avoided for future conventions. Send to the President.
8. Prepare "Thank You" letters in a timely fashion for speakers, ministers, helpers, etc., and send to President for his signature where appropriate.

## **GRANTS AND SCHOLARSHIPS \***

An important aspect of district and Association programs is educating the public to the fact that soil and water conservation is everyone's business and that people are not just the cause of pollution, they are the solution. The Association has been active in providing financial assistance to those interested in pursuing studies in natural resources related fields or in carrying out conservation related projects.

For a number of years, the Association collected funds to assist teachers to attend the University of Maryland Summer School Course, "Conservation of Natural Resources." This activity was passed on to the Conservation Education Council of Maryland which the Association helped form.

In 1974, action was taken which led once more to direct involvement in providing funds for scholarships. A 1-4-74 resolution called for establishing conservation education scholarships. A fund for the scholarships got started 10-31-74 when the Association accepted from Dale Churchey and Arnold Hawkins funds left from the 1973 Sediment Institute for which they had accepted responsibility for handling the funds. Some funding was also received from an affiliate and contributing membership drive which was carried out the following year. Later on, some major funding came from the sale of Pond Design Manuals, a project started by the Information and Education Committee.

At the December 1975 meeting of the Association, a Scholarship Grant Program was adopted and funds which had been received for education purposes were placed in an endowment fund. Only the interest from the fund was authorized for scholarships for those interested in pursuing studies in natural resource related fields and grants for projects that teach and promote conservation. In 1983, scholarships were eliminated from the program.

\* In 2004, the Board of Directors voted to establish the MASCD Environmental Education Endowment Fund to replace the MASCD Conservation Grant Program.

## ENVIRONMENTAL EDUCATION ENDOWMENT

In 2004, MASCD established an MASCD Environmental Education Endowment Fund to further their efforts to expand the Envirothon program and other environmental education programs. MASCD voted 10/28/03 to build upon the existing \$18,454.90 grant funds and use that reserve to establish the Endowment. The Envirothon Committee voted to provide \$62,000.00 to the Endowment from funds that remained from the 2003 National Canon Envirothon as these funds were raised by Maryland's 24 soil conservation districts in support of the national event.

A committee was established of individuals who have an interest in environmental education, fund raising and money management. They held their first meeting during the MASCD winter meeting in 2005. As a result of the meeting, several investment brokers were invited to the March 2005 MASCD Board of Directors meeting to discuss how they would work to expand the Endowment fund from its current \$80,000 plus to a goal of \$1 million in ten years. Following this meeting the Endowment Committee met and selected Daniel Norris from Chesapeake Financial Group to manage the investment as he offered to work with the districts to use estate planning to help build the Endowment. It was decided to invest \$80,000 from the Endowment fund with Chesapeake Financial Group and maintain approximately \$3,000 in the money market account. Additional deposits are to be made into the investment accounts whenever the fund accumulates \$2,500 above the \$3,000 balance in the money market account. Any interest from the investments will be set up to be rolled right into the investment account.

On 6/8/05, \$80,000 was invested in several American Funds as the first investment. The group decided that Chesapeake Financial Group would be hired on a probationary term of 2 years at which time the firm will be reevaluated. However, if the committee feels at any time during those 2 years that the manager is not performing adequately, they may choose to switch companies.

Under the guidelines, no funds will be spent for the first three years but the Endowment Committee will continue to build the Endowment Fund.

### MASCD Endowment Committee Members

#### **Committee members**

Donald Spickler (MASCD Treasurer)  
Elmer Weibley  
Cal Steuart  
Bruce Young (Envirothon Steering Committee)  
Bruce Yerkes  
Cheryle Franceschi

## **ENVIRONMENTAL EDUCATION ENDOWMENT OPERATIONAL GUIDELINES**

### ***MISSION STATEMENT:***

Provide a long-term source of funds for MASCD to provide a balanced approach to environmental educational opportunities through activities such as Envirothon, grants, scholarships and other educational activities.

### ***ENDOWMENT COMMITTEE RESPONSIBILITIES:***

The Endowment Committee shall consist of 7 members from MASCD including the treasurer of MASCD, who have interest, knowledge and the ability to build the endowment and monitor its management. Members shall be District Supervisors and District Staff. No more than 2 members may be District Staff and at least one member shall represent the Envirothon Steering Committee.

The Endowment Committee shall be established to manage the affairs of the endowment and report to the MASCD Board of Directors on the status of the endowment on a Quarterly basis.

The Endowment Committee shall make recommendations each January at the MASCD Winter Meeting regarding the distribution of funds for the upcoming year.

The Endowment Committee shall recommend an investment manager to MASCD for investment of funds. No fees shall be paid directly from the endowment for investment management services.

The Endowment Committee shall review the performance of the investment manager and make appropriate recommendations to MASCD on an annual basis at the MASCD Winter Meeting.

### ***INVESTMENT GOALS AND GUIDELINES:***

MASCD will take a moderately conservative approach to investment of endowment funds:

- Limit exposure to stocks to no greater than 40% of endowment funds.
- Declines of 5% to 10 can be tolerated in any given year and as often as three out of ten years.
- Investments will return a steady rate of return with low risk.
- During the first three years of the program no funds will be dispersed.
- After three years, five percent (5%) of endowment funds shall remain liquid.
- Investment performance shall be computed net of any management fees.
- Return Objective is 5% in excess of inflation as measured by the consumer price index over a five-year time horizon.
- The goal is to generate at least one million dollars (\$10 m) in ten years.

***FUND DISTRIBUTION:***

Requests for funds may be submitted through a soil conservation district or a committee of MASCD from November 1<sup>st</sup> through December 15<sup>th</sup> annually in a format established by the Endowment Committee. The Endowment Committee shall establish reporting requirements which consider the value and complexity of the program for which the funds are used.

Applicants for endowment funds will be notified of any fund awards by January 30<sup>th</sup> of each year.

Fund distribution shall be based on the return for each year balanced against the investment guidelines and requests for funds.

***AMENDMENT OF OPERATIONAL GUIDELINES:***

The Operational Guidelines may be amended by a two-thirds majority of the MASCD Board of Directors at any regular or special Board of Directors meeting provided that at least 13 votes are cast in favor of the amendment. Board members will be notified of any proposed changes in writing at least 30 days prior to the Board meeting.

It is expected that as the endowment grows, matures and changes these guidelines will change to meet the need.

**Former MASCD CONSERVATION GRANT PROGRAM**  
(Guidelines for Application, Review and Payment)

A. Requirements and Provisions

1. Grants are awarded for projects that teach and/or promote soil and water conservation. This outreach program is intended to generate interest and involvement in conservation activities within the State and to publicize the work of the MASCD and the individual soil conservation districts.
2. Projects shall be directly related to soil or water conservation and shall demonstrate some conservation principle.
3. Grants are awarded in the name of the MASCD and the appropriate district. The district shall verify that a project meets all of the requirements. A district will not recommend any project that the district would not hesitate to carry out itself.
4. A grant recipient shall have eighteen (18) months from the date of the notification of approval within which to complete the project. In unusual circumstances, the applicant may request and the Grant Committee may approve an extension of the time of up to 6 months within which to complete the project.
5. Payment is contingent upon satisfactory completion of the proposed project and submission of receipts for approved costs. Payment is sent to the appropriate district for presentation to the recipient.
6. Projects shall be of a continuing nature - not a one-time demonstration.
7. The grant recipient shall furnish an appropriate marker crediting MASCD for supporting the project and this marker shall be appropriately displayed at the project site. Districts may wish to make available their own marker for this purpose.
8. Grant funds may not be used for the procurement of any equipment that will not become a permanent part of the completed project. Any tools or equipment necessary in the completion of the project, and purchased with grant funds, will be returned to the district.
9. Soil conservation districts and affiliated organizations are not eligible for grants under this program.
10. The Grant Committee shall be a standing committee of the MASCD. The function of this committee shall be to provide for the orderly evaluation and processing of grant applications in accordance with established guidelines. This committee decides which application will be approved and forwarded to the Board of Directors for funding.

The Grant Committee shall be composed of:

Chairman of MASCD Information and Education Committee  
First Vice President of MASCD  
Treasurer of MASCD

The Executive Directory of MASCD and the recorder of the Information and Education Committee shall be advisors to the Grant Committee.

B. Procedures

1. Application forms for grants shall be available at each soil conservation district office.

2. Applicants shall return completed applications, with any supporting material, to their local soil conservation district office. Upon receipt, the soil conservation district staff shall review the application to familiarize themselves with the nature of the project and determine if it meets requirements. Staff will then complete a Grant Evaluation Form, providing any pertinent information that might have a bearing on whether the application should or should not be approved. The Soil Conservation District Board of Supervisors considers the application and the staff evaluation and decides whether to recommend the grant application for consideration by MASCD.
3. Applications, accompanied by district recommendations (Grant Evaluation Form) and supporting material, shall be forwarded to the Grant Committee by December 1. Copies will be promptly distributed to each member of the Grant Committee.
4. The Grant Committee members shall review the applications and then meet as a group prior to the Winter Meeting of MASCD to formulate a formal recommendation on each application. The Grant Committee shall maintain records of all applications received and of any actions including final actions by the Board of Directors.
5. At the Winter Meeting the Grant Committee Chairman shall announce the results to the MASCD Information and Education Committee and forward approved applications, Grant Evaluation Forms and all supportive materials, to the MASCD Board of Directors for funding.
6. The Board of Directors will review the application and make the final decision for funding. In funding an application, the Board of Directors shall make actual payment contingent upon satisfactory completion of the proposed project and submission of receipts for approved costs. Signed copies of the Grant Evaluation Form showing approval for funding are returned to the Grant Committee for forwarding to the appropriate district.
7. Within 15 days of action by the Board of Directors the chairman of the Grant Committee shall notify all applicants and appropriate districts regarding the disposition of their respective application. Successful applicants shall be given detailed instructions on how to proceed and terms of payment. A grant recipient shall have eighteen (18) months from the date of the notification of approval within which to complete the project. In unusual circumstances, the applicant may request and the Grant Committee may approve an extension of time not to exceed six months within which to complete the project.
8. Upon completion of a project, the district shall verify, by an on-site visit or other appropriate action, that the terms of the grant were fully met. The grant recipient shall provide the district with receipts for approved costs. The district shall forward the receipts, along with their verification of project completion and a recommendation of payment or nonpayment, to the Chairman of the Grant Committee.
9. The Grant Committee Chairperson shall then authorize the MASCD Treasurer to make payment. Payment is sent to the appropriate district for presentation to the recipient.
10. The recipient of a grant shall submit to the district:
  - A. A verbal and/or written report of the project;
  - B. Copies of any news releases and/or published articles concerning the project; and
  - C. Photographs, slides, and/or other material publicizing the project.

The district shall organize this material and forward it to the chairman of the Grant Committee. The MASCD Information and Education Committee shall prepare a display, utilizing this material, for the MASCD meeting following completion of the project.

## RESOLUTIONS COMMITTEE (Rule 18)

There will be a five member Resolutions Committee to make recommendations on resolutions as provided in the guidelines for the committee. The Committee will include one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	SUPERVISOR
Western	1993-1994	(Wilbert Paul)
Lower Shore	1993-1995	(Steele Phillips)
Central	1993-1996	(Lee McFarlane) ('94 Robert Solem)
Southern	1993-1997	(Clifton Wayson)
Upper Shore	1993-1998	(George Godfrey)
Western	1994-1999	(Parker Smith)
Lower Shore	1995-2000	(Steele Phillips)
Central	1996-2001	(Robert Solem) '97 (George Price)
Southern	1997-2002	(Clifton Wayson) '00 (Kenneth Carr)
Upper Shore	1998-2003	(Blair Carmean) '02 (Hans Schmidt)
Western	1999-2004	(Roger Troxell)
Lower Shore	2000-2005	(Robert Davis)
Central	2001-2006	(George Price)
Southern	2002-2007	(Kenneth Carr)
Upper Shore	2003-2008	Hans Schmidt
Western	2004-2009	Roger Troxell
Lower Shore	2005-2010	Robert Davis
Central	2006-2011	Charlie Conklin
Southern	2007-2012	Kenneth Carr

2. For any resolution recommended by the full membership, the Directors must act on the resolution as written and either accept or reject.
3. In general, resolutions are used to establish policy associated with items of a continuing nature such as, relations with others or to influence actions by others that could have an effect on soil and water conservation and district operations in general.
4. Resolutions that have not been discussed and passed by a committee or in an area meeting will only be considered at the general business meeting by request of a supervisor to suspend the rules, which requires a two-thirds vote of the members present and voting. It may then be introduced for consideration. (January '95).

## **RESOLUTION COMMITTEE GUIDELINES**

1. Review all resolutions adopted by the Association that are in the current Policy Book and recommend additions, corrections, or deletions. Wording may need to be changed to show continuing support of an objective that has been accomplished.
2. Review, as time permits, prior to adoption, any resolution proposed by the districts or committees.
3. Forward to the appropriate committee all resolutions that the committee feels need further study or any resolution brought to the committee's attention which the committee feels should be considered.
4. Act as a liaison between the committees or other organizations, and the MASCD where joint action on a resolution is desired.
5. Review all NACD policies and recommend appropriate action to MASCD.
6. Review and place in final form, all resolutions passed by MASCD.
7. New resolutions concerning MASCD policy or operating procedures will be placed in the Policy Book or Operating Rules as appropriate. The Policy Book should not include resolutions that concern the internal operations of the MASCD.
8. Resolutions with action that has been accomplished or are no longer applicable will be referred to the Board of Directors for deletion from the Policy Book.
9. Minor word changes to update resolutions will be referred to the Board of Directors for their approval.
10. Resolutions that need major revisions or on which no action has been taken will be referred to the Board of Directors for further action.

## **WRITING MASCD RESOLUTIONS**

1. Supervisors or Districts considering writing a resolution should first check the current MASCD Policy Book for possible related policy. If there is a related policy, then the resolution should reference that policy. (January '95)
2. Resolutions prepared prior to a meeting are to be given to the Resolution Committee chairperson at the beginning of the meeting.
3. Resolutions prepared during a meeting are to be delivered to the Resolutions Committee chairperson immediately after the committee meeting at which they are passed.
4. Resolution format should be simple. First state the facts that support the resolution and then state the action desired. Do not use words such as "whereas" and "therefore".
5. Specify who the resolution is directed to.

## **RESOLUTIONS CONCERNING MASCD OPERATIONS**

(Not in Operating Rules)

1. **Long Range Strategic Action Committee**  
MASCD recognizes the work done by the Long Range Strategic Planning Committee (LRSPC) and adopts their two recommendations: (1) Established a committee to study existing MASCD programs and committees to see if they are providing the necessary forum and services, and (2) Establish a long-term strategic action committee to proceed with the action items identified by the LRSPC. (July 93)
2. **Press Releases**  
MASCD requests that the secretary of each standing committee work with the NRCS Public Affairs Specialist to provide timely information for press releases about MASCD meetings and issues. Press releases shall be sent to District Managers so they can distribute them to their local press.
3. **District Employment Practices**  
MASCD shall appoint a study committee to make an in depth review of district employment practices and prepare recommendations as appropriate to provide guidance and assistance for local district boards.
4. **MASCD President is recognized as Voice of the Districts**  
MASCD recommends that the President of MASCD be recognized as the voice of the several soil conservation districts in the Maryland Conservation Partnership in certain circumstances. The MASCD will develop an internal advisory mechanism to provide timely input to the President to enable accurate representation of the position of the several soil conservation districts relative to any issue requiring a consensus of the Conservation Partners and commitment on the part of the several soil conservation districts.
5. **Funding Committee for State and National Envirothons (January 1996)**
  - a. A Long Term Funding Committee for the state and national Envirothons was established at the 1995 Annual Meeting.
  - b. The committee will assemble and distribute packets to SCDs for the purpose of promoting localized efforts to obtain long term funding through corporate/business sponsorships.
  - c. To clearly identify to prospective sponsors how funds are handled and to provide tax-deductible status, MASCD will serve as treasurer using their 501(c)(3) status for handling of state and national Envirothon funds.
  - d. MASCD will provide funding for state and national Envirothons to the greatest extent possible.
6. MASCD supports a State Partnership Marketing Plan in conjunction with NACD's Northeast Marketing Plan. (1-99)
7. MASCD will develop a strategy to insure that the long range viability of the MASCD Education position be strengthened and maintained. (Jan 04)

## NOMINATING COMMITTEE

The By-Laws, Article V, provide for the election of a five member Nominating Committee to investigate a willingness to serve and make nominations for the five officers of the Association. The Committee is elected during the annual meeting in the year prior to the year in which an election of officers is held. (Nominating Committee in even numbered years, elections in odd) Each of the five geographic areas nominates one supervisor. Members serve two years. Those that have served since 1986 are:

Term	Western	Central	Southern	Upper Shore	Lower Shore
1986-88	Dan Poole	William Brendel	James Beaven	Gary Schoonover	Edward Holloway
1988-90	Dan Poole	Alfred Miller	Walter Bender	William Greenage	Edward Holloway
1990-92	Dan Poole	Carl Stephens	Arnold Parreco	Herman Hill	Dick Wright
1992-94	Donald Spickler	Carl Stephens	Norman Berg	Herman Hill	Dick Wright
1994-96	Dan Poole	Paul Raech	Kenneth Carr	George Godfrey	Dick Wright
1996-98	John Herbst	Paul Raech	Kenneth Carr	William Beaven	Dick Wright
1998-2000	John Shank	Paul Raech	Kenneth Carr	George Kendall	Dick Wright
2000-2002	John Herbst	Lee McDaniel	Carl Walter	John Bergen	Dick Wright
2002-2004	John Herbst	Frank Richardson	Carl Walter	John Bergen	Dick Wright
2004-2006	Jesse Burrall	Frank Richardson	Carl Walter	John Bergen	Dick Wright
2006-2008	Jesse Burrall	Frank Richardson	Carl Walter	Bob Wilson	Dick Wright

## BYLAWS & OPERATING RULES COMMITTEE (Rule 20)

There will be a five member Bylaws & Operating Rules Committee to make recommendations to the Board on issues relating to the Bylaws & Operating Rules. The Committee will include one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual Meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	SUPERVISOR
Upper Shore	1998-1999	(Blair Carmean)
Western	1998-2000	(Richard McBride)
Lower Shore	1998-2001	(Bob Davis)
Central	1998-2002	(Paul Raech)
Southern	1998-2003	(Y D Hance)
Upper Shore	1999-2004	(Blair Carmean) (Charlie Haines)
Western	2000-2005	(Dan Poole)
Lower Shore	2001-2006	(Bob Davis)
Central	2002-2007	(Lee McDaniel)
Southern	2003-2008	Vacant
Upper Shore	2004-2009	Charlie Haines
Western	2005-2010	Richard McBride
Lower Shore	2006-2011	Bob Davis
Central	2007-2012	Martha Clark

There will be a five member Legislative Committee to make recommendations to the MASCD Board on legislative issues. This will include developing materials and messages to present to the legislature, recommending policy positions on certain issues, and enhancing MASCD programs to improve relationships with state and federal legislators. The Committee will include the President and Executive Director and one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual Meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	SUPERVISOR
Central	1998-1999	(Lee McDaniel)
Southern	1998-2000	(Oscar Grimes)
Upper Shore	1998-2001	(Bill Mason)
Western	1998-2002	(Dave Thomas)
Lower Shore	1998-2003	(Bob Fitzgerald)
Central	1999-2004	(Lee McDaniel)
Southern	2000-2005	(Oscar Grimes)
Upper Shore	2001-2006	(Bill Mason)
Western	2002-2007	(Joe Brown, III) (Frank Gladhill)
Lower Shore	2003-2008	Vacant
Central	2004-2009	Lee McDaniel
Southern	2005-2010	Oscar Grimes
Upper Shore	2006-2011	Bill Mason
Western	2007-2012	Frank Gladhill

## LONG RANGE STRATEGIC PLANNING COMMITTEE (Rule 22)

There will be a Long Range Strategic Planning Committee to develop and maintain a long range strategic plan to be approved by the MASCD membership. The Committee will include the President and Executive Director and one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual Meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	MEMBER
Southern	1998-1999	(Kenneth Carr)
Upper Shore	1998-2000	(Wickes Westcott)
Western	1998-2001	(Dan Poole)
Lower Shore	1998-2001	(Mimi Wright)
Lower Shore	2001-2002	(Johnson Schufelt)
Central	1998-2003	(Buddy Sparks)
Southern	1999-2004	(Kenneth Carr)
Upper Shore	2000-2005	(Robert Wilson)
Western	2001-2006	(Dan Poole)
Lower Shore	2002-2007	(Bob Davis)
Central	2003-2008	Buddy Sparks
Southern	2004-2009	Kenneth Carr
Upper Shore	2005-2010	Jeff Towers
Western	2006-2011	Myron Frock
Lower Shore	2007-2012	Bob Davis

## CURRENT MASCD COMMITTEE MEMBERSHIPS

**Board of Directors** (Page 1.01, Article IV)  
24 District Chairs

**Leaders Association** (Page 4.00)  
George Lechluder, President  
The Leaders Association is responsible for the Maryland Outstanding District Award.

**Budget and Finance** (Page 2.01) Rule #4  
Donald Spickler, Advisor  
Lynne Hoot, Advisor

**Audit** (Page 2.02) Rule #16

**Resource Committees** (Page 2.02) Rule #19

**1. Administrative**

Paul Raech, Chair

**District Operations**  
**Environmental Policy**

**2. Technical**

Charlie Conklin, Chair

**Urban, Community and Coastal**  
**Natural Resource Conservation**  
**Information/Education**

**Awards Committee** (Page 3.04) Rule #6  
(5-year term)

**Resolutions** (Page 2.17) Rule #17  
(5-year term)

**Nominations** (Page 1.05, Article V)  
2006 - 2008 Page 2.20

**Life Members** (Page 3.21)

**Policy Development** (Page 2.02) Rule #18  
Executive Committee  
Resource Committee Chairpersons  
Partnership Agency Reps.

**Executive Committee** (Page 1.06, Article VII)  
Officers and Past President  
President, Lee McDaniel  
1<sup>st</sup> V. President, R. Calvert Steuart  
2<sup>nd</sup> V. Pres., Hans Schmidt  
Treasurer, Donald Spickler  
Secretary, Gary Davis  
Past President, Robert Wilson

**Maryland Envirothon Steering Committee**  
(Page 3.30 - 3.31)

**Legislative** (Page 2.22) Rule #21

**ByLaws & Operating Rules**  
(Page 2.21) Rule #20

**Long Range Strategic Planning**  
(Page 2.23) Rule #22

\*Note: Rules are on page 2.01-2.03

**Committees and the Areas which will have a new member each year.**

There are five, five-member committees with five-year staggered terms. Members are elected by the area they represent.

Prior to 1986, there were six five-member committees including a nominating committee that served five year staggered terms. The bylaws were amended and beginning in 1986 the nominating committee served two year terms (see page 2.20).

Term Expires	<b>Resolutions</b> (Page 2.17)	<b>Awards</b> (Page 3.04)	<b>Legislative</b> (Page 2.22)	<b>Long Range</b> (Page 2.23)	<b>Bylaws &amp; Rules Committee</b> (Page 2.21)
2008	Upper Shore ( <b>Chair</b> ) Hans Schmidt (QA)	Upper Shore Dave Harris (Car(e))	Lower Shore Vacant	Central Loring Sparks, (Balt Co)	Southern Vacant
2009	Western Roger Troxell (Fred)	Western Betty Meyers (Wash)	Central George Lechluder (Mon)	Southern Ken Carr (AA)	Upper Shore Charlie Haines (QA)
2010	Lower Shore Bob Davis (Wic)	Lower Shore ( <b>Chair</b> ) Bill Giese (Dor)	Southern Oscar Grimes (AA)	Upper Shore Jeff Towers (Car(e))	Western Richard McBride (Cat)
2011	Central Charles Conklin (Balt Co)	Central William Ewing (Cecil)	Upper Shore Bill Mason (QA)	Western Myron Frock (Carr)	Lower Shore ( <b>Chair</b> ) Bob Davis (Wic)
2012	Southern Ken Carr (AA)	Southern Stanley Boothe (St.M.)	Western ( <b>Chair</b> ) Frank Gladhill (Fred)	Lower Shore ( <b>Chair</b> ) Bob Davis, (Wic)	Central Martha Clark (Har)

## MASCD REQUIRED ACTIONS CHECKLIST

1. Officers serve two years. The full membership elects the officers in odd numbered years, 1999, 2001, 2003 etc.
2. A five member Nominating Committee is elected by the full membership in even numbered years, 1998, 2000, 2002 etc. Each area must nominate one member.
  - a. Remind each area to discuss this in their area meeting.
  - b. The Nominating Committee elects its own chairperson.  
The President appoints a temporary chairperson.
  - c. The Nominating Committee reports at the March Directors Meeting in odd numbered years, prior to the election of officers.
3. Rule #16 provides for an Audit report at the October Directors Meeting for the July 1 to June 30 fiscal year. The Board of Directors at the Annual meeting shall arrange for the audit. (See page 2.02)
4. There are five, 5 member Committees with 5 year staggered terms. Members are elected by the area they represent.
  - a. Remind each area to elect a supervisor to fill expired terms. (Refer to the chart on page 2.25 for the positions to be filled.)
  - b. Remind each area to report in the general business meeting the persons elected so that it is recorded in the minutes.
  - c. The President appoints the chairpersons.
  - d. The President may appoint advisors.
  - e. The President may appoint supervisors to fill vacancies until the next area meeting.
5. Rule #10 and the General Meeting Policies provide that the area hosting a meeting will meet two years in advance of the meeting to select and recommend a person for the President to appoint as Chairperson.
6. District dues are set by the Directors at each Annual Meeting.
7. Affiliate Membership dues are set by the Directors at each Annual Meeting.
8. Contributing Membership dues are set by the Directors at each Annual Meeting.
9. Following the Annual Meeting the President shall appoint:
  - a. Chairpersons for the Resource committees.
  - b. Recorders for the Resource committees.
  - c. Advisors for the Resource committees.
10. IRS Report is due November 15.
11. State Dept. Of Assessments and Taxation Report is due April 15.
12. Rule #4 provides for the President to appoint a Budget and Finance Committee. The President appoints the chairperson. The Treasurer and Executive Director are advisory members.
13. The Bylaws provide that following the biannual election of officers (odd numbered years) the Board of Directors shall designate two MASCD members to serve as the member and alternate to the NACD Board of Directors for two-year terms.

## MASCD Quorum and Vote Requirements

	Board of Directors 1 vote per district	Membership Meeting 120 supervisors
Quorum	Majority of Districts (13)	1/3 of members (40)
To approve general business	Majority of Districts present	Majority of members present
To amend the rules	2/3 majority of districts present but at least (13) 30 days notice required	No action required
To amend the bylaws	Initial approval by 2/3 majority districts present. 30 days notice prior to membership meeting	2/3 majority of members present but at least 30

## **NACD Board of Directors Selection Policy**

MASCD is entitled to select one member to serve on the NACD Board of Directors and one alternate member. The Board of Directors of MASCD shall select the individuals to serve as the member and the alternate. When possible the Board will select the immediate past president to serve as the Board member and the current president to serve as the alternate. The selection shall take place every other year during the Annual meeting, in odd numbered years, at the final Board of Directors meeting to correspond with the election of officers. The term of the Board member and the alternate shall be for a two-year period effective from the end of the Annual meeting. Should the immediate past president no longer be a district supervisor then the Board of Directors shall be free to select any district supervisor to serve in this capacity, including the president or a vice-president. In the case of a vacancy or the inability of an individual to attend a regular NACD meeting, the MASCD president may select an interim NACD Board of Directors member or alternate to attend any meetings prior to the Annual meeting. At the following MASCD meeting, the MASCD Board of Directors shall make any necessary permanent replacements to fill any unexpired terms.

MASCD shall pay the travel expenses for the NACD Board of Directors member and the alternate member to attend the NACD Annual meeting and the NACD NE Regional meeting. Travel to any additional meetings may be funded with Board approval. NACD will only reimburse individuals for travel expenses associated with national committee assignments.

The NACD Board of Directors is the policy-making body for the NACD. The MASCD representative to the NACD Board of Directors shall be responsible for voting at the NACD Annual meeting, NACD NE Regional meeting and any additional meetings held throughout the year. If MASCD policy exists on any subject matter under discussion, then the voting delegate shall represent MASCD policy. When no MASCD policy exists, the voting delegate shall consider the broad spectrum of districts and interests in the state when making a decision on how to vote on any national or regional policy.

The NACD alternate member may attend meetings of the NACD Board of Directors and participate as members of NACD Board of Directors policy committees. Alternate members may vote on resolutions assigned to the Board of Directors policy committees, but may not vote on questions before the NACD Board of Directors, except that alternative members may vote as substitutes for the member of the NACD Board of Directors in the absence of the Board member.