

**NORTH CAROLINA MOSQUITO  
AND  
VECTOR CONTROL ASSOCIATION  
MANUAL OF PROCEDURES**

**ADOPTED 1996**

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**TABLE OF CONTENTS**

*PURPOSE OF MANUAL..... 3*

*MISSION STATEMENT OF THE ASSOCIATION..... 4*

*GENERAL..... 4*

*PRESIDENT..... 5*

*VICE PRESIDENT..... 7*

*SECRETARY/TREASURER..... 9*

*IMMEDIATE PAST PRESIDENT.....11*

*COMMITTEES.....12*

*EXECUTIVE COMMITTEE.....12*

*FINANCE COMMITTEE.....13*

*PROGRAM COMMITTEE.....14*

*MEMBERSHIP COMMITTEE.....15*

*AUDITING COMMITTEE.....16*

*RESOLUTIONS COMMITTEE.....17*

*CONSTITUTION AND BY-LAWS COMMITTEE.....18*

*AWARDS COMMITTEE.....19*

*NOMINATING COMMITTEE.....21*

*LEGISLATIVE COMMITTEE.....22*

*NEWSLETTER COMMITTEE.....23*

*WEBSITE COMMITTEE.....24*

*PARLIAMENTARIAN.....25*

*DISCIPLINARY ACTION.....25*

*DISSOLUTION .....25*

*APPENDIX A: PROPOSED TIME LINE*

## **PURPOSE OF MANUAL**

The "Manual of Procedures" is designed to guide the officers and committees of the North Carolina Mosquito and Vector Control Association (herein referred to as Association) in meeting the objectives of the Association and the intent of the Constitution and By Laws of the Association. The duties and responsibilities are stated herein for the officers and committees.

The Manual of Procedures shall be distributed to the officers of the North Carolina Mosquito and Vector Control Association and its committees by the President of the Association. Subsequent to the initial distribution of the Manual of Procedures, each new officer and chairperson of a committee shall receive his/her copy of the Manual of Procedures.

The records of the North Carolina Mosquito and Vector Control Association shall be maintained by the Secretary/Treasurer of the Association. The records may be reviewed by any officer upon request. The following types of information shall be maintained by the Secretary/Treasurer of the Association as records: minutes of the educational and business meetings; minutes of the Executive Committee meetings, membership lists, records of receipts and disbursements, and other pertinent written material.

## **MISSION STATEMENT OF THE NORTH CAROLINA MOSQUITO AND VECTOR CONTROL ASSOCIATION**

It shall be the aim of the North Carolina Mosquito and Vector Control Association in its total program to attain, among other things, the following objectives:

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, other local, state, and federal agencies, professional organizations, and accredited colleges and universities in North Carolina;
7. To provide an opportunity for and to promote congenial and harmonious social and professional relationships within the membership of the NCM&VCA, Inc.;
8. To work for equitable salary levels, adequate health and retirement benefits, and improved working conditions for its members.

### **GENERAL**

The North Carolina Mosquito and Vector Control Association in keeping with the objectives of this Association should not hesitate to ask the Program Committee to plan and develop training opportunities for the membership that meet the needs of this Association. To this end, business may be discussed as part of any educational meeting but the Program Committee may also plan meetings solely for the purpose of education.

## **PRESIDENT:**

The President shall be responsible for providing the leadership for the North Carolina Mosquito and Vector Control Association. He/she shall direct the Associations activities to include the regular educational and/or business meetings. The President shall be assisted by the Executive Committee of the Association, the committees, and the membership. The President shall serve as the official spokesperson for the Association.

### **OTHER RESPONSIBILITIES OF THE PRESIDENT**

1. Upon election the President shall call a meeting (within eight weeks) of the new Executive Committee for the purpose of getting acquainted and developing a plan of action for the year. Any member in good standing may be invited to attend this meeting to provide information on projects already in progress.
2. The President shall direct the Secretary to provide the Newsletter Editor of the Association a listing of the newly elected officers and a membership list of this Association to include names and mailing addresses.
3. The President is the official representative of this Association. In the event the President cannot represent this Association at a meeting, hearing, etc. he/she shall decide who could best represent the Association. The President shall give preference to the Vice President in these matters.
4. The President of this Association shall with the assistance of the Executive Committee review the financial status of the Association and present at a regular annual business meeting appropriate information pertaining to the Association's financial solvency.
5. The President shall preside over the business component of any regular and/or special called meeting.
6. The President shall notify (preferably written notification) within six weeks of taking office the Chairperson appointments of each standing committee.
7. The President shall appoint as specified herein the following standing committee chairpersons: *Membership, Awards, Auditing, Newsletter, Nominating, Constitution and By-Laws, Resolutions, Legislative, Finance, Program, and Website.*
8. The President shall be an ex-officio member of all committees of this Association and is encouraged to attend such meetings as may be called by the chairperson of the committees.
9. The President shall also be ready to appoint when needed special and/or advisory type committees (ad hoc).
10. The President shall make sure that those appointed to committees are members in good standing, i.e. are current with their dues and any other promises.

11. When necessary, the President shall instruct his/her committees and members regarding their duties and responsibilities to the Association.
12. Annually, the President shall assure that the Treasurer's financial records have been audited before the last meeting of the Association during his/her term of office.
13. The President shall assure that the records of the Association are transferred in an orderly fashion to the incoming officers.
14. The President shall assure that each Committee and its Chairperson are aware of their responsibilities and are ready to handle the assignments of the Committee.
15. The President shall work closely with the Vice-President to assure that an adequate number of education programs are presented through the Program Committee.
16. The President shall call at least quarterly Executive Committee meetings to determine the progress of committees and address any other business that might need to come before the Association. To this end, the President shall invite the Chairpersons of Committees to appropriate Executive Committee meetings for progress reports. The President shall also ask, at least four weeks prior to the educational/business meeting, for a report from Committees is made at the last annual educational/business meeting.
17. The President shall appoint a Sergeant at Arms as needed, to maintain order at all business meetings and a Parliamentarian to assure decent and orderly procedures are followed during the business meetings.

## **VICE PRESIDENT:**

The office of Vice President (V-P) serves the President and membership to perform special functions of the Association. The V-P shall, of course, preside over the meetings of the Association in the absence of the President. The V-P is a member of the Executive Committee of the Association.

### **OTHER RESPONSIBILITIES OF THE VICE PRESIDENT**

1. If for some reason the office of the President of the Association is vacated; then, the Vice President shall serve the remainder of the term as President.
2. The Vice President serves as Chairperson of the Membership Committee. In order to help the President, the V-P shall determine that appointees of committees are members in good standing.
3. The V-P, upon succeeding to this office, shall transfer the financial records to the incoming treasurer.
4. The V-P shall coordinate and plan under the direction and leadership of the President.
5. The V-P serves as Chairperson of the Program Committee. The V-P shall call, at the appropriate time(s), a sufficient number of committee meetings to develop the education component of the annual meeting and/or special meetings. The first meeting of the Program Committee shall be within six weeks of the V-P taking office.
6. The V-P, or their designated program committee member, prior to implementation of the Program Committee's recommendations for educational programs shall consult with and report to the President and Executive Committee, during an Executive Committee meeting, the proposed programs and possible speakers. The V-P then shall inform the Program Committee of the approved recommendation of the Executive Committee regarding the format and content of the proposed education/business meetings.
7. The V-P shall notify each speaker and/or participant of the educational/business meetings of meeting dates, location and time slot, etc.
8. The V-P shall assure that each member of the Association is informed of education/business meeting dates and locations etc.
9. The V-P shall work with local arrangements committee(s) to assure adequate meeting space and other accommodations, etc.
10. The V-P shall notify the Resolutions Committee of the deaths of any members.
11. The V-P shall obtain and make arrangements for the presentation of the Past President's plaque and shall, upon installation as President, make the Past President's plaque presentation.

## **SECRETARY/TREASURER:**

The Secretary/Treasurer (S/T) is the officer responsible for recording the business and maintaining the records of the Association. The S/T is the financial officer of the Association, a member of the Executive Committee and Chairperson of the Finance Committee.

### **OTHER RESPONSIBILITIES OF THE SECRETARY/TREASURER**

1. The S/T shall collect, maintain, and keep the records of the North Carolina Mosquito and Vector Control Association.
2. The S/T shall be responsible for maintaining an accurate record of instructional hours for members attending an Association sponsored educational meetings. When appropriate, he/she shall submit an agenda for approval of instructional hours to the North Carolina Department of Agriculture, Pesticide Board. Subsequent to the educational opportunity, the secretary shall provide the Pesticide Board a copy of the sign up sheet for those attending.
3. The S/T shall purchase notebooks, etc. sufficient enough to be used in the maintenance of records, collection of correspondence, etc. during his/her term of office.
4. The S/T shall meet with the Vice President for the exchange of records within six weeks of taking office. It is suggested this be done at or before the first Executive Committee meeting.
5. The S/T shall serve as an Ex-officio member of the Constitution and By-Laws and Newsletter Committees.
6. The S/T of the Executive Committee shall serve as secretary of the Association's Executive Committee and shall assist the President in developing an annual report to the Association from the minutes of the Executive Committee and other business meetings.
7. The S/T shall be the custodian of the funds and other property of the Association and shall safely keep or dispose of these funds or other property as ordered by the President acting within the limitations in the Constitution and By-Laws and future amendments thereto and/or as ordered by a majority vote of those members attending a scheduled and publicized regular or special meeting of the Association.
8. The S/T shall submit the financial records of the Association to an Auditing Committee annually for their examination before the annual business meeting.
9. The S/T shall relinquish and transfer to his/her successor in office, being duly elected and installed, all funds and property of the Association which shall have been in his/her hands as keeper and custodian.
10. The S/T shall, upon receiving funds in the name of the Association, deposit such funds in a bank in the name of the North Carolina Mosquito and Vector Control Association. The S/T accumulates funds and deposits such funds at least monthly in the bank under the signature of the current S/T.

11. The S/T shall receive all applications for membership and process them accordingly. The S/T deposits the membership dues in the appropriate account and provides receipts to the members.
12. The S/T shall receive and give receipts for the Association's income and pay out funds on approval of the Executive Committee.
13. The S/T along with the Finance Committee shall provide, if requested, an operating budget to the Executive Committee of the Association for each year.
14. The S/T shall maintain an up to date, paid membership list(s).
15. The S/T shall handle the mailings, payments and receipts pertaining to the annual meeting, etc.

**IMMEDIATE PAST-PRESIDENT:**

The office of immediate Past-President serves this Association as:

1. A member of this Association's Executive Committee;
2. A member of the Membership Committee; and
3. A valuable resource to the incoming officers of the Association.

## COMMITTEES

All committee members shall be members in good standing with the North Carolina Mosquito and Vector Control Association. Members of committees shall be current with respect to dues.

Committee chairpersons shall be appointed by the President, upon election, at the beginning of his/her term. This shall be done within six weeks of the President assuming office.

**EXECUTIVE COMMITTEE:** The Executive Committee is composed of the President, Vice-President, Secretary-Treasurer and immediate Past-President, Chairpersons of all Standing Committees plus two members at large. The Executive Committee, acting on behalf of this Association, shall meet at least quarterly to conduct the administrative affairs of this Association.

1. The President and Secretary-Treasurer also serve as Chairperson and Secretary respectively of the Executive Committee.
2. Members of the Executive Committee shall be members in good standing in this Association.
3. The first meeting of the Executive Committee shall be called by the President within eight weeks of taking office.
4. The Executive Committee does not have the authority to increase the financial obligation of this Association. A simple majority vote by role call of those members attending a regularly called business meeting, with 30 days notice to the membership, shall be required to increase the financial obligation of the membership with respect to annual dues, special levies and/or assessments.
5. The Executive Committee annually shall review the cost of dues for this Association and bring a recommendation to the membership for a vote. See no. 4 above regarding "simple majority vote by role call of members attending" and "30 days notice to the membership".

**FINANCE COMMITTEE:** The Finance Committee shall be chaired by the Secretary/Treasurer of this Association. This Committee shall be composed of up to four members in good standing to assist the Secretary/Treasurer in developing a recommended operating budget, if requested by the Executive Committee.

1. The Finance Committee Chairperson shall request from Committees, etc. their annualized costs.
2. The Finance Committee shall develop an operating budget for this Association, if requested.
3. All matters of finance shall be referred to the Finance Committee for consideration. Such matters after due consideration by this Committee shall be subsequently reported to the Executive Committee or at a regular called business meeting whichever occurs first after their election/appointment.

**PROGRAM COMMITTEE:** The Program Committee shall be composed of the Vice-President as Chairperson and up to four other members in good standing.

1. This Committee shall have the responsibility and authority to plan an educational/business meeting(s) for the benefit of this Association.
2. This Committee shall submit to the Finance Committee, if requested, an itemized estimated cost of conducting these programs. Example: Cost of refreshments for the educational and/or business meetings.
3. This Committee shall be responsible for promoting its meetings under the leadership of the Vice-President.
4. The Program Committee shall be responsible for announcing upcoming meetings upon approval of the Executive Committee.

**MEMBERSHIP COMMITTEE:** The Membership Committee shall be composed of the Vice-President as Chairperson, the Immediate Past President, and at least two other members in good standing.

1. The Membership Committee shall review applications for membership, if necessary.
2. The Membership Committee shall maintain a proper application suitable enough to explain the rights and privileges of membership. To this end, this Committee shall use appropriate methods to maintain appropriate representation of Counties in this Association and to obtain new members.
3. The Membership Committee shall develop, review and distribute information and literature which advertises the merits of the Association and to additionally assure distribution of the same information to new members.

**AUDITING COMMITTEE:** The purpose of the Auditing Committee is to review the accounts and books of the Association held by the Secretary/Treasurer and to report its findings at the last meeting of the year. This Committee serves at the pleasure of the membership and the Executive Committee and may at their pleasure be asked to review the accounts and books of the Association. This Committee shall be composed of a Chairperson, ant two other members in good standing.

1. The Auditing Committee shall make a full disclosure/report of its audit, in writing, to the membership, and during the business session of the last annual meeting.
2. A copy of the Committee's audit, given during the business session of the last annual meeting, shall be forwarded to the Executive Committee.

**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.

1. The Resolutions Committee shall prepare resolutions for the North Carolina Mosquito and Vector Control Association upon the retirement, death, success etc. of one of our members.
2. The Resolutions Committee shall report its activities during the last business meeting of the year.

**CONSTITUTION AND BY-LAWS COMMITTEE:** The Constitution and By-Laws 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 By-Laws.

1. This Committee shall report its activities during the last business meeting of the year.
2. This Committee shall also review and recommend changes in the Manual of Procedures.

**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. This Committee shall be responsible for recognizing through awards, special achievements of the members. Only members in good standing can nominate a member for an award.

1. The Awards Committee shall determine that a nominee for an award is actively engaged in mosquito and vector control and is a member in good standing of the North Carolina Mosquito and Vector Control Association.
2. No award shall be given to a nominee unless he/she is a member in good standing of the North Carolina Mosquito and Vector Control Association.
3. Possible annual awards of this Association shall be:
  - a. The Past Presidents Award;
  - b. The Hamilton Stevens Award;
  - c. The Golden Dipper Award; and
  - d. Additional awards as directed by the President.
4. The Awards Committee shall ask for award nominations from the membership. The Chairperson shall ask that award nominations be received one month before the annual meeting.
5. The Awards Committee upon determining the recipients of the awards shall prepare written Citations fully describing the recipients' contributions to the profession. The Citation shall be suitably framed for presentation along with the plaque.
6. The Awards Committee shall determine the cost of the awards and submit a request for the appropriate funds to the Secretary-Treasurer for payment.
7. The Awards Committee is reminded that they do not have to present an award every year. The presentation of our professional awards shall be for outstanding service to the profession. If the nomination(s) are inadequately prepared in the opinion of the Committee or if the nomination(s) lack the substance and tradition of past award recipients, it is imperative that the Committee wait.
8. The Awards Committee also shall be responsible for recognizing the immediate Past President's efforts by presentation of a plaque at the end of his/her term.
9. Criteria for the Golden Dipper and Hamilton Stevens Awards:

#### HAMILTON STEVENS AWARD

The Hamilton Stevens Award can be given annually to a person who, in the opinion of the Awards Committee, has made a significant contribution to mosquito or vector control in North Carolina. This person must be a member in good standing of NCM&VCA and must be nominated by a member in good standing of NCM&VCA. Typically, this award is for an individual whose commitment goes beyond local endeavors. The recipient of this award generally has 360 degree mosquito and vector control vision and has demonstrated a willingness to provide statewide leadership and passion for the work. The passion for conscientious public health efforts and his/his love of their fellow man drive this recipient to practice mosquito and vector control.

#### GOLDEN DIPPER AWARD

The Golden Dipper Award may be awarded to up to three outstanding vector control operators or technicians (front line field workers). Ideally, the awards will be spread across the state.

Nominees should show dedication and diligence "above and beyond the call of duty", and have done something specific to demonstrate outstanding service to his or her vector control program.

**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.

1. The Nominating Committee shall determine from the membership the nominations of officers.
2. The Nominations shall be presented at the last business meeting of the year for a vote from the membership.
3. The Nominating Committee shall insure prior to nomination that the nominees for officers of this Association shall be:
  - a. members in good standing in this Association;
  - b. recognized as having a history of service within this Association (served on one of the Standing Committees of this Association); and
  - c. able to devote sufficient time to carry out the duties of the office.

**LEGISLATIVE COMMITTEE:** The Legislative Committee shall be composed of a Chairperson appointed by the President and at least two other members in good standing. Members of the Legislative Committee must be able, on short notice, to travel to the General Assembly and express the viewpoint of this Association on legislative issues.

The Legislative Committee shall be responsible for:

1. Determining which legislative bills of the N.C. General Assembly will affect mosquito and other vector control;
2. Obtaining copies of bills that will affect mosquito and other vector control and providing copies and updates to the Executive Committee;
3. Following the bills within the legislature and reporting the status of these bills to the Association;
4. Promoting potentially favorable legislative action;
5. Utilizing press releases, newsletters, and other materials to advise the legislature and journalistic media, etc. as to current Association activities;
6. Developing a network "telephone tree" as a means of support in legislative efforts;
7. Working to assure that legislation and policies do not damage funding for local, state and university mosquito and vector control programs and research; and
8. Acting on behalf of this Association as spokesperson as directed by the President or membership.

**NEWSLETTER COMMITTEE:** The Newsletter Committee shall be composed of an Editor as Chairperson, the Website Committee Chairperson, and at least two members in good standing to provide aid and support to the Editor appointed by the President. The Secretary-Treasurer and the Website Committee Chairperson will be ex-officio members to this committee. The S/T shall provide mailing lists and financial assistance consistent with these policies and procedures and/or as authorized by the membership. The Newsletter Committee shall produce, but not be limited to, four newsletters; one in each of the following months: March, June, August (pre conference newsletter), and December (post conference newsletter). The members at large, in effect, shall act as reporters to the editor; preferably, one member at large from the eastern part of North Carolina and one from the west.

**WEBSITE COMMITTEE:** The Website Committee shall be composed of a Chairperson and up to two other members in good standing of the Association. This Committee shall be responsible for ensuring that the Association has a positive and beneficial presence via the Internet.

1. The Website Committee shall maintain an active web presence for and about the association, its mission, objectives and activities.

2. The Committee shall design and update the website with the purpose of disseminating information pertinent to the membership and the public at large where appropriate.

3. The Website Committee chairperson shall serve as an ex-officio member of the Newsletter committee, as well as a member of the Executive Committee with the express purpose of gathering information relevant and important to the membership for publication on the website.

**PARLIAMENTARIAN:** 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 proscribed in the Constitution and By-Laws and procedures in the Manual of Procedures for this Association "Robert's Rules of Order for Deliberate Assemblies" shall be utilized to conduct regular and special meetings.

**DISCIPLINARY ACTION:**

Reserved

**DISSOLUTION:**

The NCM&VCA may be dissolved at any time by a written consent of not less than two thirds (2/3) of the members in good standing. In the event of dissolution of the NCM&VCA, whether voluntary or involuntary or by operation of law, none of the property of the NCM&VCA, nor the proceeds thereof, nor any assets of the NCM&VCA shall be distributed to any members of the NCM&VCA, but after all debts have been settled, its properties shall be donated to a charitable organization selected by the Executive Committee.

# APPENDIX A:

## PROPOSED TIME LINE

- January:
- \* Executive Committee to meet. This will be the first Executive Committee meeting for the newly elected president of the association to plan and get acquainted.
  - \* Mail dues notices.
  - \* Sign hotel contracts or other hotel agreements of intent.
  - \* Long session of the Legislature begins - Legislative Committee to meet.
- February
- \* Newsletter information due in to the editor.
  - \* Committee Chairs to submit estimated budget for their committee work to Finance Committee.
- March
- \* Distribute first newsletter.
  - \* Notify commercial exhibitors of annual meeting dates, costs, etc.
  - \* Secretary/Treasurer to call a Finance Committee meeting for the purpose of developing a recommended budget for the upcoming year, if requested.
- April
- \* Executive Committee hold's its second meeting or third meeting at the hotel that has been chosen to host the annual meeting.
  - \* Trade Publications notice.
  - \* Program Committee members to notify proposed speakers that we need them for the upcoming annual educational conference and solicit a response.
  - \* Awards Committee to meet and review submittals from membership.
- May
- \* Newsletter information due in to the editor.
  - \* Short session of Legislature begins - Legislative Committee to meet.
  - \* Finance Committee to meet and finalize recommended budget to be presented next month to Executive Committee.
- June
- \* Distribute second newsletter.
  - \* Executive Committee hold's its third meeting at the hotel that has been chosen to host the annual meeting or has held the second Committee meeting there.
  - Secretary-Treasurer to present to the Executive Committee a recommended budget, if requested for the upcoming year. If a budget is requested by the Executive Committee, upon approval by the Executive Committee, copies of recommended budget should be submitted to membership for final approval at the annual educational conference.
- July
- \* Newsletter information due in to the editor.
  - \* Resolutions Committee to meet.
  - \* Vice President to make arrangements for Past President's Plaque. The Chairperson of the Awards Committee to coordinate the purchase of Ham Stevens and other awards with the Vice President.

- August
- \* Distribute third newsletter. This newsletter should contain information about: hotel accommodations, meeting location, registration costs, proposed highlights, proposed resolutions, proposed budget, etc.
  - \* Vice President to provide and/or provide thru the Program Committee notification of each speaker and/or participant of the upcoming educational conference of appropriate conference information.
- September
- \* Auditing Committee to review financial records of the Association. This may be accomplished at the annual meeting.
  - \* All Committees to develop written reports of their committee activities.
- October
- \* Annual meeting held in either October or November.
  - \* Executive Committee to hold its fourth meeting. This is the last Executive Committee meeting for an incumbent President. This meeting should occur the first day of the annual meeting and should be a time to make sure committees which have a report are ready. The Nominating and Auditing Committees should receive any last minute instructions at this time from the President.
  - \* Contact hotels in host city for upcoming annual meeting
  - \* All committees to submit reports of their activities (reports shall be in writing).
- November
- \* Annual meeting held in either October or November.
  - \* President appoints committees and makes any other assignments (such as Sergeant at Arms) by November 30th. President shall, at this time, also distribute a copy of committee responsibilities to Chairpersons.
  - \* Local arrangements to negotiate with host city hotel(s)
  - \* Newsletter information due in to the editor.
  - \* Vice President to send thank you letter or card to speakers and any others he/she feels appropriate for their participation in our annual educational conference.
  - \* Secretary-Treasurer to accept financial records upon taking office but in no case later than from predecessor by November 30th.
- December
- \* Post Conference (fourth) Newsletter.
  - \* Newsletter to contain solicitation for nomination(s) for next years awards to be submitted one month before the annual meeting.
  - \* Vice President to call Program Committee meeting to develop proposed educational component of the annual meeting.
  - \* Secretary-Treasurer to provide new membership list to the Editor of the Newsletter.
  - \* Membership Committee to meet and review membership application package and review submittals for membership.
  - \* Constitution and By-Laws Committee to meet and review Constitution and By Laws and Manual of Procedures.