

MISSOURI ANIMAL CONTROL ASSOCIATION

BYLAWS

Article I

Election of Executive Board

Section 1 Election of the Executive Board shall take place at the annual business meeting of the Association. A simple majority of those active members present, and voting shall be decisive.

Section 2 The President shall appoint the nominating committee, who will submit at least two nominees for each vacancy of the Executive Board at the annual business meeting of the Association. The President shall also accept nominations from the floor for each vacancy. Each nominee from the floor shall have a second before the nominee is placed on the official list of candidates.

Section 3 In the initial election of the Board of Directors, the two nominees receiving the most votes shall serve for three years on the Executive Board. Nominees receiving the third and fourth highest number of votes shall serve a two-year term of office. Those placing fifth and sixth in the election shall serve a one-year term on the Executive Board. Thereafter the initial election of the Executive Board, members of the Executive Board shall be elected for a term of three years. The Officers of the Association are members of the Executive Board (for their election procedure, see Article III of these Bylaws).

Section 4 Minimum requirements set forth for the eligibility for nomination to serve on the Executive Board of the Association shall be as follows:

- A. Nominee must have a minimum of two (2) years of experience either as an employee or volunteer with a Missouri Department of Agriculture licensed facility, or animal medical care facility; or as a public health official, veterinarian, law enforcement official, animal control officer or humane investigator; or other animal care and control-related position that is approved by the Executive Board; and,
- B. Nominee, upon request by the board, shall provide written verification of working a minimum of 250 hours within the two most recent years; and
- C. Nominee must be a current member in good standing and have been a member of the Association for the prior calendar year.

Section 5 In the event that any Executive Board member shall miss two consecutive meetings; or two meetings within any given conference year (beginning

from date elected to the position until the next annual conference) unless there are extenuating circumstances as determined by the majority of the Board voting; or if the Executive Board member is unable to complete his/her term of office and has given notice of resignation, the President shall declare the position vacant and shall appoint, with the advice and consent of the majority of the remaining Executive Board members voting, an active member to complete the term of office, giving consideration to the following criteria:

- A. The person who received the highest number of votes at the last general meeting but was not elected to the Executive Board; or
- B. A person from the area in which the vacancy occurred, or
- C. Any person submitted to the Executive Board by an active member.

Section 6 Procedures for removal and/or suspension of an Executive Board member/officer.

- A. A board member/officer may be removed from the Executive Board for actions considered detrimental or damaging to the Association and its members, or for conduct resulting in discrediting of the Association.
- B. All allegations will be reviewed by the President and if found to have merit, investigated by a committee appointed by the President.
- C. A two-thirds (2/3s) majority vote of the Executive Board is required to remove a board member/officer.

(Amended January 22, 1998; April 30, 1999; July 15, 1999; September 9, 2021)

Article II

Executive Board Duties

Section 1 The Executive Board shall conduct all of the business of the Association.

Section 2 The Executive Board shall act on all matters presented to it by the President or any member of the Association.

Section 3 All matters submitted to the Executive Board by a member of the Association, for Board action, shall be done so in writing at least seven (7) days prior to the next regular scheduled general meeting of the Executive Board.

Section 4 Unless otherwise provided by these Bylaws, a simple majority of the Board members voting during a meeting in which a quorum is present, is all that is required to adopt a matter brought before the Executive Board. Executive

Board member voting may also occur by U. S. Postal Service mail, overnight delivery mail, or electronically. There shall be no proxy voting. The vote of the Executive Board should be final.

Section 5 Fifty-five percent (55%) of the members of the Executive Board shall constitute a quorum.

(Amended February 14, 2020; September 9, 2021)

Article III

Election of Officers

Section 1 Officers of the Association shall be elected as follows:

- A. A President and Vice-president shall be elected for a two (2) year term in alternating years.
- B. A Secretary shall be elected for a three (3) year term.
- C. A Treasurer shall be appointed by the President with confirmation by a simple majority of the Executive Board present and voting.
- D. The election of Officers shall be conducted during the annual business meeting of the Association, with the Treasurer being appointed and confirmed at the next meeting of the Board of Directors following the resignation or dismissal of the previously appointed Treasurer.

Section 2 The nomination committee shall submit nominees for each vacant Officers position at the Annual Business Meeting of the Association. Nominations shall be accepted from the floor and must have a second. Candidates receiving a majority vote of those members present and voting shall be duly elected.

Section 3 The Executive Board is authorized to adopt such rules and regulations consistent with the provisions of this article for the purpose of conducting such elections.

(Amended September 22, 1994; April 30, 1998; September 9, 2021)

Article IV

President

Section 1 The President shall be the chief executive officer of the Association.

Section 2 Duties: The President

- A. Shall preside at all general and annual business meetings but is empowered with the authority to yield the chair to the Vice-president for the performance of those duties.
- B. Shall deliver a report at the regular Annual Business Meeting detailing the plans and accomplishments of the Association.
- C. Shall be Chairman of the Executive Board.
- D. Shall appoint a nominating committee whose primary purpose is to propose a slate of qualified candidates for the Executive Board and Officers positions to the membership at the Annual Business Meeting.
- E. Shall appoint the Chairman of all committees and shall promptly move to fill Board vacancies.
- F. Shall be considered as an ex-officio member of all committees with the full power to supervise and direct their work.
- G. Shall work to promote the successful operation and the welfare of the Association in general.
- H. *Shall sign all annual conference contracts which have been approved by the Executive Board upon receipt.*

(Amended December 2003; November 2005, September 9, 2021)

Article V

Vice-president

- Section 1** The Vice President shall assist the President in the performance of his or her duties and act in his or her absence.
- Section 2** The Vice President shall serve as the coordinator of the annual conference of the Association.

(Amended September 9, 2021)

Article VI

Secretary

- Section 1** Shall record minutes of all regular general meetings and the Annual Business Meeting of the Association.
- Section 2** Shall be responsible for the maintenance of all Association records, with the exception of the certification records which shall be maintained by the certification chairperson.

Article VII

Treasurer

- Section 1** The Treasurer shall be an appointed position of the Executive Board.
- Section 2** The Treasurer shall collect the revenues owed the Association, disburse money for authorized purposes and maintain appropriate financial records.
- Section 3** The Treasurer shall collect dues from the membership and maintain a roster of all members of the Association.
- Section 4** The Treasurer shall be bonded.
- Section 5** The Treasurer shall provide a written financial report at all regular general meetings and the Annual Business Meeting of the Association.

(Amended September 22, 1994; January 10, 2002; September 9, 2021)

Article VIII

Expenditures

- Section 1** The President of the Association has the authority to authorize expenditures not to exceed one-thousand dollars (\$1,000.00):
- A. Any and all expenditures by an Executive Board member or Officer shall be pre-approved by the President.
 - B. Expenditures exceeding one-thousand dollars (\$1,000.00) must be approved by the Executive Board; except; the President has the authority to enter into a contract for any training program, payment of National Animal Control Association membership dues, and the production of the Association's newsletter.
 - C. The Treasurer shall have the authority to immediately reimburse Board member expenditures upon receiving a receipt for said expenditures from a Board member and the approval of the President.

(Amended July 27, 2006; September 9, 2021)

Article IX

Dues and Fees

- Section 1** Membership renewal dues shall be payable on or before the expiration date.

- Section 2** The amount of the annual membership dues for active members shall be twenty dollars (\$20.00) unless revised by a majority vote of the Executive Board.
- Section 3** Members whose dues are not paid within thirty (30) days of expiration date shall be sent a final notice advising them that the dues are delinquent and that unless payment is received within thirty (30) days from the date of the notice that their membership will be voided.
- Section 4** No member shall be permitted to exercise any right or privilege of membership while his or her dues are delinquent.
- Section 5** Associative memberships shall have the same rights as all other members except they shall not be entitled to vote or hold elected office. They shall be required to pay an annual membership fee of twenty dollars (\$20.00).
- Section 6** Supportive memberships shall have the same rights as all other members except they shall not be entitled to vote or hold elected office. They shall be required to pay an annual membership fee of one-hundred dollars (\$100.00).
- Section 7** Honorary memberships shall have the same right and privileges as active memberships, except they shall not be entitled to hold office. Honorary members must be nominated for Honorary Membership and approved by the Executive Board; and are members for life.

(Amended September 19, 1996; March 6, 1997; April 5, 1998; September 12, 2000; January 10, 2002; September 9, 2021)

Article X

Committees

- Section 1** The President shall have the power to appoint committees as deemed necessary to conduct the business of the Association.

Article XI

Reserved IAW Amendment 2021001

(Amended September 9, 2021)

Article XII

Expulsion of Members

Section 1 Any member of this organization may be expelled for any flagrant violation of the objectives of the Association, or for personal conduct which would bring discredit to the organization. Any member accused of such action shall be investigated by a committee appointed by the President and will be entitled to a fair and impartial hearing if the accused request such hearing.

Section 2 Should the committee make a recommendation to the President to expel the member, a majority vote to accept the recommendation by the Executive Board present at the hearing shall constitute expulsion.

(Amended September 9, 2021)

Article XIII

Use of MACA Name or Insignia

Section 1 The use of any printed matter bearing the name or insignia of the Missouri Animal Control Association (MACA) must first be approved by the Executive Board before printing begins.

(Amended September 9, 2021)

Article XIII

Procedures for Amending Bylaws

Section 1 The procedures for amending the Bylaws of the Association shall be the same as applies to the Constitution of the Association.

Article XV

Parliamentary Procedures

Section 1 All business meetings of this Association shall be conducted in accordance with Robert's Rules of Order, 12th Edition, Revised 2020. The business of the Association may be conducted through in-person meetings of the Executive Board of Directors, through digital or electronic means as permitted by current technologies, and through electronic mail (email) as deemed necessary by the President of the Association. Any

such electronic mail business must be included in the next regularly scheduled business meeting of the Executive Board of Directors.

(Amended September 9, 2021)

*BYLAWS REVIEWED, UPDATED AND APPROVED BY THE BOARD OF DIRECTORS ON SEPTEMBER 9, 2021.

Reviewed and attested to by: Holly Bowie 10/5/21
Holly Bowie, President Date

James A. Taylor 9/9/21
James A. Taylor, Executive Secretary Date