

**VIRGINIA MOSQUITO CONTROL ASSOCIATION**  
**BYLAWS**

**Article 1      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 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 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 service on committees, propose motions, vote, and participate at officially called 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 by the Executive committee, receive the VMCA newsletter and enjoy the same privileges as regular members, except they shall not have voting privileges, hold office, or serve on a committee.

**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. Sustaining members shall receive and be listed in the VMCA newsletter and in the program at the annual meeting.

**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. It will be proposed to the membership at the annual meeting for consideration and approved by a three-fourths majority vote. Honorary members shall receive the VMCA newsletter, pay no dues and enjoy the same privileges as regular members.

**F. Organizational Member** – *Deleted February 4, 2000.*

*Amended February 10, 2006*

Any Virginia tax agency or commission at a state or local level with a vested interest in mosquito control or interested in furthering the efforts of the VMCA may become an organizational member upon payment of annual dues set by the Executive Committee. Organizational Members: shall receive and be listed in the VMCA newsletter, be listed in the Annual meeting program of the State, may send at least one individual (at Regular Membership rate) to each and all VMCA sponsored training courses after paying any required fees, and be listed on the VMCA website.

## **Section 2. Fiscal Year and Dues**

- a. The fiscal year shall be from January 1 to December 31.
- b. Membership dues are payable on or before the annual meeting date. Any unpaid dues shall be declared in arrears, and the delinquent member shall not be in good standing.

## **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, and current past president. The MAMCA representative and TMVCC chairperson are special non-voting officers. *Amended Feb. 14, 1997.*
- b. The president, president elect, vice president and first vice president shall serve until elections the following year. *Amended Feb. 14, 1997.*

- c. In case of a vacancy in the office of President or President Elect, the next officer in progression would ascend to the vacated office.

## **Section 2. Executive Committee**

- a. Members of the Executive Committee shall consist of the president, president elect, vice president, first vice president, secretary/treasurer and the current past president. The MAMCA representative and the TMVCC chairperson are special non-voting members. *Amended Feb. 14, 1997.*
- b. The committee will conduct a business 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 meetings. At least one-half of the members of the committee shall be present to constitute a quorum for an executive meeting.

## **Section 3. Other Committees, Designation and Appointment**

- a. Committees, whether they be 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 (Poster Contest/Science Fair), Photography (Special activities and awards), Education (Certification and Recertification), Chemical Review (Joint Pesticide Purchase), Audit (Financial Records), Historian (Significant events), Awards and Decorations (Recognition), Annual Meeting (Facility and Arrangements), Program (Annual Meeting Agenda), Commercial Planning (Annual Meeting Vendors) and Nominating (Officers), Membership Committee (Enhance membership) and Standing Advisory Committee (Dispense advice). *Amended February 4, 2000.*
- b. The Chairperson for each committee shall be appointed by the president and that individual shall choose its members from the VMCA membership. The only exception is that all nominating committee members shall be appointed by the president and approved by the majority of the executive committee. The current past president shall be its chairperson.
- c. The President is an ex-officio member of all committees except the nominating committee.

## **Article VI Duties of Officers and 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 at all executive and annual meetings of the VMCA
- b. Present questions concerning policy for the consideration of the 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. *Amended Feb. 14, 1997.*

**Section 4.** The Secretary/Treasurer shall have the following duties:

- a. Record and maintain all meeting minutes
- 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 Past President shall assist the President in any other capacity as requested.

**Section 6.** The VMCA representative to the MAMCA will serve as the liaison for the state association on matters of mutual concern.

## **Article VII. Nomination 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.

## **Article VIII. Annual Meeting and Election of Officers**

**Section 1.** Annual Meeting. The VMCA shall hold an annual meeting 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 meeting shall be open to registrants; however only VMCA members in good standing shall be eligible to attend business meetings.

**Section 2.** 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 meeting.
- B. Automatically contain the name of the President Elect as a nominee for the office of the President.
- C. Contain at least two qualified candidates for the office of First Vice President.
- D. Be placed in a sealed ballot envelope and contain member's printed name and signature on the back of the ballot envelope.

E. Be returned by 5:00 PM the day before the annual business meeting.

New voting members or voting members whose ballot has been returned due to an incorrect mailing address; a ballot will be made available at the annual meeting registration table. In the case of a tie vote for any elected office, the election shall be decided by the majority vote of the voting members present at the annual meeting. There will be no nominations from the floor during the business meeting.

## **Article IX Publications**

**Section 1.** Publications. The VMCA shall publish the newsletter “Skeeter” as its official publication. The newsletter shall be published quarterly or more 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 may 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.

**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 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 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 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      Joint Pesticide Purchase Plan    Deleted February 10, 2006**

The joint pesticide purchase plan is not longer used. Pesticides can be purchased off the state bid ([www.eva.state.va.us/contracts/contracts.htm](http://www.eva.state.va.us/contracts/contracts.htm))

**Article XV      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.

\*Amended February 10,2006 VMCA Annual Meeting