

# Idaho District Employees Association (IDEA)

## Policy and Procedure Manual




Subject: **IDEA POLICIES AND PROCEDURES**

I **POLICY:** *Provide membership with financial accountability within the organization.* IDEA funds will be managed to provide membership with secure financial base that allows membership to carry out activities and programs supported by IDEA.


A District shall be in good standing when dues are paid by the IASCD spring division meetings. IDEA Directors must have their dues paid prior to the January Directors' meeting.

IDEA will provide financial assistance for:



**a. Director's meetings:**

- Mileage, airfare or vehicle based on the most economical mode of transportation (unless unforeseen circumstances arise)
  -  Lodging accommodations will be for the duration of official IDEA business.
  -  Any meal associated with official IDEA business will be evaluated on an individual basis and not to exceed Idaho State Travel Policies and Procedures.
  -  Alternates attending a Director's meeting for a director will be reimbursed at the director's rate.





**b. Division workshops:** (District must be in good standing with IDEA for reimbursement)

-  Contingent on funding ~~\$500.00~~ **\$600.00** from IDEA per Division (request submitted on approved IDEA request form)

**c. IDEA awards:**

-  Awards will be given for 10, 20 and 30 years of District service, Employee of the Year and Top Raffle ticket seller (based on applicable year's budget).
-  District must be in good standing with IDEA

**d. Scholarships:** (funding **dependent upon yearly approved Budget if funds are allocated**)

-  ~~Four~~ **Eight** \$100.00 scholarships per calendar year (District must be in good standing with IDEA) are available. Total expenses must meet or exceed \$100.00.
-  Class, workshop or online training must be directly related to the professional development of the district employee.
-  Applicants who receive scholarships are not eligible to apply again for two years following the approval date.
-  Application must include the Soil Conservation District Board Chairman's signature of approval for district employee to be considered.

**e. Other activities supported by IDEA**

-  IASCD Envirothon Contest
-  Idaho Forestry Contest
-  Idaho Land and Soil Judging Contest

Approved by IDEA Directors: 2/14/2018

Adopted:

**II PROCEDURES:**



- a. Develop annual workshop budget for IDEA Directors approval in January of each year.
- b. Provide annual financial statement of membership body and interested parties at annual conference.
- c. Follow budgeting procedures and policies as approved by the board and stated in IDEA bylaws.
- d. The Board of Directors may provide for a financial review/financial compilation performed by an independent source if recommended by a member(s) in good standing and a voting majority of members in good standing at Annual Conference.
- e. Provide conservation partners with financial accounting of all expenditures if funds are provided by their entity at annual conference.

**III BOARD OF DIRECTORS:** Seven (7) members, six (6) of whom shall be elected by their districts in each division that are in good standing and one (1) Director at Large to be chosen from the same Division as the President of IDEA. Members of the Board of Directors shall serve without compensation.

**IV MEMBERSHIP:** Membership of IDEA shall consist of any full time or part time employee who serves under the direction of a legally organized Conservation District within the State of Idaho.

**V DUES:** Dues shall be ~~\$50.00~~ \$60.00 per District

**VI QUORUM:**

- Meeting of the general membership
  -  A quorum shall consist of members in good standing present.
- Meetings of the Board of Directors
  -  A quorum shall consist of a majority (4) of the board members for the transactions of business.

**VII CALENDAR YEAR:** January 1 to December 31.

**VIII REFERENCES:**

Idaho District Employees Association (IDEA) Bylaws  
Office of Primary Responsibility (OPR): Board of Directors

**IX REVIEW DATE:** Annually or as necessary.

Effective Date:

Approved by:

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ROBBIE TAYLOR  
IDEA President

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Date

Approved by IDEA Directors: 2/14/2018

Adopted: