

# **POLICIES AND PROCEDURES**

## **Association for Conservation Information**

All policies and procedures are approved by the Board of Directors and remain in effect as written until amended or deleted by the Board of Directors of the Association for Conservation Information, Inc.

### **POLICY AND PROCEDURE 1 – Preparation of an Annual Budget for ACI Purpose**

To provide direction and guidance for the preparation of an annual budget for ACI, by the President.

**Authority:** Articles of Incorporation – Article 10-e (Office of the Treasurer); Bylaws – Article 11 (Written Policies and Procedures for ACI); Bylaws – Article 7-e (Accounts, Expenditures and Reports).

**Procedure:** It will be the responsibility of the President of the Association for Conservation Information to prepare, or direct the preparation of, an annual budget for ACI for the period of July 1 through the following June 30. Said budget will be presented to the Board of Directors for their consideration at least two weeks prior to the annual Board of Directors meeting during the annual meeting of ACI.

The proposed budget will list the annual estimated costs of all normal ongoing expenditures for items including, but not limited to: the annual meeting, “The Balance Wheel,” website, awards program, accounting, legal, bonding and dues. The budget will also list an estimate of normal revenues for things such as dues, awards, dividends and conference auction receipts.

The budget may include estimated costs for any special projects, programs and activities submitted prior to or during the Board of Directors meeting during the annual meeting of ACI.

The draft budget will be submitted to the Board of Directors at their annual meeting for review and adoption. Once approved, copies of the annual budget will be available for review by the membership during the annual meeting. Adoption of the budget by the Board of Directors is authorization of expenditure payment for approved special projects, programs and activities by the Treasurer up to the approved amount, plus ten (10) percent. Costs for special projects, programs and activities above 10 percent of the original estimated cost must be approved by the Board of Directors in conformance with Articles of Incorporation – Article 11-c (Quorum). (Effective July 1999. Modified July 2012)

## **POLICY AND PROCEDURE 2 – Nomination of Board Members**

**Purpose:** To provide direction and guidance to the Nominating Committee as appointed by the President and to recruit candidates for officers and members of the Board of Directors.

**Procedure:** The ACI President will announce a Nominating Committee on or before the first day of the annual conference and make the committee known to the membership. Eligible members may be nominated by the Nominating Committee, by other members of ACI or may seek sponsorship from a currently serving Board member or officer.

To qualify for nomination to the Board of Directors, a person must represent an agency that has been a member in good standing for a minimum of two years. Nominees must have attended at least two of the past four conferences and/or must have served as an official committee member for at least two years. Nominees understand they will be expected to attend conferences, Board meetings and teleconferences, if at all possible. They also are advised to consult with their agency supervisors before committing to be a candidate.  
(Effective: April 1, 2004. Modified July 2004; July 2012)

## **POLICY AND PROCEDURE 3 – Membership Status: Good Standing, Delinquency, Termination**

**Purpose:** To provide direction and guidance in determining when a member or member agency is deemed to be in “good standing,” “delinquent,” or when a membership should be terminated for non-payment of dues.

**Procedure:** To obtain “good standing” status in the Association for Conservation Information, Inc., member agencies and members are required to pay the appropriate amount of money (dues) as established by the Board of Directors and contained in ACI Bylaws, Article 3. ACI membership rights and privileges are granted for a period of one year from the last day of the month of the initial payment of dues. A member agency or member shall be considered in good standing if the ACI Treasurer receives dues by December 1.  
(Effective July 2005. Modified July 2012, 2016)

## **POLICY AND PROCEDURE 4 – Membership Communications**

**Procedure:** Under the direction of the President and the Board of Directors, the Membership Communications Chair shall perform the following duties on behalf of the Association:

1.) Maintain membership database containing information, including but not limited to member personnel names, addresses, phone numbers, e-mails; agency contact/attention line for dues and other ACI business; and any other information deemed appropriate or necessary by the Board.

2.) Produce a bimonthly Balance Wheel email to all ACI members, including but not limited to pertinent member news, state project highlights, conference promotions, summary of conference presentations and industry news.

- 3.) Actively recruit new members to share the benefits of ACI.
- 4.) Serve as the administration of the email database-(Amended 2023).
- 5.) Maintain the Association's website including all basic edits and updates.
- 6.) Add content at least biweekly through ACI's social media outlets.
- 7.) Follow up communication to new members. (Effective July 2016)

#### **POLICY AND PROCEDURE 5 – Relief from Membership Dues**

**Purpose:** Allow agencies or potential member agencies as defined in the Articles of Incorporation – Article 7-a, to either maintain their membership and involvement or become new members despite circumstances that do not allow them to pay dues.

**Procedure:** Any member agency or potential member agency may submit a request to the ACI President for relief from annual dues by sending their request on official agency/organization letterhead, signed by the division chief or equivalent. The President shall forward the request to the Board of Directors as an item to be voted on by the Board. Until such time as the Board acts on a request, the agency submitting the request shall remain or become a member in good standing with all member benefits. If granted, relief shall be for a one-year period. There will be no restrictions on the number of subsequent years member agencies or potential member agencies may petition for relief, but they must submit a new request each year.  
(Effective July 2008)

#### **POLICY AND PROCEDURE 6 – Replacement of Board of Directors members (other than officers)**

**Purpose:** Enable the replacement of a Board member who vacates his/her position before the term expires.

**Procedure:** If a member of the Board of Directors leaves for any reason during his or her term of service, the Board may appoint, from a slate of one or more candidates submitted by the Nominating Committee, any other qualified person to fill the remainder of the term.  
(Effective July 20)