

COPY

***CONSTITUTION OF THE WYOMING MOSQUITO
MANAGEMENT ASSOCIATION
(WMMA)***

**AMENDED APRIL 18, 1995
REVISED SEPTEMBER 6, 1995**

ARTICLE I

1. The name of this organization, an unincorporated association, is the Wyoming Mosquito Management Association (WMMA).
2. The purpose of the WMMA is to promote the management of mosquitoes and other vectors of human pathogens in Wyoming by providing educational materials and opportunities to the membership and promoting interaction among the membership. Such activities may include, but are not limited to, sponsorship of workshops, publication of newsletters, distribution of news releases, and support of membership efforts to educate the public.

ARTICLE II

1. Anyone interested in the purposes of the WMMA is eligible for membership.
2. The officers of the WMMA reserve the right to reject an applicant or discontinue membership status of a member whose interests are not in keeping with those of the WMMA. This action will be upon recommendation of the Executive Committee. A notice of such action will be printed in the WMMA newsletter, distributed to the membership in writing, or announced at a regular membership meeting.
3. There are three categories of membership: sustaining associates, individual and honorary. Descriptions of these categories are present in the Bylaws.
4. Individual and honorary members current in their dues shall have one vote in WMMA petitions called before the voting membership.

ARTICLE III

1. The officers are President, President-Elect, Secretary treasurer and Member at Large. Officers must be active members of the WMMA and current in meeting obligations associated with the office held. The President-Elect will assume the office of President upon completion of the President's term or if the President resigns from office.
2. The duties of the officers are presented in the Bylaws. In no case will officers be allowed to carry out activities for the WMMA outside of the purposes of the WMMA.
3. The officers, together with the most recent Past president, who agrees to participate, constitute the Executive Committee.
4. The Executive Committee has all the powers of the WMMA in the intervals between

meetings. This Committee will meet on call of its Chairman, or on the request of any two members of the Committee. In any event, the Committee will hold at least one meeting per year. Meetings may be held at a common site or through teleconferencing. At least three members of the executive committee must approve a proposal submitted to the Executive Committee for it to be adopted. The membership will be notified of committee action through written communication by WMMA newsletter or membership mailing. Teleconferencing expenses may be paid by the WMMA. No other expenses associated with such meetings will be paid by the WMMA.

5. The nomination of officers is by a nominating committee appointed by the President with the approval of the majority of the Executive Committee. Nominations from the voting membership will also be recognized at the annual WMMA meeting. Election of officers is by majority vote of the members present at the annual WMMA meeting. If an annual WMMA meeting is not scheduled, a mail ballot may be used.
6. Officers will serve from the time of their election at the annual meeting for an approximate two year term. The term will end at the time new officers are elected at the annual meeting coinciding closest to the end of the two year term.
7. If a position held by an officer of the WMMA is left vacant by death or resignation, the President will fill the office thus left vacant by appointment until the next general election.
8. Petition for removal of an officer must be initiated by at least two members of the Executive Committee. The request must be initiated at a meeting of the Executive Committee. The petition must be approved by a majority of the membership through mail ballot. The ballot must include opportunity for arguments for and against removal. Arguments must be solicited from the officers initiating the petition and the officer named in the petition for removal.
9. The President is an ex officio member of all committees Ad-hoc committees are established by the Executive Committee. Ad-hoc committees are expected to be of limited duration and must be approved annually by the Executive Committee. Standing committees are established by the Executive Committee and approved by majority vote of the members present at the annual WMMA meeting. If an annual WMMA meeting is not scheduled, a mail ballot may be used. Standing committees may be eliminated by the same voting process.
10. An officer relinquishing duties of office will forward all communications and property of the WMMA in his/her possession to the President.

ARTICLE IV

1. Special meetings will be held on call of the President.
2. The meetings of the WMMA and its committees will be conducted in accordance with courtesy to all attending. The President may invoke Robert's Rule of Order as deemed necessary.
3. Dispensation of all proposals submitted to the membership by mail ballot must occur two months after mailing. The results will be tabulated by the President-Elect and one other officer and communicated to the membership through the WMMA newsletter or by mailing.

ARTICLE V

1. The officers of the WMMA are empowered to accept contributions for the purpose of financing the WMMA's affairs. Dues will be assessed after the majority approval of the general membership in session at the annual meeting. The Executive Committee will propose the amount of the dues and date by which the dues are to be received by the WMMA.
2. A member in arrears of dues for six months is suspended from the privileges of membership, and is dropped from the rolls if all dues then owing have not been paid within ninety days after the date of the suspension.
3. Funds necessary for the routine operations of the WMMA may be expended by the Secretary-Treasurer (acting as signer) with the approval of the President (acting as co-signer). Routine operations are listed in the by-laws. WMMA funds may be utilized to fund certain individual member projects with the approval of the majority of the Executive Committee. For example, production of public relations materials may be funded. Any profits derived from these funded projects will be the property of the WMMA. All literature funded by the WMMA must be public-domain and no copyright material can be used in such projects unless permission of use by the copyright holder has been obtained.
4. Non-routine expenditures of WMMA funds may be made with the approval of the majority of members of the Executive Committee.
5. In the event that WMMA is dissolved, all 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 the majority of the Executive Committee.

ARTICLE VI

1. The WMMA may adopt new Bylaws by affirmative vote. The affirmative vote of a majority of those present at the annual meeting will be sufficient to pass a Bylaw. Ballots mailed to all member may also be used. An affirmative vote of the majority responding will be sufficient to pass a Bylaw.
2. A Bylaw may be repealed by passing a Bylaw to that effect.
3. This Constitution may be amended by the affirmative vote of two-thirds of the members in attendance at a meeting provided that no vote will be taken on the proposal to amend the Constitution unless notice thereof has been sent to members at least two weeks prior to the meeting. Mail ballots are not allowed for purposed of amending the Constitution.

ARTICLE VII

Except by the specific direction of the Executive Committee under their personal individual financial responsibilities, no debt or other financial obligation of the WMMA shall be incurred by the WMMA beyond the amount of funds (over and above all liabilities) then in the hands of the Secretary/Treasurer.

BY-LAWS OF THE WYOMING MOSQUITO

MANAGEMENT ASSOCIATION (WMMA)

1. Categories of membership:

There are three categories of membership: sustaining associates, individual and honorary.

Sustaining associates shall be any commercial or other organization which desires affiliation with the WMMA. Sustaining associates may participate in all functions of the WMMA except voting. In addition, sustaining associates may represent any organization they are affiliated with at meetings of the WMMA. This representation is allowed provided that it is limited to the purposes of the WMMA and approved by the President. This representation may include, but not be limited to, oral, audiovisual, or poster presentation. A sustaining associate may send a proxy to such meetings. Sustaining associate membership dues are scheduled by the Executive Committee.

Individual members shall be any person interested in the purposes of the WMMA. Individual members participate in all functions of the WMMA except those special functions provided to sustaining associates. Oral presentation at WMMA meetings is allowed provided that they are limited to the purposes of the WMMA. Individual membership dues are scheduled by the Executive Committee.

Honorary members shall be any person who has performed outstanding service in the interest of the purposes of the WMMA and who has been elected to honorary membership for life by two-thirds majority vote of voting members present at the time of voting. Honorary members participate in all functions of the WMMA except those special functions provided to sustaining associates. Oral presentation at WMMA meetings is allowed provided that they are limited to the purposes of the WMMA. No due are associated with honorary membership.

2. Officer duties:

President: The President is the chief executive officer of the WMMA and is responsible, in conjunction with the Executive Committee, to provide direction, organization, and evaluation of the WMMA. The president presides over the Executive Committee. In addition to those outlined below, the Executive Committee may request the President to perform additional duties as long as they are limited to the purposes of the WMMA. Expenses related to these duties will be paid by the WMMA as provided by the expense approval process. Specific functions and responsibilities include:

- A. Promoting WMMA goals and purposes;
- B. Representing WMMA to the members, the public, and other professional and educational organizations;
- C. Assisting in coordinating WMMA activities with other groups;
- D. Promoting professionalism among members;
- E. Fostering and encouraging education and research related to the purposes of the WMMA;
- F. Conducting Executive Committee meetings and other business meetings;
- G. Appointing chairs of committees established by the Executive Committee;
- H. Reviewing all committee reports and election results;
- I. Assuring that all officers and committee members are functioning;

- J. Providing the necessary tie-breaking vote in situations where the outcome of a voting process has resulted in a tie;
- K. Countersigning checks with the Treasurer;
- L. Contacting delinquent members;
- M. Disseminating WMMA information to the membership and/or request information be disseminated to the membership.

President-Elect: The President-Elect shall assist the president as assigned by the president and shall act in the President's absence. In addition to those outlined below, the Executive Committee may request the President-Elect to perform additional duties as long as they are limited to the purposes of the WMMA. Expenses related to these duties will be paid by the WMMA as provided the expense approval process. The major functions are:

- A. Coordinating and charging duties to all committee chairmen in writing;
- B. Maintaining a calendar of activities and communicating this scheduling to the membership;
- C. Developing familiarity with the president's duties and responsibilities;
- D. Countersigning checks in the absence of the president;

Secretary/Treasurer: The Secretary/Treasurer is official custodian of all documents, correspondence, records and monies of the WMMA. In addition to those below, the Executive Committee may request the Secretary-treasurer to perform additional duties as long as they are limited to the purposes of the WMMA and related to fiscal matters of the WMMA. Expenses related to these duties will be paid by the WMMA as provided the expense approval process. The major functions are:

- A. Recording all meetings of the Executive Committee and business meetings held in conjunction with the annual meeting;
- B. Providing a written report of the Executive Committee and business meetings. The report is to be published in the WMMA newsletter;
- C. Keeping a current list of all membership categories and a current mailing list of those members who allow release of their names and addresses to groups who have interest in the purposes of the WMMA;
- D. Taking custody of all funds, deposited in repositories designated by the Executive

Committee;

- E. Making disbursements by check, signed by the Secretary/Treasurer and countersigned by the President;
- F. Submitting a financial report to the membership at the annual meeting;

Past President: The most recent Past President, who agrees to participate, is a member of the Executive Committee. The major functions are:

- A. Providing advice through experience;
- B. Assuming the duties of the President in the absence of the President and President-Elect.

Member-at-Large: This person is a member of the Executive Committee. The major functions are:

- A. Participating and voting in the Executive Committee business meetings.

3. Allocation of dues and contributions:

As outlined in the Constitution, routine operations of the WMMA are sponsorship of workshops, publication of newsletters, distribution of news releases, support of membership efforts to educate the public, and teleconferencing of Executive Committee meetings. Non-routine operations of the WMMA include, but not limited to, those operations listed as non-routine in the Constitution and grants to public and private agencies provided that the work is limited to the purposes of the WMMA.

4. Standing committee:

In addition to those formed by the Executive Committee, nomination-election, program, and newsletter committees will be formed as needed.

Nomination-election:

At least 15 days prior to the annual meeting in which an election will be held, the President shall appoint a Nomination-election committee consisting of three members of the WMMA, none of which serve on the Executive Committee. The committee shall determine its nominees for elective officers of the WMMA. It shall present the names of the nominees selected in the opening session of the annual meeting. It shall also call for nominations from the floor. Election of officers will be conducted in accordance with the Constitution.

Program:

At least three months prior to the annual meeting, the President shall appoint a Program Committee consisting of three members of the WMMA. One member must be willing to act as local arrangements coordinator. It shall act as the lead in developing the program for the current annual meeting. The local arrangements coordinator must arrange for physical requirements of the meeting. The committee shall also recommend to the Executive Committee future meeting sites and local arrangements coordinator.

Newsletter:

The President shall appoint a Newsletter committee consisting of two to three members of the WMMA. One member must be willing to act as Chair. The Chair will be editor of the WMMA newsletter called The Wyoming Mosquito. The Chair may request services of one other committee member to act as co-editor. The editor is responsible for the publication and distribution of the newsletter. The editor will ensure that the newsletter serves only the purposes of the WMMA. The editor will ensure that all articles appearing in the newsletter are for educational purposes of the WMMA and, as such, should not be considered endorsements by the WMMA.

5. Meetings:

There will be an annual meeting at the place and time determined by the current WMMA officers. A notice of the meeting will be sent to members at least two months prior to the date determined for the meeting. An annual meeting may not be scheduled only if the Executive Committee deems it appropriate to execute membership business by mail ballot.

CONSTITUTION OF THE WYOMING MOSQUITO MANAGEMENT ASSOCIATION

Addendum to:

This is adopted by the Wyoming Mosquito Management Association membership for the purpose of adding an additional member to the Executive Committee board.

Amendments, additions and deletions.

The Wyoming Mosquito Management Association, is amended as set out in the following:

ARTICLE VII, 2. Officers duties.

Addition-

Member-at-large: This person is a member of the Executive Committee. The major functions are:

A. Participating and voting in the Executive Committee business meeting.

Amended-

Constitution of the Wyoming Mosquito Management Association (WMMA) format.

President: Fred Lamming, Fred A. Lamming
President-Elect: Sollie Cadman, Sollie Cadman
Sec/Treasurer: Kathy Holder, Kathy Holder
Past President: Michael Brewer, Michael Brewer
Member-at-Large: Margo Spurrier, Margofurrier