

VIRGINIA MOSQUITO CONTROL ASSOCIATION
BYLAWS

Article I Name

The name of the association is the Virginia Mosquito Control Association, hereinafter referred to as the VMCA.

Article II Purpose

The purpose of the VMCA is to promote environmentally sound mosquito control practices in Virginia; to keep abreast of developments and methods; to disseminate information and provide training to association members and other interested parties, to educate the general public and unite common interests and objectives to further professionalism in the control of mosquitoes.

Article III Geographical Scope and Principal Office

Section 1. Geographical scope

The VMCA shall serve all counties and municipalities in the Commonwealth of Virginia.

Section 2. Office

The principal office of the VMCA shall be designated annually by the executive committee.

Article IV Membership and Dues

The VMCA shall be a membership based association. The executive committee shall make provision for membership and provide for the eligibility standards, dues payment schedules and methods, termination process, honorary memberships and other provisions as deemed appropriate. The executive committee shall reserve the right to reject an applicant whose interests are not in keeping with those of the VMCA. Rejection of an applicant will be upon the recommendation of the executive committee and on approval by two thirds of the members present at the annual business meeting.

Section 1. Membership categories are based on entitlements and fee requirements.

A. **Regular Member** – Anyone concerned with or interested in mosquito control and related work or desiring to participate in the promotion and improvement of such work, may become a member of the VMCA by filing an application and paying any dues owing.

Regular members shall pay annual dues set by the executive committee, receive the VMCA newsletter, be exclusively entitled to hold office, may serve on committees, propose motions, vote, and participate at officially called executive board and annual business meetings.

B. Associate Member – Anyone concerned with or interested in mosquito control and related work or desiring to participate in the promotion and improvement of such work, may become an associate member of the VMCA by filing an application and paying any dues owing.

Associate members shall pay annual dues set by the executive committee, receive the VMCA newsletter and enjoy the same privileges as regular members, except they shall not have voting privileges or hold office.

C. Student Member – An undergraduate or graduate student enrolled in an accredited college or university and taking at least one-half full schedule, is eligible for student membership. A student must be certified as meeting these requirements by the department head or major advisor. This must be done at the time of application and at each renewal date.

Student members shall pay annual dues as set by the executive committee, receive the VMCA newsletter and enjoy the same privileges and carry the same responsibilities as regular members, with the exception of holding office and voting.

D. Sustaining Members – Any agency, company, or individual interested in furthering the efforts of the VMCA may become a sustaining member upon an annual lump sum payment set by the executive committee. Each sustaining member qualifies for a display area at the annual conference, one (1) full annual conference registration, and a listing in all publications and on the website. This class of membership is entitled to one active membership and one vote.

E. Honorary Member – Any individual who has rendered exceptionally distinguished service in the field of mosquito control and related work may be accorded special recognition by election to honorary membership in the VMCA. Nomination for this honor must be justified in writing and submitted to the executive committee for review. The executive committee shall be required to vote unanimously to confirm the honorary membership nominee. Honorary members shall receive the VMCA newsletter, pay no dues and enjoy the same privileges as regular members.

Section 2. Fiscal Year and Dues

A. The VMCA fiscal year is defined as January 1 to December 31.

B. Membership dues are payable on or before the starting date of the annual conference. Any unpaid dues shall be declared in arrears, and the delinquent member shall not be in good standing.

C. An annual membership's duration will be defined within a VMCA fiscal year; January 1 to December 31. If a membership is obtained after January 1 for that year, it will similarly conclude on December 31. To avoid a lapse in membership benefits between January 1 and the annual conference, members of the previous year will retain their benefits until the start of the annual conference.

Section 3. Annual Business Meeting

A. An annual business meeting will take place once a year. This meeting should take place in the first two months of the fiscal year. Usually the business meeting takes place on the last day of the annual conference, but this does not need to be the case if the annual conference is postponed or canceled.

B. During the annual business meeting, only VMCA members will be able to participate, discuss, make motions, or vote.

C. During the annual business meeting, committees and members will have an opportunity to share, election results for that year will be announced, and the transition to the new VMCA board will conclude the meeting.

D. The executive committee will set up the time and location for the annual business meeting. VMCA membership will be notified of these details at least 3 months in advance. Details should be placed in the VMCA newsletter as well as the VMCA website. The executive committee will make the decision if the annual business meeting should be in-person, virtual, or a combination of both.

Article V Officers and Committees

Section 1. Officers

A. The association officers shall consist of the president, president elect, vice president, ~~first vice president, secretary/treasurer, secretary, treasurer,~~ current past president, and industry representative. The MAMCA (Mid-Atlantic Mosquito Control Association) representative and TMVCC (Tidewater Mosquito and Vector Control Council) chairperson are special non-voting officers.

B. In case of a vacancy or if an officer is unable to fulfill the duties of the office of president, ~~or president elect, or vice president,~~ the next officer in progression would ascend to the vacated office as decided by the executive committee. In the case of a vacancy or if an officer is unable to fulfill the duties of ~~secretary/treasurer, secretary, treasurer, first~~ vice president, ~~current past president,~~ or industry representative, the executive committee shall appoint a person(s) to serve until the next election. The executive committee shall notify the membership in writing of any changes.

C. The president, president elect, ~~and~~ vice president ~~and first vice president~~ shall serve until elections the following year.

D. The ~~secretary/treasurer~~ ~~secretary, treasurer,~~ and industry representative will serve a two-year term.

E. MAMCA representative will serve a three-year term. The MAMCA representative will be selected by individuals that are members of both VMCA and MAMCA.

F. TMVCC representative will serve a one-year term. They will be selected by the TMVCC sub-organization.

Section 2. Executive Committee

A. ~~Voting~~ members of the executive committee shall consist of the president, president elect, vice president, ~~first vice president, secretary/treasurer, secretary, treasurer, the~~ current past president, and the industry Representative. ~~The MAMCA representative and the TMVCC chairperson are special non-voting members.~~

B. The committee will conduct an executive board meeting at least every three months as scheduled by the chairperson (president). At such meetings the members present shall exercise all of the powers of the VMCA between annual business meetings. At least one-half of the voting members of the committee shall be present to constitute a quorum for an executive board meeting.

Section 3. Other Committees, Designation and Appointment

A. Committees, whether they are standing or ad hoc, shall be designated by the president with the approval of the executive committee to carry on the affairs of the VMCA. They shall include but may not be limited to the following committees with specified responsibilities: information (VMCA Newsletter), Public relations (setting up mosquito awareness week), photography (photograph special activities and awards), education (certification and recertification), audit (financial records), historian (document significant historical events), awards (recognition), annual conference (facility and arrangements), program (annual conference agenda), commercial planning (annual conference vendors) nominating (new officers), and membership committee (enhance membership).

B. The Chairperson for each committee shall be appointed by the president and that individual shall choose its members from the VMCA membership, with the exceptions of the nominating committee and audit committee. Nominating committee shall be chaired by the current past president, with all other members to be appointed by the president and approved by the majority of the executive committee. The members of the audit committee shall be appointed by the president and consist of three voting members not presently serving on the executive committee.

C. The President is an ex-officio member of all committees except the nominating committee. The president will be in charge of the elections process and oversee the counting of ballots after the election.

Article VI Duties of Officers and Executive Committee Members

Section 1. The president of the VMCA shall be chairperson of the executive committee and shall have the usual responsibilities and powers of supervision and management and such other powers as are specified in the bylaws. The following are specific duties.

- A. Preside or assign an appropriate representative from the executive committee to preside in their absence at all executive board and annual business meetings of the VMCA.
- B. Present questions concerning policy for the consideration of the executive committee.
- C. Serve as the official spokesperson for the VMCA.
- D. Call special meetings and initiate special actions by correspondence or other means.
- E. Establish association goals for attainment.

Section 2. The president elect shall preside in the absence of the president and shall assist the president whenever requested.

Section 3. The vice president ~~and first vice president~~ shall assist the president and president elect with duties of their offices as directed.

Section 4. The secretary/~~treasurer~~ shall have the following duties:

- A. Record and maintain all meeting minutes.
- B. Maintain a working list of current VMCA members and their information.
- C. Monitor VMCA's email account with the responsibility for answering/forwarding emails as necessary and sending emails to VMCA membership.
- D. Assist with the duties of treasurer when needed.
- E. Perform other duties relating to the office as may be necessary.
- ~~B. Prepare and submit expenditure reports as required~~
- ~~C. Record all monies paid and disbursed by the VMCA~~
- ~~D. Submit to the membership an annual financial statement for the current year together with the audit report.~~
- ~~E. Expend funds for routine operations with the approval of the president~~
- ~~F. Prepare, with input from the executive committee, a proposed budget for the next fiscal year and perform other duties relating to the office as may be necessary.~~

Section 5. The treasurer shall have the following duties:

- A. Prepare and submit expenditure reports as required.
- B. Record all monies acquired and disbursed by the VMCA.
- C. Submit to the membership an annual financial statement for the current year together with the audit report.
- D. Expend funds for routine operations with the approval of the president and/or executive board.
- E. Assist with the duties of secretary when needed.
- F. Perform other duties relating to the office as may be necessary.

Section 65. The **current** past president shall assist the president in any other capacity as requested.

Section 76. The industry representative shall serve as the liaison between the sustaining membership and VMCA Executive Board.

Section 87. The VMCA representative to the MAMCA will serve as the liaison for the state association on matters of mutual concern.

Section 98. The TMVCC Chairperson will serve as liaison between the TMVCC and the VMCA Executive Board.

Article VII. Nomination and Election of Officers

Section 1. Nominating committee. The nominating committee shall be established annually and will be chaired by the current ~~or-serving~~ past president.

Section 2. The nominating committee shall submit to the executive committee its nomination(s) for each office to be filled in the ensuing year. All nominations, including write-in candidates, shall carry the consent of the nominee and assurance that they will serve if elected.

Sections 3. The nominating committee chairperson shall prepare an election ballot containing the names of the nominees for offices with space for write-in candidates for each office. The ballot shall:

- A. Be reviewed and approved by the VMCA Executive Board and sent to all voting members at least six weeks prior to the annual business meeting.
- B. Automatically contain the name of the president elect as a nominee for the office of president ~~and name of vice president as a nominee for the office of president elect.~~
- C. Contain at least two qualified candidates for the office of ~~first~~ vice president.
- D. Contain at least one qualified candidate for the offices of ~~secretary/treasurer~~ ~~secretary and treasurer every two years.~~ ~~The secretary position will be included on the ballot during odd numbered years of the new board's start date. The treasurer position will be included on the ballot during even numbered years of the new board's start date.~~
- E. Contain at least one qualified candidate from the sustaining membership to serve as the industry representative every two years. ~~The industry representative position will be included on the ballot during even numbered years of the new board's start date.~~
- F. Contain a short biography of each candidate.
- G. Voting must be completed before 5:00 PM the day before the annual business meeting.

Section 4. Eligible voters for the elections above will consist of the VMCA members in good standing during the fiscal year or years in which voting is to take place. New voting members or voting members who have not completed the voting process will be able to do so at the annual conference. In the case of a tie for any elected office, the election shall be decided by the majority vote of the voting members present at the annual business meeting. There will be no nominations from the floor during the business meeting.

Article VIII. Annual Conference

Section 1. The VMCA shall hold an annual conference at a place and date which shall be determined by the executive committee. It will be announced through the VMCA newsletter not less than six months before the established date. The conference shall be open to registrants; however

only VMCA members in good standing shall be eligible to attend annual business meeting during the conference.

Article IX Publications

Section 1. Publications. The VMCA shall publish the newsletter “Skeeter” as its official publication. The newsletter shall be published quarterly or as often as circumstances dictate or as the executive committee may authorize.

Section 2. Editor. The president, with approval of the executive committee, shall appoint the editor of the VMCA newsletter.

Article X Funds

Section 1. Funds are necessary for the routine operation of the association. The ~~secretary~~/treasurer, with the approval of the president, may expend up to \$100 for needed administrative supplies. Any expenditure exceeding this amount must be approved by the executive committee.

Section 2. Non-routine expenditures of association funds shall be made with the approval of the executive committee.

Section 3. In the event that the VMCA is dissolved, the funds remaining after payment of all debts will be given to an appropriately recognized (by the Internal Revenue Service) non-profit organization to be determined by a majority of the last executive committee.

Article XI Audit

Section 1. The financial records of the VMCA will be audited by the audit committee on an annual basis prior to the annual business meeting.

Section 2. The president will appoint a committee of three voting members not presently serving on the executive committee to conduct the audit of the association financial records.

Article XII Parliamentary Authority

The rules outlined in Roberts “Parliamentary Law” and Roberts “Rules of Order” shall govern VMCA procedure in all instances where they are applicable.

Article XIII Amendments to the Bylaws

Section 1. Any proposal to amend the bylaws shall be submitted to the president at least four months prior to the date of the annual business meeting. The president will subsequently submit this to the members of the executive committee for review. The recommendation report will be sent to each VMCA member at least thirty days prior to the annual business meeting. A two-thirds vote of the members present shall be needed for approval.

Section 2. An existing bylaw may be repealed by passing a bylaw to this effect.

Article XIV Permanent Sub Organization

The Tidewater Mosquito and Vector Control Council (TMVCC) is a permanent sub-organization of the VMCA. As such its officers are required to be regular members of the VMCA. The VMCA will provide funding for administrative supplies, postage, and luncheon for guest speakers.

Last amended January 27, 2022 VMCA annual business meeting