



AISWCD

ASSOCIATION OF ILLINOIS SOIL & WATER CONSERVATION DISTRICTS



ANNUAL PLAN OF WORK

2019 BALANCE PLAN OF WORK

NOVEMBER 2020

EVENTS:

- Executive Committee Meeting

BYLAW REQUIRED ACTION:

- Vice President prepares annual plan of work (Article 4, Section 4/B) (Nov – Dec)

COMMITTEE WORK:

- Review proposed budget for adjustments prior to December passage

ADDITIONAL:

- N/A

DECEMBER 2020

EVENTS:

- Quarterly Board Meeting
- Holiday party
- ISWCDEA winter training

BYLAW REQUIRED ACTION:

- Regular scheduled Board Meetings will be held in the months of March, June and December (Article 5, Section 1)
- Vice President prepares annual plan of work (Article 4, Section 4/B) (Nov – Dec)





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- Board member and alternate to be elected biannually at December Quarterly Board Meeting by Association Board of Directors. (Article 4, Section 1, E)
- The Nominating Committee shall consist of the sixteen (16) Association Directors. The Nominating Committee shall elect the Chairperson from among its members at the December Board Meeting. (Article 5, Section 2, B)

ADDITIONAL:

- Execute annual conflict of interest statements
- Adopt a calendar of board meeting dates
- Adopt a budget for the following year that begins on January 1st.
- Approve a completed annual audit
- Approve a roster of committee membership (full board must approve according to by-laws)

2020 PLAN OF WORK

JANUARY 2020

EVENTS:

- Executive Committee Meeting

BYLAW REQUIRED ACTION:

- The dues of the Association shall be paid in full annually by January 1 (Article 1, Section 6)
Note: This section also provides for flexibility by allowing for an extended deadline.

ADDITIONAL:

- N/A



FEBRUARY 2020

EVENTS:

- Executive Board meeting

BYLAW REQUIRED ACTION:

- N/A

ADDITIONAL:

- N/A

MARCH 2020

EVENTS:

- Executive Committee Meeting
- Quarterly Board Meeting
- Grassroots Legislative Lobby Day
- LUC officer elections (Mar – May)

BYLAW REQUIRED ACTION:

- Council Officer elections shall occur prior to the Annual Meeting and shall occur during the months of March, April or May to provide sufficient time for the names and addresses of those elected to be reported by the Council Secretary to the Secretary of the Association no later than two (2) weeks prior to the June Board of Directors meeting. (Article 4, Section 2, C)
- Regular scheduled Board Meetings will be held in the months of March, June and December (Article 5, Section 1)

ADDITIONAL:

- N/A

APRIL 2020

EVENTS:

- Executive Committee Meeting
- Earth Day (April 22, 2020)
- Arbor Day (April 24, 2020)
- Stewardship Week (April 26 - May 3, 2020)
- LUC officer elections (Mar – May)

BYLAW REQUIRED ACTION:

- N/A

ADDITIONAL:

- N/A

MAY 2020

EVENTS:

- Executive Committee Meeting
- LUC officer elections (Mar – May)
- Illinois Envirothon Competition
- Earth Stewardship Day Event
- General Assembly Spring Session Ends (May 31, 2020)

BYLAW REQUIRED ACTION:

- Vice-President conducts a mid-year evaluation of the Association (Article 4, Section 4/B) (May – Jun)

ADDITIONAL:

- AISWCD award submissions due – typically May 15th

JUNE 2020

EVENTS:

- Executive Committee Meeting
- Pollinator Week (June 22 – 28, 2020)

BYLAW REQUIRED ACTION:

- Regular scheduled Board Meetings will be held in the months of March, June and December (Article 5, Section 1)
- AISWCD Secretary notifies membership of Annual Meeting date 30 days in advance (Article 2, Section 1)
- Resolutions to be brought before the Annual Meeting must be sent to the Resolutions Chairperson (see Article 5, Section 2 c), before the June Board Meeting prior to the Annual Meeting. (Article 4, Section 6)
- The Resolution Committee shall also serve as the Resolution Book Review Committee and shall review the Resolution Book on a yearly basis. Any Resolution in the Resolution Book deemed not relevant to the operation of the AISWCD will be brought forward to the voting Delegate Body of the AISWCD at its annual meeting to be voted on for removal. Delegates will be informed of Resolutions proposed for removal at least 30 days prior to the annual meeting. (Article 5, Section 2, D)
- The Vice President will conduct an evaluation of the Association at mid-year. (Article 4, Section 4, B) (May – Jun)
- Executive Committee reviews resolutions (Article 4, Section 4/E)
- Resolutions Committee reviews resolution book (Article 5, Section 2/C)
- Proposed amendments to bylaws must be sent to the membership 30 days prior to the annual meeting (Article 2, Section 7).

ADDITIONAL:

- AISWCD Awards Program winners selected



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JULY 2020

EVENTS:

- Executive Committee Meeting
- Annual Meeting & Summer Training Conference

BYLAW REQUIRED ACTION:

- Association Directors and Alternate Association Directors shall be elected by members of each respective Council prior to the Annual Meeting and their names and addresses shall be reported by the Council to the secretary of the Association two (2) weeks prior to the Annual Meeting. (Article 1, Section 3, B)
- Directors and Alternate Directors of the Association shall be confirmed at the Annual Meeting. (Article 3, Section 1, A)
- The term of office for Area Vice Presidents shall be two (2) years and they shall be elected by the delegate body at the Annual Meeting. Area 1 and Area 3 shall elect in the odd-numbered years, and Area 2 and Area 4 shall elect in the even-numbered years. (Article 4, Section 2, A)
- The Treasurer shall give a full and complete report for the fiscal year to the Annual Meeting of the Members. (Article 4, Section 4, D)

ADDITIONAL:

- N/A

AUGUST 2020

EVENTS:

- Executive Committee Meeting
- Ag Media Day
- Ag Day at the Illinois State Fair
- Farm Progress Show (every other year – 2020 is off year)

BYLAW REQUIRED ACTION:

- N/A





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ADDITIONAL:

- N/A

SEPTEMBER 2020

EVENTS:

- Executive Committee Meeting
- Quarterly Board Meeting if desired (however not mandated)

BYLAW REQUIRED ACTION:

- N/A

ADDITIONAL:

- N/A

OCTOBER 2020

EVENTS:

- Executive Committee Meeting

BYLAW REQUIRED ACTION:

- N/A

ADDITIONAL:

- N/A

NOVEMBER 2020

EVENTS:

- Executive Committee Meeting

BYLAW REQUIRED ACTION:





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ADDITIONAL:

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DECEMBER 2020

EVENTS:

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- Quarterly Board Meeting
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ADDITIONAL:

- Execute annual conflict of interest statements
- Adopt a calendar of 2021 meeting dates
- Adopt a budget for the following year that begins on January 1st.
- Approve a completed annual audit
- Approve Committee Chairs and committee membership (full board must approve according to by-laws)

