



**NORTH CAROLINA MOSQUITO  
AND  
VECTOR CONTROL ASSOCIATION  
MANUAL OF PROCEDURES**

**ADOPTED 1996**

**Revised Aug. 22, 2006  
Revised July 10, 2007  
Revised March 11, 2008  
Revised November 12, 2014**

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## **PURPOSE OF MANUAL**

The "Manual of Procedures" is designed to guide the officers and committees of the North Carolina Mosquito and Vector Control Association (NCMVCA, herein referred to as Association) in meeting the objectives of the Association and the intent of the Constitution and Bylaws of the Association. The duties and responsibilities are stated herein for the officers and committees. The President shall direct his Executive Committee and committee chairs to the Association's website and request each person review the Manual of Procedures.

The records of the Association shall be maintained by the Secretary/Treasurer of the Association. The records may be reviewed by any officer upon request. The following types of information shall be maintained by the Secretary/Treasurer of the Association as records: minutes of the educational and business meetings, minutes of the Executive Committee meetings, membership lists, lists of Association officers and award recipients, records of receipts and disbursements, bank account and other related financial documents necessary to comply with state and federal tax laws and accepted accounting practices, and other pertinent written material.

## **MISSION STATEMENT OF THE NORTH CAROLINA MOSQUITO AND VECTOR CONTROL ASSOCIATION**

It shall be the aim of the North Carolina Mosquito and Vector Control Association to attain, among other things, the following objectives:

1. To promote and foster the professional status and skills of its members;
2. To conduct meetings for the education, discussion, and study of problems in the field of vector control;
3. To act as a clearing house among its members for the receipt, exchange, and dissemination of information on vector control policies and procedures;
4. To foster and promote integrated pest management;
5. To cooperate with public health agencies and all other organizations and groups that are interested in improving public health through the control of vectors;
6. To develop a cooperative relationship with local, state, and federal agencies, professional organizations, and accredited colleges and universities in North Carolina;
7. To provide an opportunity for and to promote congenial and harmonious social and professional relationships within the membership of the Association.

## **GENERAL**

The Association in considering its objectives should not hesitate to ask the Program Committee to plan and develop training opportunities

for the membership that meet the needs of this Association. To this end, business may be discussed as part of any educational meeting but the Program Committee may also plan meetings solely for the purpose of education.

**PRESIDENT:**

The President shall be responsible for providing leadership to the Association. He/she shall direct the Association's activities to include the regular educational and/or business meetings. The President shall be assisted by the Executive Committee of the Association, the standing committees, and the membership. The President shall serve as the official spokesperson for the Association.

OTHER RESPONSIBILITIES OF THE PRESIDENT

1. Upon election the President shall call a meeting (within eight weeks) of the new Executive Committee for the purpose of getting acquainted and developing a plan of action for the year. Any member in good standing may be invited to attend this meeting to provide information on projects already in progress.
2. The President shall direct the Secretary/Treasurer to provide the Newsletter Editor of the Association a listing of the newly elected officers and a membership list of this Association to include names and mailing addresses.
3. The President is the official representative of this Association. In the event the President cannot represent this Association at a meeting, hearing, etc., the Vice President shall represent the President in these matters.
4. The President of this Association shall with the assistance of the Executive Committee review the financial status of the Association and present at a regular annual business meeting appropriate information pertaining to the Association's financial solvency.
5. The President shall preside over the business component of any regular and/or called meeting.
6. The President shall notify in writing, within six weeks of taking office, the appointed Chairperson of each standing committee.
7. The President shall appoint as specified herein the following standing committee chairpersons: Awards and Nominating, Constitution and Bylaws, and Legislative.
8. The President shall be an ex-officio member of all committees of this Association and is encouraged to attend such meetings as may be called by the chairperson of the committees.
9. The President shall also be ready to appoint when needed special and/or advisory type committees (ad hoc).
10. The President shall make sure that those appointed to committees are members in good standing, i.e. are current with their dues and any other promises.
11. The President shall also appoint the members at large of the Executive Committee as specified in the Constitution.

12. Annually, the President shall assure that the Secretary/Treasurer's financial records have been audited before the last meeting of the Association during his/her term of office.
13. The President shall assure that the records of the Association are transferred in an orderly fashion to the incoming officers.
14. The President shall assure that each Committee and its Chairperson are aware of their responsibilities and are ready to handle the assignments of the Committee.
15. The President shall work closely with the Vice President to assure that an adequate number of education programs are presented through the Program Committee.
16. The President shall call at least quarterly, Executive Committee meetings to determine the progress of committees and address any other business that might need to come before the Association. To this end, the President shall invite the Chairpersons of Committees to appropriate Executive Committee meetings for progress reports. The President shall also ask, at least four weeks prior to the educational/business meeting for a report from each Committee to be given at the last annual educational/business meeting.
17. The President shall appoint a Sergeant at Arms as needed, to maintain order at all business meetings and a Parliamentarian to assure decent and orderly procedures are followed during the business meetings.
18. The President serves as Chairperson of the Membership and Communications Committee. The President also serves as a member of the Finance Committee.

### **VICE PRESIDENT:**

The office of Vice President serves the President and membership to perform special functions of the Association. The Vice President shall preside over the meetings of the Association and other business in the absence of the President. The Vice President is a member of the Executive Committee of the Association.

### **OTHER RESPONSIBILITIES OF THE VICE PRESIDENT**

1. If for some reason the office of the President of the Association is vacated, then the Vice President shall serve the remainder of the term as President.
2. The Vice President shall coordinate and plan under the direction and leadership of the President.
3. The Vice President serves as Chairperson of the Program Committee. The Vice President shall call at the appropriate time(s), a sufficient number of committee meetings to develop the education component of the annual meeting and/or called meetings. The first meeting of the Program Committee shall be within six weeks of the Vice President taking office.

4. The Vice President or their designated Program Committee member, prior to implementation of the Program Committee's recommendations for educational programs shall consult with and report to the President and Executive Committee during an Executive Committee meeting the proposed programs and possible speakers. The Vice President then shall inform the Program Committee of the approved recommendation of the Executive Committee regarding the format and content of the proposed educational/business meetings.
5. The Vice President shall notify each speaker and/or participant of the education/business meetings of meeting dates, location, and time slot, etc.
6. The Vice President shall assure that each member of the Association is informed of educational/business meeting dates and locations, etc.
7. The Vice President shall work with the Local Arrangements Committee to assure adequate meeting space and other accommodations, etc.
8. The Vice President shall notify the Awards and Nominating Committee of the deaths of any members.
9. The Vice President shall upon installation as President, present the plaque to the Past President.

**SECRETARY/TREASURER:**

The Secretary/Treasurer is the officer responsible for recording the business and maintaining the records of the Association. The Secretary/Treasurer is the financial officer of the Association, a member of the Executive Committee and Chairperson of the Finance Committee.

**OTHER RESPONSIBILITIES OF THE SECRETARY/TREASURER**

1. The Secretary/Treasurer shall collect, maintain, and keep the records of the Association.
2. The Secretary/Treasurer shall be responsible for maintaining an accurate record of instructional hours for members attending an Association sponsored educational meeting. When appropriate, he/she shall submit an agenda for approval of instructional hours to the North Carolina Department of Agriculture and Consumer Services Structural Pest Control and Pesticides Division. Subsequent to the educational opportunity, the Secretary/Treasurer shall provide the Pesticides Division a copy of the sign-up sheet for those requesting credits.
3. The Secretary/Treasurer shall meet with the Vice President for the exchange of records within six weeks of taking office. It is suggested this be completed at or before the first Executive Committee meeting.
4. The Secretary/Treasurer shall serve as an Ex-officio member of the Constitution and Bylaws, and Membership and Communications Committees.

5. The Secretary/Treasurer shall serve as secretary of the Association's Executive Committee and shall assist the President in developing an annual report to the Association from the minutes of the Executive Committee and other business meetings.
6. The Secretary/Treasurer shall be the custodian of the funds and other property of the Association and shall safely keep or dispose of these funds or other property as ordered by the President acting within the limitations in the Constitution and Bylaws and future amendments thereto and/or as ordered by a majority vote of those members attending a scheduled and publicized regular or called meeting of the Association.
7. The Secretary/Treasurer shall chair the Finance Committee and submit the financial records of the Association annually to an auditor(s) appointed by the Committee for their examination before the annual business meeting.
8. The Secretary/Treasurer shall relinquish and transfer to his/her successor in office, being duly elected and installed, all funds and property of the Association which shall have been in his/her hands as keeper and custodian.
9. The Secretary/Treasurer shall upon receiving funds in the name of the Association, deposit such funds in a bank in the name of the "North Carolina Mosquito and Vector Control Association". The Secretary/Treasurer accumulates funds and deposits such funds at least monthly in the bank under the signature of the current Secretary/Treasurer.
10. The Secretary/Treasurer shall receive all applications for membership and process them accordingly. The Secretary/Treasurer deposits the membership dues in the appropriate account and provides receipts to the members.
11. The Secretary/Treasurer shall receive and give receipts for the Association's income and pay out funds on approval of the Executive Committee.
12. The Secretary/Treasurer along with the Finance Committee shall provide if requested, an operating budget to the Executive Committee of the Association for each year.
13. The Secretary/Treasurer shall maintain an up to date paid membership list.
14. The Secretary/Treasurer shall handle the mailings, payments, and receipts pertaining to the annual meeting, etc. He/she shall receive and process all attendee, speaker, and exhibitor registration forms maintaining an electronic database of all information(e.g. name, address, email, payments, etc.) on the forms. Within 60 days following the annual meeting, they shall provide a copy of this database to the President or his designee.
15. The Secretary/Treasurer shall maintain up-to-date lists of award recipients for use by the President, Executive Committee, and membership.

**IMMEDIATE PAST-PRESIDENT:**

The office of immediate Past-President serves this Association as:

1. A member of this Association's Executive Committee; and
2. A valuable resource to the incoming officers of the Association.

**COMMITTEES**

All committee members shall be members in good standing with the North Carolina Mosquito and Vector Control Association. Members of committees shall be current with respect to dues.

Committee chairpersons shall be appointed, unless specified otherwise in the Constitution, by the President upon election, at the beginning of his/her term. This shall be done within six weeks of the President assuming office.

**EXECUTIVE COMMITTEE:** The Executive Committee is composed of the President, Vice President, Secretary/Treasurer, immediate Past-President, Chairpersons of all standing committees, and two members at large. The Executive Committee acting on behalf of this Association, shall meet at least quarterly to conduct the administrative affairs of this Association.

1. The President and Secretary/Treasurer also serve as Chairperson and Secretary respectively of the Executive Committee.
2. Members of the Executive Committee shall be members in good standing in this Association.
3. The first meeting of the Executive Committee shall be called by the President within eight weeks of taking office.
4. The Executive Committee annually shall review the cost of dues for this Association and bring a recommendation to the membership for a vote. If a dues change is recommended, a simple majority vote by roll call of those members attending a regularly called business meeting with at least 30 days' notice to the membership shall be required to increase the financial obligation of the membership with respect to annual dues.
5. Email voting by the Executive Committee is an accepted voting practice and may be needed during the year. All Association business handled by email will be included in Executive Committee minutes at the next regularly scheduled meeting. Email voting by other committees is an accepted practice as well and should adhere to the same guidelines stated above.

**AWARDS AND NOMINATING COMMITTEE:** The Awards and Nominating Committee shall be composed of a Chairperson, a previous recipient of the Hamilton W. Stevens Award, and up to two other members in good standing. This Committee shall be responsible for recognizing through awards, special achievements of the members. Only members in good standing can nominate a member for an award. This Committee shall be responsible for nominating from the membership individuals for the



offices of President, Vice President, and Secretary/Treasurer. This Committee shall review incoming resolutions for consideration by the membership and prepare and present resolutions as directed by the President, Executive Committee, and/or the membership.

1. The Awards and Nominating Committee shall determine that a nominee for an award is actively engaged in mosquito and vector control or in education, research, advocacy, or support of vector borne disease prevention.
2. No award shall be given to a nominee unless he/she is a member in good standing of the North Carolina Mosquito and Vector Control Association. Exceptions to this policy are at the discretion of the Executive Committee (e.g. awarding posthumous recognitions, etc.).
3. Possible annual awards of this Association shall be:
  - a. The Past Presidents Award;
  - b. The Hamilton W. Stevens Award;
  - c. The William F. Strickhouser Award (formally Golden Dipper Award);
  - d. Lifetime Membership or Service Awards; and
  - e. Additional awards as directed by the President.
4. The Awards and Nominating Committee shall ask for award nominations from the membership. The Chairperson shall ask that award nominations be received at least one month before the start of the annual meeting.
5. The Awards and Nominating Committee, upon determining the recipients of the awards, shall prepare written citations fully describing the recipients' contributions to the profession. The citation shall be suitably framed for presentation along with the plaque or other recognition.
6. The Awards and Nominating Committee shall determine the cost of the awards and submit a request for the appropriate funds to the Secretary/Treasurer for payment.
7. The Awards and Nominating Committee is reminded that they do not have to present an award every year. The presentation of our professional awards shall be for outstanding service to the profession. If the nomination(s) are inadequately prepared in the opinion of the Committee or if the nomination(s) lack the substance and tradition of past award recipients, it is imperative that the Committee wait.
8. The Awards and Nominating Committee also shall be responsible for recognizing the immediate Past-President's efforts by presentation of a plaque at the end of his/her Presidential term.
9. Criteria for the William F. Strickhouser, Hamilton W. Stevens, and Lifetime Membership Awards:

#### HAMILTON W. STEVENS AWARD

The Hamilton W. Stevens Award can be given annually to a person who, in the opinion of the Awards and Nominating Committee, has made a significant contribution to mosquito or vector control in North Carolina. This person must be a member in good standing of the Association and must be nominated by a member in good standing of the Association. Typically, this award is for an individual whose commitment goes beyond local endeavors. The recipient of this award generally has 360 degree mosquito and vector control vision and has demonstrated a willingness to provide statewide leadership and passion for the work. The passion for conscientious public health efforts and his/her love of their fellow man drive this recipient to practice mosquito and vector control.

#### WILLIAM F. STRICKHOUSER AWARD

Formally the Golden Dipper Award, the William F. Strickhouser Award may be awarded to up to three outstanding vector control operators or technicians (front line field workers). Ideally, the awards will be spread across the state.

Nominees should show dedication and diligence "above and beyond the call of duty", and have done something specific to demonstrate outstanding service to his or her vector control program.

#### Lifetime Membership Award

The receipt of a Lifetime Membership Award bestows upon the recipient the following gratuities from the Association: no annual membership dues and no registration fees at the annual educational meetings. Nominations for Lifetime Membership in the Association shall be reviewed by the Awards and Nominating Committee with subsequent recommendations made back to the Executive Committee.

10. The Awards and Nominating Committee reviews incoming resolutions for consideration by the membership and prepare and present resolutions as directed by the President, Executive Committee, and/or the membership.
11. The Awards and Nominating Committee shall prepare resolutions for the Association upon the retirement, death, successes, etc. of one of our members.
12. The Awards and Nominating Committee shall report its activities during the last business meeting of the year.
13. The Awards and Nominating Committee shall be responsible for nominating from the membership individuals for the offices of President, Vice President, and Secretary/Treasurer.
14. The nominations shall be presented at the last business meeting of the year for a vote from the membership.
15. The Awards and Nominating Committee shall insure prior to nomination that the nominees for officers of this Association shall be:
  - a. members in good standing in this Association;

- b. recognized as having a history of service within this Association (e.g. served on one of the standing committees of this Association); and
- c. able to devote sufficient time to carry out the duties of the office.

**CONSTITUTION AND BYLAWS COMMITTEE:** The Constitution and Bylaws Committee shall be composed of a Chairperson and up to two other members in good standing. The Secretary/Treasurer shall be an Ex-officio member of this Committee. The purpose of this Committee is to present in writing, recommended changes in the Constitution and Bylaws.

1. This Committee shall report its activities during the last business meeting of the year.
2. This Committee shall also review and recommend changes to the Manual of Procedures.
3. This Committee shall present any recommendations for changes to the Executive Committee for approval, prior to presenting such recommendations for a vote by the general membership at the last business meeting of the year.

**FINANCE COMMITTEE:** The Finance Committee shall be chaired by the Secretary/Treasurer of this Association. This Committee shall be composed of the President and up to two other members in good standing to assist the Secretary/Treasurer in developing a recommended operating budget, if requested by the Executive Committee.

1. The Finance Committee Chairperson shall request from committees, etc. their annualized costs.
2. The Finance Committee shall develop an operating budget for this Association, if requested.
3. All matters of finance shall be referred to the Finance Committee for consideration. Such matters after due consideration by this Committee shall be subsequently reported to the Executive Committee or at a regular called business meeting whichever occurs first after their election/appointment.
4. An auditor(s) appointed by the Finance Committee is/are to review the accounts and books of the Association held by the Secretary/Treasurer and to report its findings at the last Executive Committee meeting prior to the annual business meeting. The auditor(s) serves at the pleasure of the membership and the Executive Committee and may at their pleasure be asked to review the accounts and books of the Association.
5. The Committee shall execute a full written report of the audit and make available to the membership, both at the business session of the next annual meeting and publication in the next Newsletter Edition.

**LEGISLATIVE COMMITTEE:** The Legislative Committee shall be composed of a Chairperson appointed by the President and up to two other members in good standing. Members of the Legislative Committee must be able on short notice to take appropriate actions to express the viewpoint of

this Association on matters of a regulatory, legislative, or public health concern. This committee must be prepared to act on short notice, to perform scientific legislative research, and to communicate in a variety of settings with diverse audiences.

The Legislative Committee shall be responsible for:

1. Identifying legislative, budgetary, or regulatory issues of a local, state, or national nature, which may or will affect mosquito or vector control in NC;
2. Notify the President of such issues or events and develop courses of action to respond on behalf of the Association;
3. Implement action steps determined may include email or printed distributions to Association members, government agencies, industry, other organizations or associations, the media, or elected officials. Other outcomes may include the Association taking formal written positions by the President, postings on the website or in social media, etc.;
4. Attend meetings with various issue stakeholders to include elected or government officials, community groups, licensing boards, other professional associations, academia, industry, and others;
5. Acting on behalf of this Association as spokesperson as directed by the President or membership.

**MEMBERSHIP AND COMMUNICATIONS COMMITTEE:** The Membership and Communications Committee shall be composed of the President as Chairperson, the Newsletter Editor, the Webmaster, Vice President, and the industry liaison.

1. The Membership and Communications Committee shall review applications for membership, if necessary.
2. The Membership and Communications Committee shall maintain a proper application suitable enough to explain the rights and privileges of membership. To this end, this Committee shall use appropriate methods to maintain appropriate representation of counties in this Association and to obtain new members.
3. The Membership and Communications Committee shall develop, review, and distribute information and literature which advertises the merits of the Association and to assure distribution of the same information to new members.
4. This Committee shall produce, but not be limited to, two newsletters; a pre-conference newsletter published in months of July-September, and post conference newsletter published in months of December-February.
5. The Committee shall maintain an active web presence for and about the Association, its mission, objectives, and activities.
6. The Committee shall design and update the website with the purpose of disseminating information pertinent to the membership and the public at large where appropriate.

**PROGRAM COMMITTEE:** The Program Committee shall be composed of the Vice President as Chairperson and up to three other members in good standing. The Student Competition Chair appointed by the Vice President also serves on this Committee.

1. This Committee shall have the responsibility and authority to plan an educational/business meeting(s) for the benefit of the membership and Association.
2. This Committee shall submit to the Finance Committee, if requested, an itemized estimated cost of conducting the annual meetings. To meet this need, the Program Committee shall utilize a Local Arrangements Committee if one is appointed for an annual meeting.
3. This Committee shall be responsible for promoting its meetings under the leadership of the Vice President.
4. The Program Committee shall be responsible for announcing upcoming meetings upon approval of the Executive Committee.

**PARLIAMENTARIAN:** A Parliamentarian shall be appointed by the President. This person shall have sufficient knowledge of the current "Robert's Rules of Order Revised for Deliberate Assemblies". In the absence of the rules proscribed in the Constitution and procedures in the Manual of Procedures for this Association, "Robert's Rules of Order for Deliberate Assemblies" shall be utilized to conduct regular and special meetings.

**DISCIPLINARY ACTION:**

Reserved

**DISSOLUTION:**

The Association may be dissolved at any time by a written consent of not less than two thirds (2/3) of the members in good standing. In the event of dissolution of the Association, whether voluntary or involuntary or by operation of law, none of the property of the Association, nor the proceeds thereof, nor any assets of the Association shall be distributed to any members of the Association, but after all debts have been settled, its properties shall be donated to a charitable organization selected by the Executive Committee.

# APPENDIX A:

## PROPOSED DUTIES AND TIME-LINE

- January:
- \* Executive Committee to meet. This will be the first Executive Committee meeting for the newly elected president of the association to plan and get acquainted.
  - \* Email dues notices.
  - \* Confirm executed or draft hotel contracts or other hotel agreements of intent.
- February
- \* Committee Chairs to submit estimated budget for their committee work to Finance Committee, if appropriate.
  - \* Distribute newsletter if not completed in prior January or December months.
- March
- \* Sign hotel contracts or hotel agreements of intent if not already completed.
  - \* Notify commercial exhibitors of annual meeting dates, costs, etc.
  - \* Secretary/Treasurer to call a Finance Committee meeting for the purpose of developing a recommended budget for the upcoming year, if necessary.
- April
- \* Executive Committee may hold second meeting at the hotel that has been chosen to host the annual meeting or another designated location.
  - \* Trade Publications notice.
  - \* Awards and Nominating Committee to meet and review submittals from membership.
- May
- \* Finance Committee to meet and finalize recommended budget to be presented next meeting to Executive Committee, if requested.
  - \* Program Committee members to notify proposed speakers for next annual educational conference and solicit a response.
- June
- \* Executive Committee holds its third meeting at a designated location (may be scheduled for July if 2<sup>nd</sup> quarter meeting has already taken place).
  - \* Secretary/Treasurer to present to the Executive Committee a recommended budget, if requested, for the upcoming year.
- July
- \* Newsletter information due to the Editor.
  - \* Awards and Nominating Committee to meet.
  - \* The Chairperson of the Awards and Nominating Committee to coordinate the purchase of Hamilton W. Stevens and other awards with the President.
- August
- \* Vice President to provide, through the Program Committee, notification of each speaker and/or participant of the upcoming educational conference of appropriate conference information.

- September
- \* Designated auditor(s) to review financial records of the Association. This may be accomplished at the annual meeting.
  - \* All committees to develop written reports of their committee activities during prior year.
  - \* Distribute newsletter. This newsletter should contain information about: hotel accommodations, meeting location, registration costs, proposed highlights, proposed resolutions, proposed budget, etc.
- October
- \* Annual meeting held in either October or November.
  - \* Executive Committee to hold its fourth meeting. This is the last Executive Committee meeting for an incumbent President. This meeting should be prior to the start Of the annual meeting.
  - \* All committees should have their annual reports ready.
  - \* The Awards and Nominating Committee should receive any last minute instructions at this time from the President.
  - \* Contact hotel in host city for upcoming annual meeting.
- November
- \* Annual meeting held in either October or November.
  - \* President appoints committees and makes any other assignments (such as Sergeant at Arms). President shall at this time also distribute a copy of committee responsibilities to new Chairpersons.
  - \* Local arrangements to begin negotiations, if not completed already, with next meeting host city hotel(s).
  - \* Vice President to send thank you letter or card to speakers and any others he/she feels appropriate for their participation in our annual educational conference.
  - \* Secretary/Treasurer to accept financial records upon taking office but in no case later than from predecessor by November 30th.
- December
- \* Newsletter information to Editor. Newsletter to contain solicitation for nomination(s) for next year's awards to be submitted one month before the annual meeting.
  - \* Vice President to call Program Committee meeting to develop proposed educational component of the annual meeting.
  - \* Secretary/Treasurer to provide new membership list to the Newsletter Editor.
  - \* Membership and Communications Committee to meet and review membership application package and review submittals for membership.
  - \* Constitution and Bylaws Committee to meet and review Constitution and Bylaws and Manual of Procedures if deemed appropriate.