

CONSTITUTION

North Carolina Mosquito & Vector Control Association, Inc.

Article I Section A **Name**

The name of the organization shall be the North Carolina Mosquito and Vector Control Association, Inc. which is hereafter referred to as the NCM&VCA, Inc.

Section B **Organization and Purpose**

The NCM&VCA, Inc. is a nonprofit association comprised of vector control specialists, vector control and pest control technicians, sanitarians, public works personnel, veterinarians, entomologists, public health nurses and physicians, and other persons interested in the control of mosquitoes and other vectors. The NCM&VCA, Inc. is organized and operated in North Carolina to promote public health through the implementation of environmentally compatible vector control practices, to keep abreast of the latest developments in control methods, to disseminate information concerning mosquitoes and other vectors to its membership and the general public through publications and meetings and, to coordinate common interests and vector control efforts among its membership.

Article II **Objectives**

The objectives of the NCM&VCA, Inc. are: (1) to promote and foster the professional status and skill of its members; (2) to conduct meetings for the discussion and study of problems in the field of vector control; (3) to act as a clearing house among its members for the receipt, exchange and dissemination of information on vector control policies and procedures; (4) to foster and promote uniform standards for vector control practices; (5) to cooperate with public health agencies and all other organizations and groups that are interested in improving public health through the control of vectors; (6) to develop a cooperative relationship with the Public Health Pest Management Section, NC Department of Environment and Natural Resources; the Department of Entomology, NC State University; the School of Public Health, University of North Carolina at Chapel Hill; the Department of Environmental Health, East Carolina University; and the Department of Environmental Health, Western Carolina University; (7) to provide an opportunity for and to promote congenial and harmonious social and professional relationships within the membership of the

NCM&VCA, Inc.; and (8) to work for equitable salary levels, adequate health and retirement benefits, and improved working conditions for its members.

Article III Membership

The term of membership shall be January 1 through December 31. All persons who wish to become members or renew their memberships shall submit their applications in writing to the Association each year, pay the established dues, or pay through the registration process at each annual meeting.

Membership shall be in one of the following categories:

Active members: Individuals (vector control specialists, sanitarians, vector control and pest control technicians, public works personnel, entomologists, other persons interested in the control of mosquitoes and other vectors) who are not student, sustaining, or life members.

Student Members: Individuals who are full-time high school or college students at the time of membership.

Sustaining Members: Memberships of commercial entities such as companies, firms, and corporations. This membership shall be represented by one individual and have one vote.

Life Members: Life membership may be conferred upon any person whose membership is presently in good standing with the NCM&VCA, Inc. or whose membership was in good standing at the time of his/her retirement. A life membership is exempt from meeting registration and dues payment, but carries the same rights and privileges as an active membership.

Any active, student, or sustaining member may submit to the Membership Committee the name of any active or sustaining member who they wish to have considered for life membership. A written statement of justification must accompany each nomination. After receipt, the Membership committee shall consider each nomination at its next regular meeting and convey its recommendation to the Executive Committee via the Secretary-Treasurer. If a nomination is rejected by the Executive Committee, the Secretary-Treasurer shall promptly inform the active member who submitted the nomination. All life memberships that are conveyed will be announced by the President at the next regular meeting of the NCM&VCA, Inc.

Article IV

Provision of Funds

Section A Dues

The annual membership dues shall be set by the Executive Committee. The membership shall be notified of any proposed changes to the dues at least 30 days prior to the annual meeting, and a simple majority of the membership must approve any changes in membership dues. In order to be eligible to vote at the annual meeting, dues must be paid no later than the first day of the annual meeting.

Section B Donations

Donations of funds may be solicited and accepted by the Executive Committee as deemed necessary for the operation of the NCM&VCA, Inc.

Article V Officers

The officers shall consist of a President, a Vice-President, and a Secretary-Treasurer to be elected at each annual meeting. The Immediate Past-President also serves as an officer.

Article VI Election of Officers and Terms

A slate of officers shall be submitted by the Nominating Committee to the President at the final business meeting at the annual meeting of the NCM&VCA, Inc. Additional nominations may also be made from the floor by an active, student, sustaining, or life member during the election of officers. A motion to close the nominations shall require a second and an affirmative vote of at least three-fourths of the active members present for the motion to be carried. A slate of officers, which shall include a President, Vice-President and Secretary-Treasurer, shall be elected by an affirmative vote of a majority of the members present at the annual meeting.

Elected officers shall assume their duties after the final business meeting of the annual meeting, and they shall continue to hold their respective offices until their successors are duly elected and installed at the next annual meeting. If any office is vacated for any reason, the Executive Committee may appoint another member to the office for the remainder of the term.

The term of office of the President and the Vice President is for a period of one year, with the officers serving from the annual meeting which they were elected, to the following annual meeting. The Secretary-Treasurer shall serve a two year term. Any exceptions to the terms of office must be approved by the Executive Committee.

Article VII **Duties of Officers**

Section A **President**

The President shall preside over the meetings of the NCM&VCA, Inc., act as Chairperson of the Executive Committee, appoint a Chairperson of each standing committee, and serve as an ex-officio member of other committees upon request whenever he/she is able to. The President shall perform the general administrative duties of the NCM&VCA, Inc., and he/she shall have authority and power after consultation with the Executive Committee to call special meetings of the NCM&VCA, Inc.

Section B **Vice-President**

The Vice-President shall preside over the annual meeting of the NCM&VCA, Inc. and the Executive Committee in the absence or disability of the President. The Vice-President shall be the Chairperson of the Membership Committee and a member of the Executive Committee.

Section C **Secretary-Treasurer**

The Secretary-Treasurer shall keep the records of the NCM&VCA, Inc., and he/she shall receive and issue receipts for funds received by the NCM&VCA, Inc. The Secretary-Treasurer shall safely keep and /or disburse such funds and other property as directed by the Executive Committee acting under its limitations in this Constitution and By-Laws. The Secretary-Treasurer shall submit the records of the NCM&VCA, Inc. when requested by the Auditing Committee for examination, and turn over to his/her successor in office all funds and property of the NCM&VCA, Inc. which shall have been under his/her management.

The Secretary-Treasurer shall be responsible for taking minutes at all business meetings. He/she shall keep the members of the NCM&VCA, Inc. apprised of pertinent business matters as deemed necessary by the Executive Committee. The Secretary-Treasurer shall correspond with various vendors, organizations and individuals as deemed necessary.

The Secretary-Treasurer shall be a member of the Executive Committee and he/she shall record the minutes of all meetings of the Executive Committee. The Secretary-Treasurer shall also serve as Chairperson of the Finance Committee.

Section D
Immediate Past-President

The Immediate Past-President serves as a member of the Executive Committee, a member of the Membership Committee, and serves as a valuable resource to the incoming officers of the Association.

Article VIII
Committees

Section A
Standing Committees

The standing committees of the NCM&VCA, Inc. shall be the Executive Committee, Legislative Committee, Membership Committee, Auditing Committee, Newsletter Committee, Awards Committee, Nominating Committee, Constitution and Bylaws Committee, Finance Committee, Resolutions Committee, Program Committee, and Website Committee. The Chairperson of each committee is responsible for recruiting respective committee members that are in good standing.

Section B

Special committees may be appointed by the President to perform special duties for the NCM&VCA, Inc. All such special committees shall be dissolved when their duties have been completed.

Section C

Before any person shall serve as an officer or on any committee, he/she must be a member in good standing of the NCM&VCA, Inc.

Article IX
Constitution and Duties of Committees

Section A
Executive Committee

An Executive Committee shall consist of the officers, the Chairperson of each standing committee and two members at large appointed as deemed necessary

by the President. The President may call an annual planning meeting with the Executive Committee at a convenient time and place. The President, at his/her discretion will call Executive Committee meetings during the calendar year.

The Executive Committee shall have the administrative authority and powers of the NCM&VCA, Inc. to consider and act upon business matters that cannot await action until the next annual meeting of the NCM&VCA, Inc. At each annual meeting of the NCM&VCA, Inc., the Executive Committee shall make a report of all matters considered and actions taken since the last annual meeting.

The Executive Committee shall have authority and power to elect or reject applications for membership to the NCM&VCA, Inc. and to solicit donations of funds to support the operation of the NCM&VCA, Inc.

Section B **Legislative Committee**

The Legislative Committee shall consist of a Chairperson and two other members at large appointed by the President. The Chairperson shall serve a two year term and all other members shall serve for one year. The committee shall meet and act upon matters as directed by the President. A report of all matters considered and actions taken shall be given at the next annual meeting.

Section C **Membership Committee**

The Membership Committee shall be composed of the Vice-President as Chairperson, and two other members at large. Each member at large will serve a one year term. The Membership Committee shall strive to obtain new members and to secure attendance at the annual meetings.

Section D **Auditing Committee**

The Auditing Committee shall be composed of a Chairperson and two other members at large. Each member of the Auditing Committee shall serve a term of one year. The committee shall audit the accounts and books of the NCM&VCA, Inc. before the close of each annual meeting and make a report of its findings at the final business session of the annual meeting.

Section E **Newsletter Committee**

The Newsletter Committee shall be composed of an editor as Chairperson, the Website Committee Chairperson, and two members at large. Each member at large shall serve a term of one year. The Newsletter Committee shall be

responsible for composing, publishing and distributing a newsletter to all members of the NCM&VCA, Inc.

Section F
Awards Committee

The Awards Committee shall be composed of the last three recipients of the Hamilton Stevens Award with the recipient who has served longest on the committee acting as Chairperson. It shall be the duty of the Awards Committee to determine if an award is to be presented for the year and if so, to select a recipient for the award from nominations made by members in good standing of the Association. The Awards Committee shall determine that a nominee is a member in good standing in the NCM&VCA, Inc. before the nominee may be considered for an award.

Section G
Nominating Committee

The Nominating Committee shall be responsible for nominating from the membership individuals for the offices of President, Vice-President, and Secretary-Treasurer. This Committee shall be made up of a Chairperson and at least two members in good standing.

Section H
Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall be composed of a Chairperson and at least two members in good standing. The Secretary-Treasurer shall be an ex-officio member of this Committee. The purpose of this Committee is to present in writing, recommended changes in the Constitution and Bylaws.

Section I
Finance Committee

The Finance Committee shall be composed of the Secretary-Treasurer as Chairperson and up to four members in good standing to assist with financial matters of this Association.

Section J
Resolutions Committee

The Resolutions Committee shall be composed of a Chairperson and at least two members in good standing. The purpose of this Committee is to review incoming resolutions for consideration by the membership and to prepare and present resolutions as directed by the President, Executive Committee, and/or the membership.

Section K
Program Committee

The Program Committee shall be composed of the Vice President as Chairperson, and up to four members in good standing. This Committee shall have the responsibility and authority to plan an educational/business meeting(s) for the benefit of the Association.

Section L
Website Committee

The Website Committee shall be composed of a Chairperson and up to two members in good standing. The purpose of this Committee is to manage the information presented on the website and keep the site updated and current with information pertinent to the members of the Association. The Chairperson of this committee shall serve as a member of the Newsletter Committee to ensure cross-communication between the two committees.

Article X
Disciplinary Action

Section A

Only members in good standing of the NCM&VCA, Inc. shall have the right to participate in any of the activities of the NCM&VCA, Inc. Guests of members at the annual meetings shall have the same privileges as the active, student, sustaining, or life member with the exception of participating in the business sessions of the annual meetings or meetings of any standing committee. A Sergeant At Arms may be appointed as needed by the President to maintain order at all annual meetings or meetings of the Executive Committee.

Section B

All disciplinary actions concerning members shall be left to the discretion of the Executive Committee and is hereby made a part of the duty of said committee. A member shall have the right to appeal a decision made by the Executive Committee in any disciplinary action at the next regular meeting of the NCM&VCA, Inc.

Article XI
Quorums

Section A

For the transaction of business of the NCM&VCA, Inc., a quorum of the membership shall be at least one-fourth of the total membership in good standing present and voting at the annual meeting or special meeting duly called by the President with adequate written notice to all active members of the time and place and purpose of the special meeting.

Section B

A quorum of the membership of any standing committee, including the Executive Committee, shall be a simple majority provided written notice has been given to all members of the committees, giving them reasonable time to reach the meeting place.

Article XII **Parliamentary Practice**

A Parliamentarian shall be appointed by the President. This person shall have sufficient knowledge of "Robert's Rules of Order Revised for Deliberate Assemblies". In the absence of the rules prescribed in the Constitution and Bylaws and the Manual of Procedures for this Association, "Robert's Rules of Order Revised for Deliberate Assemblies" shall be utilized to conduct regular and special meetings.

Article XIII **Amendments**

Amendments to this Constitution and By-Laws of the NCM&VCA, Inc. may be enacted, after being submitted in writing to the Executive Committee, by an affirmative vote of two-thirds of those members present and voting on the question of adoption of the amendment(s) at the annual meeting.