

BYLAWS
of the
USDA – NATURAL RESOURCES CONSERVATION SERVICE
SOUTH DAKOTA CIVIL RIGHTS COMMITTEE

PREAMBLE

The South Dakota Civil Rights Committee (CRC) is responsible to the South Dakota Deputy Equal Employment Opportunity Officer (state conservationist). The committee serves as an advisory body by:

- Making recommendations to the state conservationist regarding policies, practices, and procedures as they affect Civil Rights of employees, potential employees and program participants.
- Identifying emerging areas needing special attention by the Natural Resources Conservation Service (NRCS) management in South Dakota.
- Monitoring recruitment practices and making recommendations for ensuring that underrepresented groups are made aware of employment opportunities for career positions, temporary employment, or special appointments.
- Focusing the attention of management on special practices or problems of an EEO nature that are producing and could produce dissension or dissatisfaction among employees.
- Providing training or resources for various employee workshops to encourage all employees to become familiar with their role in Title VI and VII responsibilities.

ARTICLE I

Name

Section 1: The name of this committee shall be the South Dakota Natural Resources Conservation Service Civil Rights Committee (hereinafter, the "Committee").

ARTICLE II

Purpose

Section 1: The purpose of this Committee shall be to serve as an advisor to the Deputy Equal Employment Opportunity Officer of NRCS in South Dakota. The state conservationist is the Deputy Equal Employment Opportunity Officer

Section 2: Specific responsibilities of the Committee are listed under the Preamble.

ARTICLE III

Members

Section 1: The committee will be composed of 14 voting members (6 regular members of whom 4 shall represent respective administrative areas (Brookings, Pierre, Rapid City, and the State Office) and 2 will serve as at-large members; and 8 members who will serve as Special Emphasis Program Managers (SEPM). The special emphasis programs consist of the Federal Women's Program Manager, the American Indian/Native Alaskan Program, the Black Emphasis Program, the Asian Pacific/Islander Program, Hispanic Emphasis Program, Veterans Emphasis Program, Lesbian, Gay, Bisexual, and Transgender Program, and the Disability Employment Program Manager. The Civil Rights Committee Liaison is a nonvoting advisory member.

Section 2: The state conservationist will assign advisor(s) to assist the Committee. Advisor(s) are a non-voting member of the Committee.

Section 3: The committee and assistant state conservationists for field operations may annually recommend to the state conservationist, employees willing to fill vacancies on the Committee.

Section 4: The membership of the Committee shall (to the extent practicable) consist of representatives of minority and nonminority groups, women, various grade levels, classification series, and geographical regions.

Section 5: Each Committee member shall be appointed to serve a four-year term, except the advisory members whose length of term is at the discretion of the state conservationist.

Section 6: The members shall serve overlapping terms to be accomplished by providing for the annual appointment of two or three members.

Section 7: In the event a Committee member leaves before serving their full term, they shall actively make a good faith effort to find a replacement. In the event that a replacement is not found, the procedure set forth in Article III, Section 3, will be used to fill the vacancy.

Section 8: Eligibility. A person shall be a permanent NRCS employee and shall be willing to serve on the Committee.

Section 9: Term. Beginning and ending dates of appointment shall correspond with the fiscal year.

ARTICLE IV Officers

Section 1: The officers of the Committee shall be a chairperson, vice-chairperson, and a recorder.

Section 2: Eligibility. All members except the liaison shall be members of the Committee.

Section 3: Selection of Officers. The committee will elect all officers.

Section 4: Term. Officers shall serve a one-year term and shall be eligible for re-election.

Section 5: Duties. The officers shall perform the duties prescribed by these bylaws and parliamentary authority cited in Article IX.

ARTICLE V Meetings

Section 1: Regular Meetings. The regular meetings of the Committee shall be held the first Thursday of the first full week of the second month of each quarter of the fiscal year. Meetings may be rescheduled by the Committee chairperson in consultation with the state conservationist and Committee members.

Section 2: Special Meeting. Special meetings may be called by the chairperson in consultation with the state conservationist and Committee members.

Section 3: Quorum. At least 50 percent of voting members shall constitute a quorum.

ARTICLE VI Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum is present.

Section 2: Proxy. Voting by proxy shall not be permitted except on votes pertaining to amendments of the bylaws.

ARTICLE VII Subcommittees

Section 1: An Executive subcommittee composed of the Committee officers shall provide guidance and recommendations to the Committee concerning the conduct of its business. It shall, from time to time, evaluate the overall effectiveness of the Committee's efforts and make recommendations.

Section 2: Subcommittee Chairperson. Subcommittees will be formed by volunteers from the Committee on an as needed basis. A chairperson will be appointed within each subcommittee by volunteering or consensus of the subcommittee.

Section 3: Awards Subcommittee. This subcommittee shall be composed of three voting Committee members, elected by the Committee. The vice-chairperson of the Civil Rights Committee is the chairperson of the Awards Subcommittee. It shall be the duty and responsibility of the subcommittee to perform the following:

Civil Rights Achievement Awards

The South Dakota Civil Rights Committee shall have the responsibility for recommending to the state conservationist, employees for awards in the area of Equal Employment and Civil Rights. This will be in addition to and/or in concert with the responsibilities of NRCS managers and supervisors and the NRCS Awards Program.

ARTICLE VIII Removal of Members

Section 1: Removal of a member from the committee for cause shall be determined by the state conservationist.

ARTICLE IX Parliamentary Authority

Section 1: The rules contained in the current edition of Roberts Rules or Order Newly Revised, shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules the committee may adopt.

ARTICLE X Amendments of Bylaws

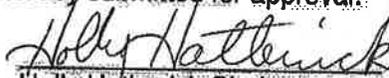
Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the chairperson.

Section 2: Decisions to amend the bylaws shall be reached by majority vote of the members at the meeting in which a quorum is present.

Section 3: All amendments to these bylaws are subject to the approval of the state conservationist.

These bylaws are hereby submitted for approval:

Recommended:


Holly Hatlewick Chairperson
South Dakota Civil Rights Committee

Date

9/14/12

Approved:


Jeffrey J. Zimprich
State Conservationist

Date

9/12/12