

# BYLAWS FOR VOLUNTARY CERTIFICATION OF MISSOURI ANIMAL CONTROL OFFICERS (ACO)

## PART 1: DEFINITIONS

The words and phrases defined below shall, when used in this document, have the following meaning, unless the context indicates otherwise.

- A. BOARD/APPOINTING AUTHORITY...shall mean the Missouri Animal Control Association Board of Directors. The Board of Directors is charged with program oversight.
- B. ACO...shall have the meaning for this document "Animal Control Officer" but may also include, but is not limited to; Humane Investigators, Kennel Attendant, Kennel Superintendent, and others in the animal welfare field as approved by the Appointing Authority/Board.
- C. CERTIFICATION COMMITTEE...means the Certification Committee for ACO as created herein.
- D. CERTIFIED ACO...is a person who has successfully passed a written examination with a score of not less than eighty percent (80%) and in receipt of a valid "Certificate of Certification".
- E. CERTIFICATE OF CERTIFICATION...is a document issued as evidence of qualification and registration to practice as a certified ACO under this program bearing the designation "Certified ACO". The certificate shall state the name of the person being certified, date issued, expiration date, MACA seal, and the signature of the certification chairperson, hereby authorized to grant such certificates
- F. CONTINUING EDUCATION UNIT...means the value assigned to each hour of approved training received. For the purpose of this program, one continuing education unit (CEU) is assigned to one hour of approved training.
- G. QUALIFICATIONS FOR CERTIFICATION AS CERTIFIED ACO...shall mean a person who has attended the Missouri Animal Control Association Certification Training program and successfully passed the certification examine with a score of at least eighty percent (80%).

## PART 2: CREATION OF CERTIFICATION COMMITTEE

The Appointing Authority/Board shall make initial appointments to the Certification Committee as provided in Part 3, no later than three (3) days following the effective date

of this program, any necessary subsequent appointments shall be made by the President of the Association.

### PART 3: MISSION STATEMENT OF CERTIFICATION COMMITTEE

There is hereby a Certification Committee created by the Missouri Animal Control Association to certify individuals as ACO's in the State of Missouri. Individuals whose duties requires knowledge and skills in environment health science, care and nutrition of animals, regulations, safety, submitting rabies specimens, techniques of public relations and the laws relating to animal welfare in the state of Missouri, and to assure continuing education of members so certified.

### PART 4: CERTIFICATION COMMITTEE MEMBERSHIP

- A. The Certification Committee shall consist of five (5) members who shall reside in the State of Missouri and are current Missouri Animal Control Association members in good standing, and, are currently practicing animal welfare officials. The President of the Association shall pursuant to his authority appoint one (1) Executive Board member who shall serve as chairperson of the certification committee. The four (4) remaining committee members shall be nominated by the certification committee chairperson or the appointing authority/board to the president for approval. Any person serving on the certification committee shall have at least two (2) years animal welfare experience and be currently certified under the provisions of this program.
- B. In addition to the five (5) appointed committee members, provisions may allow for at least one (1) non-voting ex-officio member to serve. The non-voting ex-officio member shall be a person that has vast knowledge in animal welfare and is approved by the president of the association.

### PART 5: TERM OF OFFICE

- A. Appointments shall be for a period of a three (3) year term. There shall be a three (3) term limit. Re-appointments shall be approved by the president of the association. Vacancies occurring prior to the expiration of the term due to a committee member's inability to fulfill their term or duties shall be filled by the president of the association appointing a person who meets the qualification to serve.
- B. The appointing authority/board upon recommendation of the certification committee may remove a committee member for misconduct in office,

incompetence, neglect of duty or other sufficient cause after written notice is served to the affected committee member informing the individual of pending action.

- C. A committee member notified of impending removal pursuant to paragraph B of this subsection may appeal such action within fifteen (15) days of receipt of written notification if he/she feels that there is sufficient evidence to do so and by submitting the written appeal to the president of the appointing authority/board. The president of the appointing authority/board shall convene a board meeting within fifteen (15) days of receipt of the appeal letter to review all evidence and make a final decision regarding the removal. All board decisions are final and binding.

#### PART 6: CERTIFICATION COMMITTEE ORGANIZATION, DUTIES, COMPENSATION, SEAL, AND MEETINGS

- A. The members of the Certification Committee shall upon being appointed, organize and conduct a meeting to elect from their numbers a vice-chairperson whose responsibility shall be to conduct the business of the certification committee in the absence of the chairperson.
- B. The members of the Certification Committee shall upon being appointed select from their numbers a secretary. The secretary shall be responsible for maintaining minutes of all certification committee meetings. The minutes of all certification committee meetings shall be submitted to the secretary of the appointing authority/board within ten (10) days following the meeting.
- C. The Certification Committee shall recommend to the appointing authority/board such policies and bylaws necessary to carry out the provisions of this program. The Appointing Authority/Board shall take up all recommendations of the certification committee within forty-five (45) days.
- D. The Certification Committee shall conduct at least one (1) meeting each year to review the committee's progress, conduct review of certification examination and update accordingly, prepare an annual itemized budget and submit to the Appointing Authority/Board by October 31st of each year, and address any other business necessary to carry out the provisions of this program. Other reviews may be conducted by U.S. Postal mail, electronic mail (email), or by telephone (conference call).
- E. Applicants for certification who have been determined qualified pursuant to part one (1), paragraph G, of this document to become a Certified ACO shall upon satisfactory completion of the certification examine be issued a certificate in which the official seal of the Missouri Animal Control Association has been affixed.

- F. The Certification Committee may hold meetings as necessary for the purpose of addressing administrative items and/or matters that may come before them. The certification chairperson shall submit or cause to be submitted in writing their findings, concerns, and recommendations to the appointing authority/board.
- G. A simple majority of the Certification Committee shall constitute a quorum, and a special meeting of the certification committee shall be called by the secretary at the direction of the certification chairperson upon written request by two (2) members of the Certification Committee, or upon written request by ten (10) certified ACO's.
- H. The chair person and secretary of the Certification Committee shall receive reimbursement for postage, travel, and other related expenses incurred in the discharge of their official duties. All members of the Certification Committee shall serve without compensation, but may receive reimbursement for expenses incurred in the performance of their duties. No funds shall be dispensed without the approval of the Appointing Authority/Board by the simple majority of those voting.
- I. An annual report of the Certification Committee finances shall be made by the treasurer of the Appointing Authority/Board and incorporated in the annual report of the Association.

#### PART 7: RECORD RETENTION, APPLICATION, AND LIST OF CURRENT CERTIFIED ACO'S

- A. The Certification Committee shall maintain a record of all meetings proceedings, a list of all current certified ACO's in the State of Missouri and a record of all applicants for certification, for a period of five (5) years.
- B. The Certification Committee shall provide an application form for the use of all applicants, which shall contain the following:
  - 1. The name, mailing address, and date of application.
  - 2. The name and address of employer or business affiliation, if applies.
  - 3. The date the application was received by the certification committee.
  - 4. Pertinent information as may be deemed necessary by the appointing authority/board (i.e. continuing education units).
  - 5. Method of payment.

#### PART 8: QUALIFICATIONS FOR EXAMINATION FOR CERTIFICATION AS AN ACO

Any person desiring to be certified as an ACO shall make application to the Certification Chairperson on a form provided by the Certification Committee and pay a fee of one-hundred and twenty five dollars (\$125.00) for the certification training program.

## PART 9: APPLICATION, RENEWAL, AND DISPOSITION OF FEES

1. Applicants for certification as professional ACO shall pay a non-refundable certification examination fee as determined by the Appointing Authority/Board, at the time of the time of making application for certification. Any recommended increase of certification fees shall be posted on the Missouri Animal Control Association website for thirty (30) days to allow for comment from the membership, prior to the Board voting on the increase. The Board may opt to allow the membership to vote at their annual training conference on any proposed increase. A simple majority of those voting shall determine the outcome.
  - A. All certificates shall expire two (2) years from the date of issuance, unless renewed prior to such date.
  - B. An ACO certified under the provisions of this program shall prior to renewal of the certificate, submit satisfactory written documentation of obtaining twenty (20) continuing education units to the certification committee for the preceding two (2) year period. The courses must be relevant to animal welfare and approved by the Certification Chairperson; and,
  - C. Pay a renewal fee of \$10.00 for a two year period, or a fee as amended and approved pursuant to the provisions of this article.
  - D. Said renewal fee shall be due and payable on or before the date of expiration. Upon payment of fees and verification of required continuing education units a renewal certificate valid for two (2) years shall be issued.
2. Certifications expired for failure to pay renewal fees or for failure to provide satisfactory proof of continuing education units may be reinstated within thirty (30) days (of expiration) if renewal fee and/or satisfactory proof of continuing education units are submitted.
3. Funds collected under the provisions of this program shall be used to pay reimbursements and expenses of the certification program as approved by the Appointing Authority/Board. These funds may also be used for furthering the education and standards of ACO certified under the provisions of this program.
4. The treasurer of the Association shall collect all fees under the provisions of this program and shall deposit such fees into a "certification account" to be used solely to carry out the provisions of this program. Only upon dissolution of this (certification) program shall the funds be diverted to the general fund. Fees collected shall be used to pay reimbursements and expenses of the certification program as approved by the Appointing Authority/ Board. These funds may also be used for furthering the education and standards of ACOs certified under the provisions of this program.

## PART 10: EXAMINATION FOR CERTIFICATION

- A. The certification test shall be administered in conjunction with the Missouri Animal Control Association's (MACA) certification training program.
- B. An applicant who fails to pass the certification examination may re-test twice within a twelve (12) month period (with the twelve month period beginning on the date the applicant failed the initial examination) at any MACA sponsored training if a certification committee member is present to administer the examination, and upon submitting an application and examination fee.
- C. Upon a third failure of the certification test, the applicant must re-attend the certification two-day training program.
- D. The certification examination shall only be administered to those applicants that qualify pursuant to Part 8, of these bylaws.
- E. The certification examination shall be of a quality equal to that as provided by the National Animal Control Association or its equivalent as determined by the certification committee.
- F. In any case, the certification committee shall determine the curriculum of the examination to be administered to applicants, and such examination shall be required for all candidates who wish to become certified under this program.
- G. For successful completion of the certification test, the applicant must receive a score of at least an eighty percent (80%).
- H. The examination papers and records pertaining thereto shall be filed with the secretary of the certification committee and retained for a length of five (5) years.

## PART 11: CONTINUING EDUCATION

- A. The certification committee shall, as a means to maintain professional competency, recommend policies, guidelines and standards for continuing education to the Appointing Authority/Board.
- B. The certification committee shall require twenty (20) continuing education units of direct participation in a course(s) approved by the committee. One (1) hour of training equals one (1) continuing education unit.
- C. Continuing education units standards shall be established to assure a variety of alternative forms of courses are available for certified ACO's to earn the necessary continuing education units. The courses may consist of, but not limited to; academy studies, in-service training programs, programs offered by education institutions, lectures, conferences, workshops, courses sponsored by the extension office, home study programs and online programs.
- D. The certification committee shall make available a form for request and submittal of continuing education units. It shall be the responsibility of the certification committee to approve or disapprove the continuing education units.

## PART 12: INVESTIGATION FOR DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

- A. The Appointing Authority/Board shall promulgate policies and guidelines for investigation of complaints regarding unprofessional conduct and/or illegal actions of certified animal control officers.
- B. Notwithstanding any other provisions of this program, the Certification Committee may deny, refuse to renew, suspend or revoke a certification certificate issued under the provisions of this program after sufficient notice of hearing and upon finding that the ACO has;
  - 1. Knowingly made a false statement of fact in the application for certification and/or renewal of certification; or,
  - 2. Been convicted of a crime, if the crime is substantially related to the qualifications, function, and duties of the business or profession for which the certification was issued; or,
  - 3. Committed an act of deceit, misrepresentation, violation of contract, fraud, negligence, professional incompetence or unethical practice; or,
  - 4. Failed to pay required fees or renewal according to the provisions of this program; or,
  - 5. Failed to meet continuing education requirements.
- C. Upon suspension or revocation of an individual's certification, the Certification Committee shall notify the certificate holder, consistent with provisions on Part 6, Section E.

## PART 13: USE OF TITLE

Only a person who has qualified as a Certified ACO and who holds a valid certificate of certification issued by the Certification Committee shall have the right and privilege of using the title "Certified ACO" and to use the abbreviations "CACO" after his/her name.

## PART 14: RIGHT OF APPEAL OF CERTIFICATION COMMITTEE DECISION

Any action by the Certification Committee which adversely affects an applicant or holder of a certificate of certification may appeal. The appeal shall be made to the Appointing Authority/Board which shall appoint an investigation committee to hear the appeal. The appointed committee shall submit their findings of facts and recommendation to the Appointing Authority/Board.

\*BYLAWS REVIEWED, UPDATED AND APPROVED BY THE BOARD OF DIRECTORS ON JUNE 1, 2017.

Reviewed and attested to by:

James Taylor  
President

6/1/17

Date

Louaine Lesta  
Secretary

6/1/2017

Date