

MISSOURI
ANIMAL CONTROL
ASSOCIATION

CONSTITUTION & BY-LAWS



CONSTITUTION AND BY-LAWS OF THE MISSOURI ANIMAL CONTROL ASSOCIATION

DEFINITIONS

Whenever in this document the following terms are used, each shall have the meaning respectively ascribed as listed below:

ACO/HSO – Animal Control Officer/Humane Society Officer

Annual Meeting – To be held in conjunction with the Annual Training Program
(Amended September 19, 2005)

Association – The Missouri Animal Control Association

Chapter President – President of any regional chapter of the Association

Chapter Vice-President – Vice-President of any regional chapter of the Association

Elective Members – 6 or more Association members serving on the Executive Board

Executive Board – Not less than 10 members including the Elective Members and Officers

General Meetings – Regular planning meetings of the Executive Board

Membership – one year; renew annually *(Amended December 2, 2004)*

Officers – Officers of the Association; President, Vice-President, Secretary and Treasurer

President – President of the Missouri Animal Control Association

Secretary-Treasurer – Secretary-Treasurer of any regional chapter of the Association

CONSTITUTION

Article I: Name

- Section 1** This organization shall be known as the Missouri Animal Control Association, and hereafter is referred to as the “Association”.
- Section 2** Its officers hereinafter described shall comply with the laws of the United States and the laws of the State of Missouri in the performance of their duties for the Association.
- Section 3** It shall forever remain a non-profit organization in fact.
- Section 4** It shall be incorporated in the State of Missouri as a non-profit organization.
- Section 5** Officers of the Executive Board must reside in the State of Missouri.
(Amended September 22, 1994)

Article II: Objectives and Purposes

- Section 1** Education and training of animal control personnel.
- Section 2** Education of the public in responsibilities of animal control.
- Section 3** Exchange of information regarding animal control programs.
- Section 4** Provide expertise and guidance of animal control problems to officials at city, county and state levels.
- Section 5** Develop standards and certification procedures for animal control personnel.
- Section 6** Identify and make recommendations on problems requiring further research.
- Section 7** Provide liaison with other professional organizations and groups having related interests.
- Section 8** Strive to reduce pet over-population through spaying and neutering programs and through education of the public regarding responsible pet ownership.
- Section 9** Promote animal welfare through programs and education as deemed necessary by the Executive Board.
(Amended July 30, 1998)

Article III: Membership

The general membership of this organization shall consist of Active, Associative, Supportive and Honorary members.

Section 1 *ACTIVE* membership shall be open to Animal Control Officers, Humane Society Officers, Public Health Veterinarians, Health Officers, Governmental officials and others active in the animal control/humane field as approved by the Executive Board. *(Amended May 5, 2009)*

Section 2 *ASSOCIATIVE* membership shall be open to individuals, quasi-public organizations, veterinarians engaging in private practice, and others that are interested in animal control.

Section 3 *SUPPORTIVE* membership shall be open to veterinary medical organizations, supply companies, pet food companies, cities and other organizations interested in animal control.

Section 4 *HONORARY* membership may be conferred upon any persons rendering outstanding service to the field of Animal Control by two-thirds vote of the Executive Board.

Article IV: Executive Board

Section 1 There shall be a body known as the Executive Board of the Association consisting of not less than ten members, the four officers of the Association and six or more members, to be known as the Elective Members.

(Amended September 19, 1996, March 6, 1997, July 12, 2001 and November 8, 2001)

Section 2 The Executive Board shall conduct all business of the Association.

Section 3 The powers, duties, terms of office, and method of election of the Executive Board are as specified in the By-laws.

Article V: Officers

Section 1 The officers of the Association shall be a President, Vice-President, Secretary and Treasure. The powers, duties, terms of office and method of election of the officers are specified in the By-laws.

(Amended September 22, 1994, and January 9, 1997)

Article VI: Creation of Regional Chapters

Section 1 An organized regional group desiring a charter for a chapter of the Missouri Animal Control Association must submit two copies of its petition and Constitution to the President of the Association.

Section 2 Petitions for a chapter shall be presented by a minimum of ten active members of the Association.

- Section 3** Petitions shall contain all of the information required by the President of the state association.
- Section 4** Approval of the chapter shall be considered at the first regularly scheduled meeting of the Executive Board after the receipt of a petition and notice of the action taken will be mailed to the officers of the proposed change.
- Section 5** The government of the regional chapter is specified in the by-laws of the Association.
- Section 6** Regional chapter members must maintain membership in the state association.
- Section 7** Upon vote of sixty percent (60%) of the Executive Board of the Association, any regional chapter is subject to revocation if such chapter fails to abide by directions of the Executive Board of the Association.

Article VII: Amendments

- Section 1** Any three or more active members may propose amendments to this constitution by submitting same in writing to the President at least sixty days prior to any regular or special meeting of the Executive Board. An affirmation vote of at least 60% of the Executive Board present and voting shall constitute adoption,
(Amended September 19, 1996)
OR
- Section 2** A majority of members present at a regularly scheduled meeting may propose and pass an amendment,
(Amended September 19, 1996)
OR
- Section 3** All active members shall be consulted by mail before the adoption of an amendment and must respond affirmatively or negatively within three weeks of the postmark.

Article VIII: Tax Exempt Status

- Section 1 Purpose** Said Association is organized exclusively for charitable, religious, educational and scientific purposes under Section 501 (c) (3) of the Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 2 Powers** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the Association shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal

income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

BY-LAWS

Article I: Election of Executive Board

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

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

Section 3 In the initial election, the two nominees receiving the largest vote 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 members of the Executive Board shall be elected annually for a term of three years each. The Officers of the Association are members of the Executive Board. (For their election procedure, see Article III of the By-laws)

(Amended April 30, 1999)

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) At least two (2) years in current position as ACO/HSO, Public Health Official, Veterinarian, Health Officer, Governmental Official, and other active in the animal control/humane field.

OR

B) Three (3) years experience as described in Article III, Section I of the Constitution of the Association.

AND

C) A current, active member of the Association for the prior calendar year.

(Amended July 15, 1999)

Section 5 In the event that any Executive Board member shall miss two consecutive meetings, or two meetings in any given conference year (November 1 through October 31), unless there are extenuating circumstances as determined by the President, or is unable to complete his/her term of office and has given notice of such, the President shall declare the position vacant and shall appoint, with the approval of the remaining members of the Executive Board, 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 appointed 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.

A majority acceptance by the Executive Board will declare the appointment of the successful candidate.
(Amended January 22, 1998)

Section 6 Removal and suspension of an Executive Board member:

- A) Board members may be removed from the Executive Board for actions detrimental, damaging, or for conduct resulting in discrediting of this Association. All charges will be investigated by a committee appointed by the President. The member may be removed by a two-thirds (2/3) majority vote of the Executive Board.
- B) Any officer may be suspended from his/her duties by a simple majority vote of the Executive Board realized for this purpose.

(Amended May 5, 2009)

Article II: Executive Board Duties

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

Section 2 The Executive Board shall act on all matters presented to it by the President of any member of the Association after presentation for the agenda, in writing, at least thirty days prior to the scheduled date of the meeting. The vote of the Executive Board carried out in accordance with the customary parliamentary procedure shall be final.

Section 3 Fifty-five percent of the members of the Executive Board shall constitute a quorum.

Article III: Election of Officers

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

- A) A President and Vice-President for 2-year terms on alternating years until replaced at the expiration of their term.
- B) A Secretary for a 3-year term until replaced at the expiration of their term.
- C) The Treasurers position will be appointed by the Executive Board.
- D) The Annual Meeting and Training Program shall be held jointly each year.
- E) The location of the Annual Meeting for the successive year shall be specified.

(Amended September 22, 1994)

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

(Amended April 30, 1998)

Section 3 The Executive Board is authorized to adopt such rules and regulations consistent with the provisions of the article for the conduct of such elections, as they may deem necessary.

Article IV: President

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

Section 2 Duties:

- A)** Shall preside at all general 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 Meetings pertaining to the plans and accomplishments of the Association.
- C)** Shall be Chairman of the Executive Board.
- D)** Shall appoint a nominating committee whose purpose shall be to propose a slate of candidates for the Executive Board and a slate of candidates for the officers of the Association, to the membership at the Annual Meeting.
- E)** Shall appoint the Chairman of all committees and shall promptly fill vacancies in the membership or committees created by any cause (see Article VIII).
- F)** Shall be considered as an ex-officio member of all committees with the full power to supervise and direct their work.
- G)** Shall preside at all Executive Board meetings.
- H)** Shall prepare recommendations on local chapters.
- I)** Shall seek to promote the successful operation of the local chapters and the welfare of the Association in general.

Article V: Vice-President

Section 1 Shall assist the President in the performance of his or her duties and act in his or her stead in the event of an absence.

Section 2 Shall serve as the coordinator of the annual workshop.

Article VI: Secretary

Section 1 Shall record minutes of the Association's meetings and those of the Executive Board.

Section 2 Shall be responsible for the maintenance of all records.

Article VII: Treasurer

Section 1 Shall collect the revenues owed the Association, disburse money for authorized purposes and maintain appropriate records.

Section 2 Shall collect dues from the membership and maintain a roster of all members of the Association and its chapters.

Section 3 The Treasurer shall be bonded.

Section 4 All checks and vouchers must be signed by at least two officers.

Section 5 The President of the Association has the authority to authorize expenditures of the organization up to \$1000.00.

- A) Any and all expenditures up to \$1000.00 by a board member must be pre-approved by the President of the Association.
- B) Expenditures exceeding \$1000.00 must be approved by the Executive Board; except, the President of the Association has the authority to enter into contract for any training program, payment of NACA membership dues, and the production of the Association's newsletter.

(Amended March 24, 2009)

Section 5 Shall be an appointed position and serve at the Executive Board's leisure.

(Amended September 22, 1994)

Article VIII: Dues and Fees

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

(Amended December 2, 2004)

Section 2 The amount of annual dues of active members shall be \$30.00 and be changed only by a majority vote of the Executive Board.

(Amended September 19, 1996 and September 12, 2000)

Section 3 Members whose dues are not paid within thirty (30) days shall receive a final notice stating that the account and/or dues are then delinquent. Non-payment of dues within thirty (30) days shall result in the member being dripped from the rolls.

(Amended December 2, 2004)

Section 4 No member shall be permitted to exercise any right or privilege of membership while his or her dues are delinquent.

Section 5 The fiscal year shall be January 1st to December 31st.

Section 6 Associative memberships 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 fee of \$30.00 yearly dues.

(Amended September 19, 1996 and January 10, 2002)

Section 7 Supportive membership shall have the same rights as all other members except they shall not be entitled to vote nor hold elected office. They shall be required to pay an annual fee of \$100.00.

(Amended March 6, 1997)

Section 8 Honorary membership shall have the same rights and privileges as active membership, except they shall not be entitled to hold office.

(Amended April 5, 1998)

Article IX: Committees

Section 1 The President shall have the power to appoint such committees as deemed necessary to conduct the business of the Association. (See Article IV)

Article X: Government of Regional Chapters

Section 1 All active members will be eligible to vote at chapter meetings.

Section 2 Each chapter will follow appropriate rules for its organization provided they do not conflict with the constitution and by-laws of the Association.

Section 3 Each chapter shall have a President, Vice-President and a Secretary-Treasurer. These officers shall serve as the Chapter's Executive committee.

Section 4 The Chapter President shall call and preside at the meetings of the chapter, appoint such committees as deemed necessary and other duties as required.

Section 5 The Chapter Vice-President shall assist in the performance of the duties of the Chapter President and shall act in his or her stead in the event of absence.

Section 6 The Secretary-Treasurer shall record minutes of all meetings and be responsible for all monies of the chapter and provide the State Association a roll of all members on a yearly basis.

Section 7 Members of the Executive Board of the Association are prohibited from holding office at the regional level.

Article XI: Expulsion of Members

Section 1 Any member of this organization may be expelled for flagrant violation of the objectives of this 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 at the accused member's request. Should the committee concur in the move to expel, a majority vote of the active members present at the hearing shall constitute expulsion.

Section 2 The use of any printed matter bearing the name or insignia of MACA must first be approved by the Executive Board.

Article XII: Procedure for Amending the By-Laws

Section 1 The procedure for amending the by-laws shall be the same as applies to the Constitution of the Association.

Article XIII: Parliamentary Procedure

Section 1 All business meetings of this Association shall be conducted in accordance with *Robert's Rules of Order, Revised*.