

ASSOCIATION NEWS

AMERICAN MOSQUITO CONTROL ASSOCIATION, INC.

BYLAWS

REVISIONS THROUGH MARCH 28, 1973 (HOUSTON)

ARTICLE I. NAME AND PRINCIPAL OFFICE

Section 1. Name.—The name of this Association shall be the American Mosquito Control Association (hereafter in these bylaws shall be referred to as the Association).

Section 2. Principal Office.—The principal office of the Association shall be in the town of Metuchen, New Jersey, or at such other place as the Board of Directors may designate.

ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose.—(Stated in the Certificate of Incorporation, Mosquito News, Volume 8, No. 4, December 1948, p. 191). The purpose of the Association is to promote research on and control of mosquitoes and related subjects in the broadest sense and to disseminate knowledge of mosquitoes and related subjects throughout the world.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Classes of Membership.—Classes of membership shall be:

a. **Member.**—Anyone concerned with or interested in mosquito control and related work, and desiring to participate in the promotion and improvement of such work, may become a member of the Association upon application endorsed by two members in good standing, and election by a majority of the Board of Directors.

Members shall pay annual dues of \$10.00; shall receive *Mosquito News*; and shall be entitled to hold office, serve as delegates to conventions, and to propose motions and participate in discussion.

b. **Life Member.**—Any member may become a life member of the Association upon payment to the Executive Secretary of \$150.00 in a lump sum, and thereafter shall be exempt from further payment of dues.

Life members shall receive *Mosquito News*, enjoy the same privileges, and carry the same responsibilities as members of the Association.

c. **Honorary Members.**—A person who has rendered exceptionally distinguished service in the various fields of mosquito control and related work may be accorded special recognition by election to honorary membership in the Association. Nomination of a candidate for this honor must:

- (1) Be in writing
- (2) Bear the signature of ten members in good standing
- (3) Be addressed to the Board of Directors
- (4) Be endorsed by three-fourths of the Board of Directors before presentation at an annual meeting of the Association.

Honorary members pay no dues; receive *Mosquito News*; and are entitled to all of the privileges enjoyed by members.

d. **Emeritus Member.**—Members retiring from active service who shall have been members in good standing of the Association for at least twenty (20) consecutive years immediately prior to retiring upon application may become emeritus members. Emeritus members shall be exempt from payment of dues, shall upon annual application receive MOSQUITO NEWS, and be entitled to all privileges enjoyed by members as defined under Article III, Section 1, a.

Section 2. Dues and the Fiscal Year

a. **The Fiscal Year.**—The fiscal year shall be from January 1 to December 31.

b. **Payment of Dues.**—Dues of members are payable on January 1. On June 1, any unpaid dues shall be declared in arrears, and the delinquent members shall not be in good standing.

c. **Dues of New Members.**—Dues of new members received by the Executive Secretary on or after October 1 shall be credited to the fiscal year beginning on the following January 1, and the new member shall receive the December issue of *Mosquito News*.

New members paying dues prior to October 1 shall be counted members for the current year, and shall receive all back numbers of *Mosquito News* for the current year.

Section 3. Resignations

a. **Written Resignations.**—A member may resign from membership only when in good standing. A resignation shall be presented to the Executive Secretary in writing.

b. **Reinstatement.**—A member who resigns after June 1 shall be liable for dues for the current year. A member who does not resign and

whose dues remain unpaid for one fiscal year shall be dropped from membership. Such a member may be reinstated upon the payment of a reinstatement fee in amount equal to the annual dues, which shall be in addition to the dues for the current year.

ARTICLE IV. REGIONAL SUBDIVISIONS

Section 1. Regions.—There shall be recognized regions within the territory of the American Mosquito Control Association. The states, countries and/or territories comprising each region shall be listed in this section of the bylaws. Presently recognized and approved regions are: (1) Canada, (2) North Atlantic, (3) Mid-Atlantic, (4) South Atlantic, (5) North Central, (6) South Central, (7) West Central, (8) North Pacific, (9) South Pacific, (10) Latin America-Caribbean. (1) CANADA: (2) NORTH ATLANTIC: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont; (3) MID-ATLANTIC: Delaware, District of Columbia, Maryland, Kentucky, North Carolina, Tennessee, Virginia, West Virginia; (4) SOUTH ATLANTIC: Alabama, Florida, Georgia, South Carolina, Puerto Rico; (5) NORTH CENTRAL: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin; (6) SOUTH CENTRAL: Arkansas, Louisiana, Mississippi, Oklahoma, Texas; (7) WEST CENTRAL: Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, Wyoming; (8) NORTH PACIFIC: Alaska, Idaho, Oregon, Washington; (9) SOUTH PACIFIC: Arizona, California, Hawaii, Nevada; (10) LATIN AMERICA and Caribbean.

Section 2. Regional Directors.

a. There shall be a regional director elected from each region on the Board of Directors of the Association for a two-year term, as provided in Article V, Section 1, b (7), with tenure limited to two consecutive terms. The names of the elected regional directors shall be presented to the regular business meeting of the Association during the annual meeting. It shall be the duty of the director of each region to promote interest in the Association and to assist individuals, groups, and affiliated agencies in the region with matters pertaining to the Association and with local problems concerning mosquitoes and related pests.

b. Nomination and Election of Regional Directors.—The regional directors shall be elected by the members of the region which they represent. The Regional Director during the last year of his two-year term and at least ninety (90) days prior to the annual meeting, shall appoint from the membership of his region, a Regional Nominating Committee of three members and designate the Chairman. The Regional Nominating Committee shall make up a ballot containing the names of two or more nominees who have

expressed their willingness to accept the nomination and serve as Regional Director if elected. The ballot shall also include a blank space for write-in candidates by the Regional members. To be eligible, write-in candidates for Regional Director also must have expressed their willingness to serve if elected. The Regional Nominating Committee shall send the ballot to all current Regional members whose names shall have been made available to the incumbent Regional Director by the Executive Secretary.

The Regional Nominating Committee, after receiving the marked ballots from the members, shall tabulate the votes and certify to the Executive Secretary prior to the appropriate annual business meeting, the name of the individual receiving the highest number of votes. Should there be a tie, the Regional Nominating Committee shall vote off the tie. In the event the office of Regional Director is vacated it shall be filled for the unexpired term by appointment of the Board of Directors.

The new Regional Director shall be advised of his or her election by the Executive Secretary. The newly elected Regional Director shall be expected, during his or her tenure of office, to attend the annual business meetings during the annual meetings and to represent the Region throughout the term of office in all matters pertaining to the association.

The Regional Nominating Committee shall be reimbursed by the Association for all necessary expenses incurred in the election of the Regional Director. An itemized statement of expenditures shall be submitted to the Executive Secretary and shall be paid subject to his approval.

ARTICLE V. OFFICERS OF THE ASSOCIATION

Section 1. The Board of Directors.

a. Members of the Board.—The Board of Directors shall consist of one Regional Director from each of the ten (10) regions of the Association and seven (7) Directors at large who shall be:

- (1) The Chairman of the Board and President of the Association.
- (2) The President-elect.
- (3) The Vice President of the Board and Vice President of the Association.
- (4) The Secretary-Treasurer of the Association.
- (5,6) The retiring President of the Association and his immediate predecessor.
- (7) The Executive Director of the Association, who shall be a non-voting member appointed by the Board.

b. Terms of Office.—The terms of office of the elective officers and of the appointed Executive Director are:

- (1) The President of the Board and President of the Association, one year.
- (2) The President-elect, one year.

- (3) The Vice President of the Board and Vice President of the Association, one year.
- (4) The Secretary-Treasurer of the Association, two years.
- (5) The Executive Director of the Association, two years.
- (6) The ten Regional Directors, each a two-year term, five of the ten to be elected each year.

c. Vacancies.—In case of a vacancy in the office of President and/or President-Elect, the next officer in line would ascend to the office so vacated. Vacancy of any other office, including Regional Director when required, shall be filled by the action of the Board of Directors.

ARTICLE VI. POWERS AND DUTIES OF OFFICERS

Section 1. President.—The President of the Association shall be chairman of the Board of Directors, and shall have the usual responsibilities and powers of supervision and management, such as pertains to his office, and such other powers as are specified in the bylaws or properly assigned from time to time by the Board of Directors. He shall have the following specific powers and duties.

- a. Shall preside at all meetings of the Association
- b. Shall be ex-officio member of all committees of the Association except the nominating committee.
- c. Shall present questions of policy for consideration by the Board of Directors
- d. Shall advise and instruct the secretaries of the Association
- e. Shall execute with the Executive Secretary of the corporation, all legal documents of the Association
- f. Shall name members of committees with consent and approval of the Board of Directors
- g. Shall call special meetings of the Association; initiate special action by correspondence or other means; name representatives to act in the name of the Association with instructions when there is such need; and to perform other such duties normally expected of him.

Section 2. President-Elect.—The President-Elect shall act in the absence of the President and shall assist the President whenever requested. He shall announce standing and special committees upon taking office as President.

Section 3. Vice President.—The Vice President shall assist the President and the President-Elect with the duties of these offices as directed.

Section 4. Secretary-Treasurer.—The Secretary-Treasurer of the Association shall have the following duties:

a. As Secretary he shall be responsible for setting in motion and following through with any action by the Board of Directors for:

- (1) Current activities
- (2) For furthering development of the Association and
- (3) For coordinating the objectives, policies, responsibilities and services of the Association.

b. The Secretary-Treasurer shall be responsible for keeping of the minutes of the Association and Board of Directors when assembled in general meeting and of such other meetings as may be held. He shall be responsible for keeping in order and for compiling from time to time for information of the membership through publication in MOSQUITO NEWS reports of proceedings derived from such meetings and from proceedings of the Board of Directors as carried on by correspondence.

c. The Secretary-Treasurer of the Association shall be provided paid clerical services to:

- (1) Prepare and keep up to date a membership roster, including such pertinent information about members as directed by the Board of Directors and to discharge all other clerical duties that may be specifically assigned to the Secretary-Treasurer in other parts of these bylaws.
- (2) In advance of the mailing date, advise the publisher of MOSQUITO NEWS of any new names that should be added to, and of any names that should be dropped from, the mailing list, or confirm the existing mailing list if no changes are to be made.
- (3) Collect and record all dues, and other moneys due the Association.
- (4) For the collection of dues, he shall bill each member for current and unpaid dues and any other charges due the Association, at least one month before January 1.
- (5) To reach members at least one month before the "delinquency" date, June 1, he shall send a "second notice" statement of still unpaid dues, quoting the bylaws to the effect that if dues are not paid by June 1, the member becomes automatically not in good standing and no longer eligible for membership privileges.
- (6) To serve as custodian, distribute, bill and collect for all Association publications that are not mailed directly by the publisher.

d. As Secretary-Treasurer of the Corporation, he shall have custody of the Corporation Seal and shall execute with the Chairman of the Board all legal documents of the Association and affix the seal thereto, and in this capacity shall use the title Secretary of the Corporation.

e. The Secretary-Treasurer shall prepare and submit all reports to the State of New Jersey as

required by the Corporate Charter of the Association and the laws of the State of New Jersey.

f. Receive and record all moneys paid the Association; and shall make disbursements as directed by the Board of Directors.

g. Serve as custodian of title deeds, business papers, bonds and other securities belonging to the Association.

h. Shall engage a certified public accountant to audit the books annually.

i. Shall submit to the Board of Directors a financial statement for the current year together with the report of the auditor.

j. Together with the Finance Committee, he shall prepare budget estimates for the next fiscal year for consideration by the Board.

k. The Secretary-Treasurer shall be bonded by a recognized company.

The Executive Director shall perform the following duties:

a. As Executive Director he shall perform the routine duties of the office of Secretary-Treasurer as outlined in Section 4 of these bylaws.

b. The Executive Director shall acquaint the Secretary-Treasurer with the routine business of the Association to the extent that the Secretary-Treasurer is able to perform these duties in the event the position of Executive Director becomes vacant.

c. The Executive Director shall perform such other duties as may be prescribed by the Board of Directors.

d. The Executive Director shall be bonded by a recognized company.

Section 6. Board of Directors.—The Board of Directors shall have the general power to administer the affairs of the Association and to carry out its program and policies that shall act for the Association between annual meetings. It shall have the following specific powers, responsibilities and duties:

a. Adopt rules to govern its own proceedings

b. Supervise the financial administration of the Association

c. Establish an annual budget for the Association

d. Confirm committee appointments made by the President

e. Prescribe policies governing the activities and functions of the Association and the regions

f. Determine the place and date of annual and special meetings and notify the membership thereof

g. Report its actions and decisions to the membership at each regular business meeting for ratification or approval and publish annually in *Mosquito News* these reports.

h. A quorum of the Board of Directors shall be a simple majority of the membership thereof

i. The Board of Directors shall appoint for a two-year term the Executive Director of the Association. At the pleasure of the Board this officer may succeed himself for an indefinite number of terms. This provision shall become effective upon its adoption by the membership, provided, however, that the first appointment under this provision shall not be made before the time of expiration of the present term for this office.

Section 7. Association Agent.—The Board of Directors shall appoint an "Association Agent," for a one year term, who shall be a resident of the State of New Jersey and a member of the Association. This Officer may succeed himself for an indefinite number of terms. He shall assist the Secretary-Treasurer in the preparation of all reports to the State of New Jersey as required by the Corporate Charter of the Association and the laws of the State of New Jersey.

ARTICLE VII. NOMINATION OF OFFICERS

Section 1. Designation of a Nominating Committee.—The incoming President shall designate a nominating committee (in conformance with Article VI, Section 1, f) composed of the outgoing President, as chairman, and one member from each region of the Association who is not at the time an officer or director.

Section 2. Duties of the Nominating Committee.—The Nominating Committee shall submit to the Executive Director four (4) months prior to the next annual meeting its nomination or nominations, if not unanimous, for each office to be filled in the ensuing year, except the office of Regional Director. Where nominations for this section are not unanimous, the names of the two nominees receiving the most votes by the Nominating Committee will be placed on the ballot for mailing to the general membership. All nominations including write-in candidates, shall carry the consent of the nominee and assurance that he will serve if elected.

ARTICLE VIII. ANNUAL MEETINGS AND ELECTION OF OFFICERS

Section 1. Annual meetings.—The Association shall hold an annual meeting, the place and date of which shall be determined by the Board of Directors and announced through *Mosquito News*, or such medium as the Board may decide, not less than eight months before the date set for said meeting. The annual meeting shall be open to all members of the Association. However, only members in good standing shall be eligible to participate in the proceedings.

Section 2. Election of Officers.—The Executive Director shall prepare a ballot containing the names of the nominees referred to him by the nominating committee and a space for a write-in candidate for each office, which ballot shall be mailed to every member in good standing approximately three months prior to the annual meeting. The ballot, in order to qualify for counting, shall be returned by the individual members to the Executive Director at latest by the date of the business meeting immediately previous to the annual meeting. The ballots shall be opened and tallied by the Executive Director in company of at least two other officers or directors of the Association, and the results of the election shall be presented to the membership during the regular business meeting. All elective officers shall be elected by a plurality of the total votes cast for each office. The name of the current President-Elect, who automatically ascends to the office of President, shall not appear upon the ballot for election of officers. In case of a tie vote for any elective office, except regional director, the election will be decided by a majority vote of the members voting at the annual business meeting.

ARTICLE IX. PUBLICATIONS

Section 1. Publications.—The Association shall publish *Mosquito News* as the official publication of the Association. *Mosquito News* shall be published quarterly or more often as the Board of Directors may authorize. The Association may publish from time to time, as public interest and need warrant, special bulletins and other publications.

Section 2. Publications Committee.—A Publications Committee shall be appointed by the President and shall have general responsibilities for the establishment of policies concerning all publications of the Association.

Section 3. Editorial Board, *Mosquito News*.—

The President shall appoint the Editorial Board, *Mosquito News*, consisting of not more than five members at least one of whom shall be a member of the Publications Committee. The Board of Directors shall appoint the editor and other staff members of *Mosquito News* after having received recommendations from the Editorial Board of *Mosquito News*. The Editorial Board, *Mosquito News*, shall collaborate with the editor in the establishment and implementation of editorial policies and in the production of *Mosquito News*.

ARTICLE X. PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority.—The rules outlined in Robert's "Parliamentary Law" and Robert's "Rules of Order, Revised," shall govern Association procedure in all instances where they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI. AMENDMENT TO THE BYLAWS

Section 1. Report of Bylaws Committee.—All proposals to amend the bylaws shall be submitted to the Executive Director or to the Chairman of the Bylaws Committee at least four (4) months prior to the date of the annual meeting. The report and recommendations of the Bylaws Committee shall be sent to the members of the Board of Directors at least sixty (60) days prior to the annual meeting, and the Executive Director shall mail copies of the report to each member of the Association at least thirty (30) days prior to the annual meeting.

Section 2. Amendments to Bylaws.—These bylaws may be amended at any annual meeting of the Association by a two-thirds vote of members present. These bylaws may also be amended at any regular business session of the Association without previous notice by three-fourths majority of the membership present.