

AMERICAN MOSQUITO CONTROL ASSOCIATION PROCEDURES GUIDELINES

(Revised June 30, 2017)



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AMERICAN MOSQUITO CONTROL ASSOCIATION PROCEDURAL GUIDELINES

PREAMBLE

The American Mosquito Control Association (AMCA) is an International Association of Individuals and Organizations interested in mosquito and other vector control.

The purpose of this manual is to provide a general record of common Association operational procedures so that Officers, Directors, Committees and Members clearly understand how each person and committee interact. Some aspects are covered in additional detail in the Appendices - annual meeting, Board meetings, elections, finance, publications, etc. This document will enhance understanding of the Association's structure and how it functions, and improves continuity of programs.

Loose-bound hard copies are provided to newly elected members of the Board of Directors in lieu of a leadership manual, and to others for whom the contents should be required reading. Provided as an electronic document on the Association web site, this manual is directly accessible by the membership.

This is a working document whose purpose is best served by being updated to remain current. It is strongly suggested that this be done yearly by the Bylaws and Policy committee and approved by the Executive Committee, so that changes in policy and procedures directed by the Board are accurately reflected. Between such updates, addenda and correction notices should be provided in both the electronic and hard copy formats.

MISSION

To provide leadership, information and education leading to the enhancement of health and quality of life through the suppression of mosquito and other vector-transmitted diseases and the reduction of annoyance levels caused by mosquitoes and other vectors and pests of public health importance.

POLICY

Policies approved by the Board of Directors are inserted in the relevant sections of this Procedures Manual and are noted as such in the beginning of each section. Where the manual does not contain an appropriate section, policies are found below under the appropriate subheading.

Membership and member benefits/responsibilities

Publications will be offered in electronic format to domestic and international members but not at a reduced rate. International members who choose the electronic only option will not be charged for airmail fees. Adopted by Board 11-24-2008.

Only AMCA Sustaining Members may become PESP partners under the auspices of AMCA; approved by the board at the BM in Vancouver, BC April 2005.

Honorary Members will no longer be charged Registration Fees for the Annual Meeting;

approved by the Board at IBM in Vancouver, BC. 2004.

DUTIES: OFFICERS, DIRECTORS, TECHNICAL ADVISOR AND EXECUTIVE DIRECTOR

Relevant Policy approved by Board of Directors

Regional Directors and officers (i.e., Secretary/Treasurer) completing their tenure will be provided a plaque commemorating their service; approved by the Board at the BM in Vancouver, BC, April 2005

Duties

Some duties are briefly described within the Bylaws of the Association (Appendix G). More descriptive roles, although not inclusive, are as follows:

President

The President automatically assumes office at the end of the annual business meeting of the Association, having served as President-elect in the prior year. As the elected head of the Association, the President's responsibilities are varied and time-consuming. This officer serves for one year after having been elected via Association-wide ballots as Vice President and then as President-elect. By serving as Past President one year after the term of President, this person completes a four-year term.

The President must become thoroughly familiar with the operations of the Association as well as the personnel and operations of HQ, which provides continuity and support for many Association activities. Visits by the President to HQ are encouraged. The President selects committee Chairs and members to replace those whose terms expire, subject to Board approval.

Many functions have become established as traditional for the President. Although there is no compelling obligation to continue all of these precedents, this Officer should be aware of what has occurred in the past and the reasons for these precedents. There are demands on the President's time to provide input at several occasions to different groups, and to take positions for the Association. The AMCA is constituted, however, to ensure that no one individual is vested with independent authority to act on the behalf of the entire Association. The President should take every opportunity to consult the Board and/or Executive Committee in the process of generating responses to scientific, professional, legislative, legal and operational issues. In addition, as the titular head of the Association, the President may be called upon to perform various ceremonial-type functions.

The Association interacts with other professional societies and groups, governmental agencies and officials, educational institutions and Industry. The President is often asked to attend or participate in their seminars or programs. Each year the President or the President's designee represents the Association at such functions. It is up to the President to decide how and in which instances these representational activities are accomplished. Although not an inescapable obligation for the President, representation by the Association is considered highly worthwhile. The President should carefully consider the procedures to follow for the selection of Association representation to such groups. It may on occasion be convenient and cost-effective to designate an individual located in the vicinity of the activity to represent the Association.

State and Regional Mosquito Control Associations typically invite the President to attend their meetings. These invitations are most welcome and encouraged as they provide further opportunities to represent the Association from the scientific and professional point of view and to speak for HQ on matters that concern the administrative/business functions of the Association. The President or the President's delegate can present to the members short reports on recent activities of the parent Association and receive new perspectives on matters of concern to the host associations. Occasionally the host offers to assist with expenses, which then makes it possible to attend additional meetings on the President's limited travel allocation.

The President has the primary responsibility for coordination of the business activities at the annual meeting and the interim Board meetings of the Association. The President, in consultation with the Executive Director, Technical Advisor and Local Arrangements Committee, determines the dates and hours for meetings of the Board. The Executive Director arranges for the meeting site and amenities. The Executive Director prepares the President's proposed agenda and, after the President's review and approval, sends it to the Board approximately two weeks prior to the scheduled meeting. The Technical Advisor also coordinates relevant items on the proposed agenda and provides related background material. It is the President's prerogative to establish and/or to re-arrange or delete agenda items.

It is customary for the annual business meeting of the Association to be held on the last full day of the annual meeting. This business meeting is a legal obligation, required by the state in which the Association is incorporated, at which the President, Secretary/Treasurer, Executive Director and Technical Advisor present reports. The agenda for the annual business meeting includes business items, passing resolutions and any other special announcements the President wishes to make. Prior to the closing of the annual business meeting, the President presents the President-elect with a new gavel, at which time the President becomes the Past President and the President-elect becomes the President. The new President then asks for any new business. Following discussion of new business, the new President introduces the new President-elect, the newly elected Vice President, and other members of the Board and adjourns the business meeting.

Past President

The Past President serves on the Board for one year. The Past President chairs both the Nominating and Awards Committees (and serves as a member for another 3 years). The Past President maintains especially close contact with the President, which helps to ensure a smooth transition and completion of activities that overlaps from one to administration to another.

The AMCA Past President is expected to serve a one-year term as chair of AMCA's "Annual Washington Conference" providing there are no conflicts with a Past President's outside job duties or responsibilities. In the event of job conflicts prohibiting a Past President to serve as chairman of the Annual Washington Conference, the AMCA Executive Committee will determine a substitute chairman for said year. The Annual Washington Conference event for which the Past President will serve as chairman will typically occur about 13-15 months after the Past President has stepped down from his/her former President's role. The Past President in preparing for and conducting the Annual Washington Conference can look to assistance from the AMCA Technical Advisor, the AMCA Legislative & Regulatory Committee Chair, and various Legislative & Regulatory Subcommittee Chairs.

President-elect

The President-elect, elected by the membership, assists and/or represents the President in a wide variety of activities as requested by the President. The President-elect automatically assumes the Chair of the Annual Meeting Committee. In this capacity the President-elect oversees and coordinates preparations for the annual meeting at which she/he assumes the office of President. The functions of the Annual Meeting Chairperson are outlined in the Annual Meeting sections of this manual (Appendix E).

Vice President

The Vice President, elected by the membership, assists and/or represents the President as requested. The Vice President automatically assumes the position of Program Coordinator within the Annual Meeting Committee. The Program Coordinator prepares the program agenda and coordinates speakers for the annual meeting with support and assistance from Annual Meeting Committee members. Working with the Executive Director and President-elect, the Vice President, as Program Coordinator, coordinates meeting space, schedules of events, preparation of the program and abstract booklets and web site and Newsletter announcements. (See further details Appendix E).

Secretary/Treasurer

The Secretary/Treasurer is elected by the membership for a term of three years, renewable through the election process. This is a bonded position. The Secretary/Treasurer oversees the fiscal management of the Association and, in this capacity, works with the President, Executive Director, Technical Advisor and Finance Committee to plan and monitor revenue and expenditures of the Association. The Secretary/Treasurer prepares the annual budget for approval of the Board.

The budget preparation begins after the interim Board of Directors meeting and projects revenues and spending for the next fiscal year (July 1 through June 30) according to policy set forth by the Board. Any committee, board, or member that has a request or project that involves expenditure of funds must bring their request to the Secretary/Treasurer or Technical Advisor during the budget preparation stage so that it may be incorporated into the proposed budget and, if warranted, be reviewed by the Finance Committee. Then the final package is presented to the Board at its annual meeting (a few months before the relevant fiscal year) with recommendations from the Secretary/Treasurer and Finance Committee.

Monthly statements are received by the Secretary/Treasurer directly from banks and other financial institutions engaged by the Association. These include the revenue distribution and balance of the operating account, listing of all checks written, copies of bank and investment statements, and a detailed budget performance report. The Secretary/Treasurer is provided monthly with a detailed budget performance report and reconciliation of all accounts by the Executive Director. Fiscal commitment requests in excess of an amount stipulated by the Board of Directors must be reviewed by the Secretary/Treasurer and by the Finance Committee.

The Secretary/Treasurer serves as Custodian of funds, title deeds, business papers, bonds and other securities belonging to the AMCA. These documents may be physically stored at various locations, e.g., HQ. The Secretary/Treasurer is responsible for carrying out the recommendations of the Board of Directors, subject to Finance Committee review and approval, and may invest up to 65% of idle funds (liquid assets above reserves needed for operation) as directed by the Board of Directors. This is to be invested in Government Bonds, Treasuries, CD's, etc., insured by the Federal Government. A maximum of 35% of idle funds is allowed for other investments.

The Secretary/Treasurer engages a CPA to conduct a financial review or a full audit annually. A full audit of Association finances may be requested by the Secretary/Treasurer, Executive Committee and/or Board of Directors, or Finance Committee. The annual review or audit, financial statements, and a summary of investments are presented to the Board at the Interim Board Meeting. This information is presented to the membership at the Annual Business Meeting.

The Secretary/Treasurer may perform other duties as may be prescribed by the Board. However, the primary responsibility is to prepare the budget and review financial reports and transactions as a checks and balance function. The Secretary/Treasurer makes recommendations to the Board to ensure financial stability and prudent spending of funds. The Secretary/Treasurer coordinates contract negotiations with the Association's management firm.

Directors (Regional and Industry)

Regional Directors are elected by their regional members to serve on the Board of Directors for a three-year term, with tenure limited to two consecutive terms. The Industry Director serves the same term but is elected by the full membership. Currently there are nine regions headed by Regional Directors. Directors should possess financial backing that enables them, at a minimum, to attend both the annual meeting and the interim Board meeting in addition to several state/regional meetings each year.

Directors are the link between the members and Board, and they represent their membership in all matters that pertain to the AMCA in addition to keeping their constituents informed of the recent happenings in the Association. To this end, communication with their constituents, the Board, and AMCA staff is critical. Specific duties to this end include, but are not limited to:

1. Directors should attend each state or regional association meeting within their region at least once during their term of office.
 - a. As members of the AMCA Membership Committee, Directors will actively recruit new members for the AMCA at conferences.
 - b. Directors will ensure that members within their regions are apprised of publications and services available through HQ.
 - c. Directors will make every attempt to deliver the AMCA presidential update at state/regional conferences when the AMCA President or Technical Advisor is not available.
 - d. Directors will actively solicit membership attendance at the annual Washington Legislative Day conference.
2. Directors will keep the Board of Directors and, when applicable, Headquarters and Technical Advisor informed of developments and happenings in mosquito control in their respective regions.
3. Directors will submit names of deceased members, upcoming meetings, workshops and other items of interest for the *AMCA Newsletter*, *Wing Beats* and the *Journal of the AMCA*.
4. Directors will submit short articles relating to activities in their respective regions for each AMCA Newsletter.
5. Directors will arrange for submission of at least two articles from their regional membership annually for *Wing Beats*.
6. As designated committee liaisons, Directors will remain fully aware of committee activities, charges and recommendations by contacting their respective committee chairs

- at least quarterly. Liaisons will be copied on all committee correspondence.
7. Directors will present committee reports at Board meetings in the absence of the committee chair.
 8. Regional Directors not candidates for re-election will appoint two individuals to the Regional Nominating Committee. Similarly, an Industry Nominating Committee nominates candidates for Industry Director. (See Appendix B)
 9. If there is a vacancy of a director position on the board prior to the director serving his/her full term, the Regional Nominating Committee will find a replacement for the remainder of the term. The person selected for replacement period would be eligible to run again for a full term. If the Regional Nominating Committee cannot identify a replacement, the President will appoint an interim replacement which will be approved by board action as stated in the Bylaws article V, section 4.

Technical Advisor

(Approved by Board of Directors at Interim Meeting 10/24/2008)

The Technical Advisor serves as an independent contractor to the American Mosquito Control Association under contract renewable for periods of three years.

The Technical Advisor is responsible for providing oversight, guidance and continuity within the Association for approved projects, public relations, interaction with state, regional and local mosquito associations, industry, liaison with legislative and regulatory consultants and bodies and related activities. With regard to this the Technical Advisor is guided by the Association President who represents the Board of Directors. The Technical Advisor routinely interacts with the Executive Director to jointly address AMCA issues of common concern.

Specifically, the Technical Advisor's duties include the following activities:

Committee – Assists the Executive Director in the discharge of duties with respect to committees as needed.

Legislative – in conjunction with the Legislative and Regulatory Committee, maintains contact with lobbyists, relevant state and government agencies, industry, etc., to ensure that the Association remains informed on developments that affect its interests; when so advised by the Board, prepares documents and represents the Association on legislative matters; assists in the planning of formal AMCA legislative activities; assists in the planning and execution of the Annual Washington Legislative Days conference.

Public Relations - provides direct responses to public and media queries; prepares documents for media release; coordinates Association response to current events;

Directors - oversees elections by ensuring that AMCA Headquarters, the AMCA Nominating Committee and Regional Nominations Committees perform their responsibilities in a timely and orderly manner; serves as chair of Regional Nominating Committees; maintains contact with Directors in relation with committee liaison functions;

Officer Elections and Awards - ensures that Nominating committee conducts their activities in a timely manner; reviews candidate biographies to ensure fair and appropriate handling procedures;

Publications - maintains contact with the Executive Director and staff, to ensure requisite documents are posted on the Association website; publishes articles in each edition of the AMCA Newsletter, E-mail Newsletter, Legislative and Regulatory Newsletter, and Wing Beats.

Members - responds to queries; provides professional assistance and documents; interacts with state and regional associations and industry;

Board of Directors - advises and keeps the Board current on the above and related issues; assists in the planning process; maintains continuity from year to year in ongoing activities; provides monthly written update reports (email); conducts such other activities as the Board directs consistent with the objectives outlined above.

Executive Director

The Executive Director duties are specified in the current contract with the association management company as contained in Appendix H.

COMMITTEE AND SUBCOMMITTEE GUIDELINES AND PROCEDURES

Committee and Chair Functions

(Approved by AMCA Board of Directors at Interim Meeting 10/24/2008)

Except where established by the Bylaws, (Appendix G) committees are appointed by the President with Board approval. Each Committee reports to the Board through the President in conjunction with the Executive Director, who oversees committee activities on behalf of the Board. Committee actions recommending expenditure of funds in excess of \$500 must be reviewed by the Secretary/Treasurer before coming to either the Executive Committee or full Board.

The President is a member *ex officio* of every committee. Specific committee charges are allocated by the President, usually at the beginning of the term in office but occasionally at other times. These charges fall within the framework of the standing guidelines for each committee (see below). The President delegates the week to week committee coordination activities to the Executive Director, but is always available for direct consultation with committee Chairs. These arrangements provide continuity from year to year and through administration changes. Note: the Executive Director serves as the coordinator for all committees.

The committee Chair is the designated leader of the specific committee and, as such, should exercise initiative in encouraging and promoting the committee program. Within the first 30 days after the Annual Meeting, or immediately if received later, the Chair should review the committee's charge from the Board of Directors as written by the President and forwarded by the Executive Director via e-mail. When satisfied of his/her own understanding of the charges, the Chair should communicate them to the committee members and propose a schedule of activities. The Chair should assign tasks as appropriate, provide any resource material required and specifically detail the effort required from committee members. Unless it is merely a temporary matter, the Chair should request and offer replacements for non-functional members from the President.

If the committee charge or designated functions are unclear or in evident need of modification, after consultation with the Executive Director, former committee Chairs, President or others, the Chair

should outline for consideration by the committee members the various options and solicit their additional input, leading to a workable and useful plan of committee activity.

Committees are encouraged to hold a meeting after the First Board Meeting at the Annual Meeting. The committee Chair should arrange for this meeting well in advance, notifying the Executive Director and requesting a time and meeting place. The Chair should also notify his/her committee members of this meeting so they can make travel arrangements to attend. Recommendations from those committee meetings are often addressed at the Second Session.

It is the Chair's responsibility to communicate with the Executive Director at least quarterly. Chairs are required to submit a written report to the Board prior to the Interim Board Meeting. This requirement normally would be stipulated in the initial charge from the Board. The Executive Director will provide timelines for submission of the interim report, if required, in order to allow adequate review by Board members prior to the meeting. It is the responsibility of the Executive Director to get these reports to Board members at least 2 weeks (14 days) before the meeting. Final reports are required of all committees at the Annual Meeting whether there has been activity or not. They will be solicited several weeks before the Annual Meeting in accordance with timelines issued by the Executive Director. Reports should conform to the standard format provided. Reports should offer recommendations with supporting evidence that can be accepted or rejected by the Board of Directors without unnecessary extended/prolonged debates. The Chair should circulate the draft report to committee members for review to ensure that each member understands and has an opportunity to comment/adjust the committee presentation before submitting it to the Technical Advisor for final review. Committee members may submit minority opinions on specific issues, if warranted. If the committee wants the Board to take action, specific recommendations for this should be presented in the report.

Every Chair has the option to present the committee report orally to the Board (in addition to the mandatory written annual report) at both the interim and annual meetings. Generally, however, only those written reports that include recommendations for Board action are presented orally to the Board. The committee Chair may presume that all Board members have carefully studied the report prior to the meeting and therefore may present only a brief summary and the committee recommendations, generally in the form of a motion to adopt. Chairs electing to provide oral presentations, even though not required, should inform the Executive Director well in advance of the meeting so that time can be reserved on the Agenda.

Committee members have a responsibility to respond promptly to communications from the Chair, providing at the same time additional input that may be appropriate. In general, committee members should not communicate with the President or Executive Director on committee matters except through the Chair. Individuals who for any reason cannot function should so inform the Chair, Executive Director or President. If the situation is unlikely to change, the member should decline to serve or withdraw from membership on the committee to allow replacement by an individual who is able to serve. The President, who is responsible for appointing individuals to serve or withdraw from a Committee, is also responsible for appointing a replacement for that person.

Each committee is linked to a Director, who acts as Liaison to the Board for that committee. In the absence of the Chair, the Liaison will present oral committee reports at Board meetings. For this reason, Liaisons should remain fully cognizant of committee activities. Liaisons serve to provide continuity in committee function, offer direct access to the Board, and provide knowledgeable

spokespersons within the Board. Committee Chairs and liaisons are encouraged to maximize the benefits of this arrangement and to maintain communication with the Executive Director.

Association members are eligible for appointment to committees and serve renewable 3-year terms of office. These appointments are staggered so that the terms of one-third of the members of a committee will expire each year. Thus, each President has the responsibility of assigning about one-third of the committee appointments, including Chairs. This “convention” serves to level the playing field and reduce the likelihood of polarization within committees, and at the same time ensure that about two-thirds of the committee members and Chairs are experienced and familiar with the committee functions at the outset because they have been serving in the prior year(s). Nevertheless, newly appointed committee members may be assigned Chair responsibilities even if they lack experience on that committee. In the absence of unusual circumstances or written specific routine to the contrary, Chairs remain in office for up to 3 years, depending on the year of rotation cycle in their appointment to the committee. Subcommittee members are not required to be Association members. They serve 1-year renewable appointments.

While some committees perform certain specific actions, such as setting up the annual meeting, others deliberate or investigate and report their findings to the Board together with their recommendations. Thus, committee work is primarily advisory in nature, providing background information and specific recommendations to guide the Board. Committees shall not make commitments binding upon the Association unless specifically directed to do so by the Board.

Standing Committee Guidelines and Procedures

AMCA Standing Committees are listed in the Bylaws, Article X, Section 2 (Appendix G).

Terms. Standing committee members shall serve for three years and will be appointed so that one-third of the positions within each committee expires each year. Subcommittee appointments will be for one year. Members may be reappointed.

Committee Chairs and Members. The immediate Past President will chair both the Nominating and Awards Committees. Chairpersons and members of other committees shall be appointed by the President in office at the time of the appointment. Names of Committee Chairs and members shall be submitted by the President annually to the Board for approval. Only AMCA members in good standing may serve on standing committees. Non-members may serve on subcommittees. A member of the Board will be appointed by the President to serve as liaison for each standing committee

Annual Meeting

Work under the guidance of President-elect (Chair) to evaluate all phases of the program of the most recent annual meeting of the Association including, but not limited to: content, format, timing, speakers, moderators, printed program, facilities, audio-visual support, etc. (See Appendix E. for full details)

1. Develop and implement recommendations as to how the Program may be better arranged or executed for the upcoming annual meeting of the Association.
2. Assist the Program Coordinator (Vice President) and Headquarters in the development and execution of the upcoming annual meeting program. Schedule symposia topics to insure appropriate rotation and of subjects. Solicit and organize symposia of interest and importance.

Archives

Seek, obtain and preserve documents, photographs, equipment, personal and professional memorabilia and other items that are of historical significance to AMCA.

1. Catalog all items stored at the AMCA repository at Rutgers University.
2. Solicit, from AMCA members, relatives of deceased members and friends of mosquito control, items of historical importance to AMCA by means of letters, personal contacts, phone calls, AMCA Newsletter announcements, etc.
3. Designate a facility to serve as the “AMCA Museum” for storage and display of historical items, which would be open to visitors and persons interested in mosquito control history.
4. Establish and maintain a current list for dissemination regarding historical material available for on-site examination (at the AMCA Museum or at other locations) and for loaning out for display or exhibit at meetings or other educational events.
5. Evaluate submitted historical items as to whether they should be included in the AMCA repository inventory or maintained at some other location.

Bylaws and Policy

1. Consider all proposals to amend AMCA Bylaws submitted to the Chair or Board of Directors. Proposed changes should be received at least 4 months (120 days) prior to the date of the next annual or interim Board meeting. This gives time for the circulation of the proposal and discussion among the committee members.
2. All proposals to amend the bylaws must be supported by 50 member signatures or by Board approval and shall be submitted to the Headquarters or to the chairperson of the Bylaws and Policy Committee. The report and recommendations of the Bylaws and Policy Committee shall be sent to the Board members at least sixty days prior to a membership vote. The Headquarters shall distribute ballots to each AMCA member at least thirty days prior to the ballot deadline. (For amending the Bylaws see Appendix G, Article XIII of AMCA Bylaws amended January 5, 2009)
3. Act upon topics regarding Association policy suggested by AMCA Officers and membership.
4. Submit written recommendations regarding Association policy to the Board of Directors.
5. Maintain and amend the procedures manual by recording the result of the policies set and written by the Board.

Subcommittees:

Past Presidents Advisory Subcommittee

1. Work in concert with the AMCA President, Board of Directors, and Executive Committee to provide historical information on the workings and policies of the Association.
2. Act as an expert panel that can be called upon to address specific questions or tasks relevant to the operations and goals of the Association.
3. Provide assistance as a resource of institutional memory of the association to the Vice President, President-elect and President during their terms of Office.

Resolutions Subcommittee

1. Process

- a. An appointed subcommittee should solicit resolution items from the membership. Where applicable, the resolutions should be drafted in consultation with appropriate committee(s) for a report to the Association at the annual business meeting.
 - b. Resolutions should be approved by the Board of Directors at their first meeting at the Annual Meeting.
 - c. Proposed resolutions should be posted at the registration desk during the annual meeting for membership review at least 24 hours before the annual business meeting.
 - d. Resolutions will be presented to the membership at the Annual Business meeting for the membership's approval.
 - e. The Subcommittee Chair shall prepare a written report for submission through the committee Chair to HQ within 10 days of the close of the annual meeting for inclusion in the annual report.
2. Consider the practices and policies of the AMCA and suggest possible improvement of the AMCA through its resolutions. Maintain awareness of developments in the U.S. Congress, and other governmental bodies as they may affect the Association and its members
 3. Resolutions generally include, but are not limited to:
 - a. Appreciation to the officers, local arrangements and program committees and others concerned with the annual meeting.
 - b. Appreciation to the hotel, its facilities and personnel.
 - c. Congratulations, condolence, or sympathy to individuals or groups as may be appropriate.

Finance

1. General Objectives – The committee should be consulted along with the Treasurer on all actions having financial implications, specifically but not limited to:
2. Review budget proposals prepared by the Treasurer prior to submission to the Board of Directors.
3. Review investments and cash flow of the Association.
4. Review and analyze AMCA projects with substantial costs involved.
5. Review Monthly Financial Statements
6. Monitor the management of the separate funds, paying particular attention to the fund management guidelines, *i.e.*, Belkin, BoydAriaz Grass Roots and Student Competition Funds
7. Review all requests over \$500.

Legislative and Regulatory Affairs

General duties:

1. Seek means for establishing better lines of communication between the Association and Federal, State and International Agencies involved in the regulation of mosquito control.
2. Review proposed federal legislative bills, regulations and guidelines having a bearing on mosquito and vector control, and keep the Board of Directors and membership informed of such bills, regulations and guidelines and the nature of their impact on the membership of the Association.
3. Develop and implement an active program providing accurate information on

the policies, goals and needs of the AMCA membership to Federal, State and other legislative and regulatory bodies.

4. Seek out and review the policies and goals of allied associations, societies, etc., that could provide beneficial working partnerships with the Association.

Subcommittees (ad hoc) to the L/R committee

1. National Wildlife Refuge Reform Subcommittee
 - a. Follow the USFWS development and implementation of the National Mosquito Control Handbook on National Wildlife Refuges, inform the committee chair of developments, and suggest changes, etc to USFWS language
 - b. Prepare a position paper for the yearly Washington Day conference
2. Pesticide Environmental Stewardship Program Subcommittee
 - a. Yearly review agreement with EPA
 - b. Yearly prepare renewal agreement for approval by the Board of Directors
 - c. Encourage additional state and regional mosquito control associations to become PESP partners.
3. Public Health Pesticides Protection Subcommittee
 - a. Monitor developments on pesticides in their process through FQPA and re-registration.
 - b. Monitor reported purported abuses of pesticides
 - c. Inform the Chair of the Legislative and Regulatory committee on relevant information Prepare a position paper for the yearly Washington Day conference
4. Spring Conference Day in Washington, D. C. Subcommittee
 - a. assist HQ in making local arrangements for the Washington Day Conference.
 - b. Recruit speakers for the conference
 - c. Assist the AMCA Technical Advisor in coordinating the position papers and packets for the conference dPrepare a follow up report for the membership on what the conference accomplished. This could be accomplished through a short newsletter article after the meeting. ePeriodic updates to the membership throughout the year on legislation that was lobbied or tracked at the meeting.

Membership

Membership consists of the Executive Director (chair), each of the Regional Directors, and other members as needed.

General duties:

1. Work with HQ to make sure that the AMCA membership directory is as current as possible.
2. Develop ways to solicit new membership, i.e. advertisements, booth(s) at state or regional meetings, cheerlead regional directors
3. Prepare benefit lists for association membership for the various membership classes

Awards Committee

Committee Chair and Members

1. The Past President will Chair this committee.
2. It is tradition (but not specified in the Bylaws) that three Past-Presidents and the current President act as committee members.

Nominating Committee

Committee Chair and Members

1. The Past President will Chair this committee.
2. The current regional director and industry director act as committee members.

General Nominating duties:

1. Officer Nominations:
 - a. The committee shall submit to Headquarters by August 30th its nomination(s) for each office to be filled in the ensuing year. The names of no more than three nominees for each office will be placed on the ballot. All nominations, including write-in candidates, shall carry the consent of the nominee and assurance that they will serve if elected.
 - b. In selecting nominees the following criteria will be met by the Committee:
 - i. The nominees should be current members of the Association who have demonstrated long-term interest and support of the AMCA activities.
 - ii. Preferably, but not necessarily binding, each nominee should have some insight in the Association's programs and policies that has been gained through attendance at Board meetings, by serving on committees, or by serving as a Director or Officer in the Association.
 - iii. Where nominations are not unanimous (by vote of the committee members), it is suggested that the names of the 2 nominees receiving the most positive votes by the Nominating Committee will be placed, along with a place for write-in candidates, on the ballot for mailing to the general membership. If however, the nominating committee feels that more than two nominees are excellent candidates, more than two can be submitted with approval of the Board.
 - iv. All nominations, including write-in candidates, shall carry the written consent of the nominee and assurance that he or she will serve if elected.
 - v. The Nominating Committee will be responsible for preparing biographical sketches of each nominee for inclusion in the ballot materials. The technical Advisor will review the sketches for compliance with ballot information protocols and submit the sketches in standard format.
 - c. Nominating committees for Officers and Directors are encouraged to consider the balance on the Board of the various sectors of the Association. The Board should be representative of the membership in terms of academic, industry, operations, public health, etc., interests.
2. Regional Director and Industry Director Nominations:
 - a. The Nomination Committee does not participate in the nomination process for Regional or industry Director(s).
 - b. Procedures for nominating of Directors are described in the Bylaws Article IV, Section 3 (Appendix G)
 - c. A Regional Director Nominating Committee is assembled for each vacant Director position, and consists of the Technical Advisor and two appointees from the Region suggested by the incumbent Regional Director (if not a candidate) or the Technical Advisor and two members appointed from the Region by the President, if the incumbent regional director is a candidate.
3. The Nominating Committee Chair shall present to the Board of Directors at its annual meeting a brief summary of the problems or items that the committee considered in developing its recommendations.

4. Additional information regarding nominations and elections are found in the Bylaws (Appendix G) and in the Guidelines for elections (Appendix B)

General Awards Duties

1. The Awards committee chairs have the responsibility to see that HQ places award notices in appropriate news media for nominations of the following awards. It is not the responsibility of the Committee chairs to solicit nominees. If no nominees are forthcoming for a particular award, no award will be presented. Notices of Awards, Nominations for Officers and Directors are to be placed in an appropriate news media, (new letter, web site, etc.) by HQ each year (approved by the Board at the IBM in Vancouver, BC. 2004).
2. Elect and nominate (subject to the approval of the Board of Directors) individuals for honorary awards sponsored by the AMCA. Such awards include: Meritorious Service, Medal of Honor, Presidential Citation, John N. Belkin Memorial, Memorial Lecturer, Memorial Lecture Honoree(s), Industry, Boyd-Ariaz Grass Roots Fund, and George B. Craig Memorial Award.

Criteria for AMCA Awards:

The following criteria and/or procedures will be followed by the Awards Committee in selecting its nominee(s) for each award:

Medal of Honor.

This award is the highest award given by the AMCA next to the award given to the Immediate Past President of the Association. The only criterion for this award is AMCA membership. Otherwise, nominees for this award should be selected on the basis of their exceptional contributions, of whatever type to mosquito control and this general field, which are judged by their peers to be truly outstanding.

Meritorious Service.

This award is given to successful nominees for outstanding service to AMCA. In this type of award, the contribution of the nominees to AMCA must be considered outstanding as judged by their peers. Specific criteria include:

- 1) Only AMCA members in good standing are eligible for the Meritorious Service Award.
- 2) Former Presidents of AMCA are not eligible for the Meritorious Service Award (Note: Past Presidents are eligible for Medal of Honor Award).

Presidential Citation.

The Presidential Citation recognizes individuals who are eminently deserving of special recognition by AMCA. Recipients need not be members of the AMCA. This award is presented at the suggestion of the AMCA President in consultation with the Awards Committee. After 1982, the Board of Directors set a maximum of 2 awards per year.

John N. Belkin Award.

This award is to be given to a successful nominee for meritorious contributions to the field of mosquito systematics and/or biology. The award may be given to anyone in the world judged by his or her peers to be worthy. Initial selection of a nominee will be accomplished by a special John N.

Belkin Award subcommittee, whose three members will be selected and appointed by the Chair of the Awards Committee.

Guidelines for the John N. Belkin Memorial Fund & Award

(These guidelines were adopted March 1, 2003 and supersede previous guidelines for this fund and award)

1. Name: The John N. Belkin Memorial Fund is established as a permanent fund of AMCA. It is authorized to accept donations in memory of Dr. John N. Belkin (1914-1980), an outstanding mosquito taxonomist and biologist.
2. Purpose: The memorial fund is to be used for the John N. Belkin (1914-1980) Memorial Award. To recognize, honor and encourage research in the systematics and biology of mosquitoes (Culicidae) conducted by anyone in the world.
3. Nature of the Award: The annual award to be presented at the annual meeting of the AMCA shall consist of an appropriate inscribed plaque and an award of travel funds, if available, based on the interest received from the fund. If no qualified recipient exists for a particular year, no award will be made.
4. Awards Fund: Donations received are to be kept in trust in the John N. Belkin Memorial Fund and will be administered by AMCA. The principal is not to be used; only the interest, dividends, or other returns are available for rewards. If the entire amount available is not used in any one year, it will be added to the principal. Additions to the fund may be made by donations from interested persons or institutions. The AMCA Treasurer with approval of the AMCA Board of Directors will invest the fund in an interest bearing account.
5. Advisory Committee: The Dr. John N. Belkin Memorial Awards Sub-Committee consists of at least three individuals noteworthy in the field of mosquito systematics and biology. The Advisory Committee will be appointed annually by the AMCA Awards Committee. The John M. Belkin Memorial Fund Advisory Committee will be chaired by the chairman of the AMCA Awards Committee. However, the AMCA Awards Committee Chairman will not have a vote on the Advisory Committee. Mr. Paul Belkin, John Belkin's brother, is an honorary member of the committee.
6. Rules of Eligibility: A nominee should be chosen for having made meritorious contributions to the field of mosquito systematics and/or mosquito biology, in the broad, inclusive meaning of the term. Previous recipients of this award are not eligible to be re-nominated.
7. Nominations for Award: Any AMCA member, including individual committee members, may nominate individuals. The nominating letter shall include a brief biographical sketch of the nominee, a list of published papers, and a specified identifying statement upon which the nomination is based, giving special emphasis on the work to be recognized by the award.
8. Selection of Award Winner: Members of the Belkin Memorial Award Committee will individually evaluate the list of nominees and submit a rank order of nominees. The three leading nominees will be re-evaluated by the committee and the top nominee will be named. In cases of lack of agreement in the selection (or non-selection) of a nominee, the final decision will be made by a majority vote of the committee. If a qualified recipient does not exist for a particular year, no award will be made and the interest will be left in the fund until such a time as a qualified recipient is chosen.
9. Insufficient Funds: When the AMCA John N. Belkin Fund does not have sufficient interest in any year to fund the award(s) then no award will be given unless the AMCA

Board of Directors approves such expenditure from its general fund or an individual(s) donates money for the sole purpose of funding the award for that specific year.

10. Timing of Award: The Selection Committee must have Awardees names and information available by the AMCA Interim Board of Directors Meeting (generally early October) to be eligible to receive the award at the following AMCA Annual Meeting (generally February or March).

Memorial Lecturer and Honoree(s).

The Memorial Lecturer award is to be given to an outstanding speaker selected by the Awards Committee and approved by the Board of Directors to present the annual Memorial Lecture in honor of the Memorial Lecture Honoree.

1. The Memorial Lecturer Award need not necessarily be given to a member of the AMCA; but the recipient should be a recognized authority in the broad field of vector control, either in research, operations or public health. The Memorial Lecture Honoree (i.e., the person to be honored by the Memorial Lecturer) must have made exceptional contributions to the broad field of mosquito control. The Nominee(s) need not necessarily have been a member of AMCA. If possible, both the Honoree and the Lecturer selected for a given year should be in the same area of specialization.
2. The Chair of the Awards Committee, or his/her designee, will prepare biographical sketches of the AMCA Memorial Lecturer and of the person being so honored and obtain pictures of both of them. This material will be sent to the person in charge of preparing the program for the annual meeting. Insofar as is possible, memorial lectures will be published in the Journal of the AMCA.

Industry.

1. Name: Industry Award
2. Purpose: This award is for recognition of special contributions provided by an industry member or group.
3. Nature Of The Award: The annual award to be presented at the annual meeting of the AMCA shall consist of an appropriate inscribed plaque and an award of travel funds from the annual meeting travel allowance when appropriate and available
4. Advisory Committee: A three-person subcommittee will be appointed by the Awards Committee Chair to solicit and search for nominees. The subcommittee members will individually evaluate the list of nominees and submit a rank order of nominees. Up to three leading nominees will be submitted by the subcommittee.
5. Selection of Award Winner: The Industry Representative from the subcommittee will submit the name of its nominee to the Chair of the Awards Committee. If a qualified recipient does not exist for a particular year, no award will be made. If no candidate is nominated, the Industry Chair should so report.
6. Timing of Award: The Industry Representative must have Awardees' name and information available by the AMCA Interim Board of Directors Meeting (generally early October) to be eligible to receive the award at the following AMCA Annual Meeting (generally February, March or April).

Boyd-Ariaz Grass Roots Fund and Award

The Boyd-Ariaz Grass Roots Fund and Award recognizes non-supervisory field staff and technician excellence by providing funds for participation in the AMCA Annual Meeting. Each year district managers are requested to submit nominations for deserving employees, whose travel expenses the district agrees to fund if selected. A brief biography and statement to support the nomination should be submitted to the AMCA Regional Director for forwarding to the Awards Committee. Awardees receive a plaque, cash prize and registration at the national meeting. Awardees must attend the national meeting and be present to accept the award. They may be required to assist in on-site local arrangements.

GUIDELINES FOR THE BOYD-ARIAZ GRASS ROOTS FUND AND AWARD

Adopted XXXXXX

1. Name: The Boyd-Ariaz Grass Roots Fund and Award (AMCA BAGR) is established as a fund and award of AMCA. It is authorized to accept donations to award non-supervisory field staff and technicians by providing funding for their participation at the AMCA Annual Meeting.
2. Purpose: The AMCA BAGR is to provide deserving mosquito control field staff and technicians the opportunity to attend the AMCA Annual Meeting.
3. Nature of Award: The AMCA BAGR is to be an annual AMCA award. The Grass Roots Fund & Award was originally created by Dan & PJ Ariaz (Arro-Gun Spray Systems LLC/Biorational Vector Control LLC) to encourage operational training for mosquito control personnel. The Dan F. Boyd Fund & Award was established in memory of Dan F. Boyd, an original partner in ADAPCO, Inc. to provide financial assistance to deserving operational mosquito control workers to aid in their training. In 2010, the Grass Roots Fund & Award was merged with the Dan F. Boyd Fund & Award to create the Boyd-Ariaz Grass Roots Fund and Award.

The award consists of sponsorship of operational mosquito control workers attendance at the AMCA Annual Meeting. The award will pay for the registration of the awardee(s) at the AMCA Annual Meeting and a cash award of \$200. Support for the award will be provided by voluntary contributions. Contributors will be recognized in the annual posting of contributors to the AMCA BAGR.

4. Awards Fund: Donations received are to be administered by AMCA as the AMCA BAGR. The AMCA Treasurer with approval of the AMCA Board of Directors will invest the fund in a separate interest – bearing account. The registration for the awardees at the Annual Meeting in which they receive their award is to be paid out of the Annual Meeting Funds not the AMCA BAGR Fund.
5. Advisory Committee: The AMCA BAGR Advisory Committee is responsible for the selection of the annual Grass Roots Awardees(s). This committee will consist of the Awards Committee Chair and two Association members, not on the Awards Committee, which will be appointed by the President. Dan Ariaz will be an honorary, non-voting member of the committee.
6. Rules of Eligibility: Candidates for the award must be nominated by the manager or supervisor of a mosquito control agency. The nominating agency must acknowledge and accept responsibility for supporting the candidates travel to and from and lodging at the AMCA Annual Meeting if selected. Furthermore, nominees need to be individuals that are active in field mosquito control activities. They can be either seasonal or regular staff employees. It is recommended that nominees be individuals that would not normally have the opportunity of attending an AMCA Annual Meeting. Previous recipients of this award are not eligible to be re-nominated.
7. Nominations for Award: The AMCA BAGR Advisory Committee will select the awardees(s) from nominations received from mosquito control agencies. Nominations will consist of a brief

biographical sketch and a statement of why the individual is deserving of the award.

8. Selection of the Award Winner: The AMCA BAGR Advisory Committee will select the awardee(s) of the Grass Roots Award. A simple majority vote of the committee is needed for each awardee to be chosen as a recipient. There is to be a maximum of four AMCA BAGR Awardees per year. If no award is given for a particular year, the interest will be left in the fund.

9. Insufficient Funds: If the AMCA BAGR Fund does not have sufficient funds in any year to fund the award(s), then no award will be given.

10. Fund Balance Management: There is no restriction on the use of any balance within the fund as long as the use is consistent with the guidelines for the Grass Roots Award.

11. Timing of Award: The Selection Committee must have awardees names and information available by the AMCA Interim Board of Director's Meeting (generally in October) to be eligible to receive the award at the following AMCA Annual Meeting (generally in February or March).

George B. Craig Memorial Award

Guidelines for the George B. Craig, Jr. Memorial Award

Adopted March 1, 2003

1. Name: The George B. Craig, Jr. Memorial Award is established as tribute to one of AMCA's past presidents, supporter, colleague and leader in the science of mosquito biology and control.
2. Purpose: To fund the publication of mosquito related research of undergraduate and graduate students in the Journal of the American Mosquito Control Association.
3. Funding: The publication and reprint costs for the research of the recipient of this award will be funded by the George B. Craig, Jr. Foundation.
4. Rules of Eligibility: Candidates for this award must be enrolled or have been enrolled within the past 18 months) in a university in a program leading to bachelors, masters or Ph.D. degree with special emphasis in mosquito biology and control. The research that is to be published must be mosquito related. The research to be published must be the primary work of the candidate and the candidate is to be either the sole author or authored with only his/her advisor or mentor.
5. Application for Award: The award candidate must fill out an 'Application for the George B. Craig, Jr. Memorial Award' which is submitted with the research that is to be published. Once the research paper has gone through the same peer review that all Journal of the American Mosquito Control Association papers do, the editorial board of JAMCA will forward the application and galley proof to the George B. Craig, Jr. Foundation Committee
6. Selection Committee: The Committee will be comprised of 2 members with faculty appointments, 1 member from government or mosquito control agency, and 1 member from the George B. Craig, Jr. Foundation. The Editor of JAMCA will select the AMCA members for this Committee with the AMCA Board of Directors approval.
7. Selection of Award Winner: It will be the sole responsibility of the George B. Craig, Jr. Foundation Committee as to designating the award winner and paying for publication and reprint cost up to but not exceeding \$2000 per award.
8. Nature of Award: Upon awarding of the George B. Craig, Jr. Memorial Award the recipients paper will be published in the JAMCA with a heading announcing the paper as such an award. The Awardee(s) will receive a plaque at the Annual Meeting of the AMCA.
9. Timing of Award: The Selection Committee must have Awardees names and

information available by the AMCA Interim Board of Director's Meeting (generally early October) to be eligible to receive the award at the following AMCA Annual Meeting (generally February or March).

Hollandsworth/AMCA Award for the Outstanding Student Presentation

Guidelines for the AMCA Student Competition Fund

Adopted March 1, 2003

1. Name: The AMCA Student Competition Fund is established as a permanent fund whose money will be kept in an interest bearing account separate from other AMCA money.
2. Purpose: The purpose of the AMCA Student Competition Fund (AMCA SCF) is to honor Gerald Hollandsworth, George B. Craig Jr., M.E.C. Giglioli, Jay Graham and Fred Preiss by funding the awards given at the AMCA Annual Meeting for the winners of the Student Competition.
3. Donors: The AMCA will accept monetary donations for the AMCA SCF. AMCA may place ads in its newsletter and/or space on dues renewal notice for donations to this fund. Donors may also take the form of funds, securities or other property of any kind deemed acceptable by the AMCA Board of Directors.
4. Advisory Board: An Advisory Board consisting of the AMCA Secretary/Treasurer, President and three other AMCA members. The other three members will be nominated by any other AMCA member. Out of the nominations received, the Awards Committee will choose up to two names for each Advisory Board position on a ballot that is sent out with the officer and BoD ballots. The term for serving on the Advisory Board will be three years. Only two three-year terms may be served by any one person. The terms of the three members that are not AMCA officers should be offset so that only one is on a ballot at any time. The AMCA President shall appoint a replacement in the case of a vacancy on the Advisory Board. The AMCA Treasurer will serve as the chairman of the Advisory Board.
5. Accounting: Money of the AMCA SCF shall be kept in an account separate from other funds of the AMCA and shall not be used for ordinary operating expenses. The principal shall not be used. Earnings not used shall be added to the principal. Money donated by the WCMVCA is available for that year's award. Money not used would be added to the funds principal.
6. Kinds of Awards: The top student presentation will be called the 'Hollandsworth/AMCA Award for the Outstanding Student Presentation'. Lesser awards may be presented as funds are available. The amount of the award will be determined by the Advisory Board prior to the advertising of each year Student Competition.
7. Dissolution: Should the AMCA ever be dissolved, the AMCA SCF would be transferred intact to some other similar 501(c)3 organization.
8. Insufficient Funds: When the AMCA SCF does not have sufficient interest in any year to fund the award(s) then no award will be given unless the AMCA Board of Directors approves such expenditure from its general fund or an individual(s) donates money for the sole purpose of funding the award for that specific year.

Volunteer of the Year Award

When deemed appropriate, a "Volunteer of the Year" Recognition will be presented to an AMCA member at the Annual Meeting. This recognition acknowledges recent outstanding contributions to the AMCA for which other awards do not necessarily apply. The

Executive Committee, having received input from AMCA members and management staff, will recommend the candidate for consideration of this non-monetary recognition to the Awards Committee, which if in agreement, will present the individual for AMCA Board approval.

Award procedure guidelines

Number of Awards

The **suggested** maximum number of awards in each category:

1. Medal of Honor - Maximum of one (1) per year.
2. Meritorious Service - Maximum of two (2) per year.
3. Presidential Citation - Maximum of two (2) per year.
4. John N. Belkin - Maximum of one (1) per year.
5. Memorial Lecturer - Maximum of one (1) per year.
6. Memorial Lecture Honoree - Limited to one (1) per year unless a group of two (2) or more individuals made significant contributions to the broad field of mosquito control as a team or of equal stature, in the same time frame and to the same aspect of mosquito control.
7. Industry - Maximum of one (1) individual or team per year.
8. Boyd-Ariaz Grass Roots - Maximum of four (4) per year, but limited by available funds.
9. George B. Craig Jr. Memorial – Limited only by the George B. Craig Foundation.
10. Hollandsworth/AMCA Award for the Outstanding Student Presentation – A single award is given. Honorable mention awards may be given dependent on the availability of funds and the recommendations of the competition judges.
11. Volunteer of the Year-Maximum of one (1) per year.

Award Composition and Compensation of Award Winners

1. Medal of Honor – Registration, Travel, Plaque
2. Meritorious Service – Registration, Plaque
3. Presidential Citation – Registration, Plaque
4. Belkin – Registration, Plaque, Travel (paid for by interest on fund)
5. Memorial Lecturer and Honoree – Registration, Plaque, Travel (can be used to fund honoree or 1 family member)
6. Industry – Registration, Plaque
7. Boyd-Ariaz Grass Roots – Registration, Plaque, Cash (\$200 check to award recipient, up to \$500 to cover reimbursement of meeting expenses paid to sponsoring agency)
8. Hollandsworth Award – Registration, Certificate, Cash (interest from SCF)
9. Volunteer of the Year Award-Certificate

Curriculum Vitae of Nominees

The Chair will provide to the Board of Directors with a committee report prior to the Interim Board of Directors Meeting which includes a summary sketch, Curriculum Vitae, resume or bibliography of all nominees.

Notification of Award Recipients

Once the Board of Directors has approved its choice of persons selected for AMCA awards, the

Chair will draft a letter for the President of the AMCA to notify each awardee on behalf of the President, the Board of AMCA and membership informing them of the award and asking if they will be able to receive the award in person. Every effort will be made to ensure the awardees personal attendance, including offers of travel funds when necessary (from the Annual Meeting Committee invitational travel allowance, except that the John N. Belkin Fund will provide funds for its awardee, Hollandsworth/AMCA Award for the Outstanding Student Presentation, and Boyd-Ariaz Grass Roots, which have travel requirements built into the award). Failure to personally receive the award will not disqualify the awardee, except for the Grass Roots award.

Presentation of Awards

The Chair of the Awards Committee in collaboration with the Annual Meeting Program Coordinator will select who will present each award at the AMCA annual meeting. Most awards are generally given during the Plenary Session of the Annual Meeting. It is the responsibility Annual Meeting Committee chairman to schedule when the awards will be given. The Hollandsworth/AMCA Award for the Outstanding Student Presentation, and Boyd-Ariaz Grass Roots awards have traditionally been given at the banquet of the Annual Meeting. However, all awards except the Memorial Lecture and Honoree may be given at the Awards Banquet, at the discretion of the President.

Approval by the Board of Directors

The Chair of the Awards Committee submits a list of nominees for each award falling under the Committee's jurisdiction in time for approval by the Board of Directors at its interim meeting, usually held 4 to 6 months prior to the annual meeting of the Association when the awards are to be presented.

List of Award Recipients

The Awards Committee, with the assistance of the Executive Director, maintains up to date lists of previous recipients of AMCA awards.

Publications

(see Bylaws Article IX (Appendix G), and Guidelines for Publications (Appendix D)

1. General duties:

- a. Establish policies (subject to the approval of the Board of Directors) concerning all publications of the Association.
- b. Follow closely the development of Bulletins and other Special Publications of the Association.
- c. Encourage mosquito research and control personnel to write and submit articles to AMCA publications. Note: Otherwise, the separate editorial boards will handle the details regarding their respective publications.

2. Committee Membership

- a. All Editorial Board Chairpersons of the regular publications, including the website and
- b. 3 Members at large appointed by the President, which includes the Chairperson

Subcommittees to the Publications Committee:

Journal of the AMCA Editorial Board Subcommittee

The mission of the JAMCA Editorial Board is to support the Editor in maintaining high standards in the quality of research and other papers published in the Journal.

1. General duties:

- a. Work with the Editor and Associate Editor (for Systematics) to establish and maintain publication policies that best serve the needs of the membership.
- b. Throughout the year the board will consider problem manuscripts as required by the editor and, if necessary, provide review and opinion.
- c. Serve as an adjudication panel in disputes involving the authors of submitted manuscripts and the Editor or Associate Editor of the Journal of AMCA and, when requested by the Editor or Associate Editor, resolve conflicts in opinions expressed by manuscript reviewers. Authors should submit appeals in writing to the Chair of the Editorial Board explaining why they felt that the review process failed. Documents submitted in support of appeals should include the original and most current version of the manuscript, all reviews, and correspondence with the editor. The Chair and 2 board members should review all appeals in a timely manner and provide a written response to both the appealing author and the editor. All decisions by the Board are final.
- d. Review submitted manuscripts referred to the Editorial Board by the Editor or the Associate Editor of the Journal of AMCA.
- e. Serve as a search committee in the selection of the Editors of the Journal of AMCA.
- f. Coordinate with HQ and Technical Advisor on matters concerning advertising, finance and public relations.

2. Committee membership

The Board shall consist of a Chair and up to 5 members in good standing in AMCA. Terms are for 3 years, with 2 new members appointed annually to the Board by the President. The chair shall represent the Board to the Publications Committee

Newsletter Editorial Board Subcommittee

1. Act as a liaison between the memberships, Board of Directors, Newsletter Editor and HQ in matters affecting the AMCA Newsletter.
2. Review and recommend policy regarding the AMCA Newsletter to the Board of Directors. Review content and subject matter for acceptability and accuracy prior to publication.
3. Coordinate with HQ on matters concerning membership news, AMCA news, advertising, finance, and public relations and education.
4. Serve as an adjudication panel in disputes involving the authors of submitted articles or advertisements and the Editor or Associate Editor of the newsletter.

Special Publications and Bulletins Subcommittee

1. Establish policies (subject to the approval of the Board of Directors) concerning special publications, bulletins and educational aides of the Association.
2. Review and recommend policy regarding special publications, bulletins and educational aides for the Board.
3. Act as a liaison between the Board of Directors and HQ and the authors and editors of AMCA special publications, bulletins and educational aides.
4. Coordinate with HQ and Technical Advisor on matters concerning advertising, finance and public relations/education.

Wing Beats Editorial Board Subcommittee

[No additional established guidelines]

Public Relations

Because the objectives of this committee require the capability of rapid response and sustained communication with media and other outside agencies, the designated Chair is the Technical Advisor.

1. General duties:

- a. Develop an inventory of informational resources for release to individuals and agencies that require in-depth perspectives of subjects that relate to vectors, the disease organisms they transmit and their control.
- b. Monitor public health and related issues to the extent that AMCA can respond rapidly to public need for accurate information.
- c. Provide informational resources to complement those developed by AMCA's Public Education and Training and Member Education committees.
- d. Represent AMCA in instances where media and public agency requests create opportunities to provide accurate information and documentation on issues related to AMCA's mandate. Identify such responses as accepted and documented practices, resources and knowledge acquired within the discipline, rather than AMCA dogma.
- e. Review Association documents, communications, and informational releases prior to release when policy or credibility issues are involved.
- f. Coordinate publicity for the annual meeting.

Committee membership: The Technical Advisor is the designated chairperson.

Public Education shall be a subcommittee of the Public Relations Committee

1. General duties:

- a. Work to preserve and enhance public awareness of organized mosquito control activities that benefit the health, welfare and quality of life of humans, domestic and wild animals and the environment.
- b. Develop and execute projects which will accomplish A. above and which will otherwise enhance the image of AMCA and its stated goals and policies in the eyes of the general public.
- c. Develop educational materials, bulletins and training programs to enhance the general public's knowledge of mosquitoes, mosquito-borne diseases and mosquito control.
- d. Coordinate School Day events for both the Annual Meeting and the Washington Day Conference

Science and Technology

General duties:

- a. Seek means for establishing better lines of communication between the Association and Federal, State and International Agencies involved in the coordination,

implementation and funding of mosquito and mosquito-borne disease research and control.

b. Assist the Public Relations Committee in the development and implementation of an active program that provides accurate information on key topics on the biology, systematics and control of mosquitoes or mosquito-borne diseases or other research topics important to the Association.

c. Develop an active role for the promotion and stability of Medical Entomology / Mosquito Biology / Vector Ecology training at the University and other academic levels.

d. Explore ways in which the AMCA may contribute to making available throughout the world any needed knowledge regarding mosquitoes, mosquito-borne diseases and mosquito control technologies.

e. Apprise members regarding noteworthy trends in overseas mosquito research and mosquito control activities.

f. Provide professional expertise on the ethical use and implementation of modern technological advances for mosquito research and control.

g. Provide guidelines and oversight for ethical management of research and other programs conducted by or under the auspices of AMCA. (See Appendix G)

h. Examples of Past Sub-Committees to the Science and Technology Committee:

- Exotic Genome
- NIH Liaison
- Ethical Use of Animals
- International Affairs
- Attractants
- *Aedes albopictus*

Member Education

General duties:

a. Develop and implement a mechanism for assessing the training needs of mosquito control workers in all aspects of mosquito control.

b. Establish and maintain a working relationship between AMCA and appropriate training activities of the Centers for Disease Control, USPHS, the national and regional offices of APHA, state and local health departments and international agencies, such as WHO, FAO, and PAHO.

c. Plan, coordinate, and implement training programs designed to meet the specific needs of given AMCA regions for the purpose of upgrading the knowledge and skills of mosquito control workers employed in these regions.

d. Assist in the preparation of training aids needed in support of AMCA training activities.

Traditional Subcommittees

The following Subcommittees are not specified as required in the Bylaws, but have been traditionally convened by the President.

Executive

1. Bylaws (Appendix H) describe committee membership and purpose.
2. General duties
 - a. Serves in place of the Board when rapid decisions are required and/or the President feels that consideration by the full Board is not required.
 - b. Decisions made by the Executive Committee subject to ratification by the full Board at the next regular Board meeting.
 - c. Serves as an advisory board to the President, the Board of Directors and HQ.
 - d. Assists and advises HQ in handling and executing the Association business and operational affairs, but does not supervise HQ staff.
 - e. Executes specific responsibilities and charges assigned by the President and/or the Board

Headquarters Committee

Relevant Policy Approved by Board of Directors

The Principle Office or Central Office is now referred to as Headquarters (HQ.); approved by the Board at the IBM in Vancouver, BC. 2004

Because the objectives of this committee require a working knowledge of services provided by HQ and/or fiscal and accounting background, the following committee composition is suggested: Secretary/Treasurer, member of the Finance Committee, 2 Past Presidents (not currently in office) and 2 at-large members. Any of these members is eligible to chair the committee.

1. Provide assistance to the Board of Directors by maintaining a general knowledge of the types of activities conducted by HQ staff and an awareness of changes in general practice, policy or conduct of business.
2. Review at least once annually the costs of running HQ. Provide recommendations to the Board of Directors for additional funding to enhance the capability of the staff to meet the business objectives of the Association or better serve the membership, or for reduced budgetary allocations related to HQ activities.
3. Review staff complement compensation and conditions of service and recommend adjustments, as deemed warranted, for Board of Director consideration.
4. Review the physical attributes of the business office and inform the Board of Directors whether upgrades are required and / or re-location would be in the Association's best interest.
5. Objectives (a) through (d) are to be conducted by committee deliberation, supported by accurate knowledge of current office status and events. The committee has no direct or indirect authority over the actions and affairs of HQ or its staff. The committee's function is to seek action through recommendations to the Board.

International Affairs

1. General Objectives

- a. Undertake compilation and subsequent updating of lists (directories) of operational and research personnel on a worldwide basis associated with mosquito and vector biology and control.
- b. Encourage and solicit AMCA membership to provide the *Journal of the AMCA* and other publications to worthy overseas institutions and individuals involved in mosquito biology and control.
- c. Encourage provisions of assistance in overcoming linguistic, geographic and funding difficulties that would increase international membership and participation in the AMCA.

Public Education

1. General duties:
 - a. Work to preserve and enhance public awareness of organized mosquito control activities that benefit the health, welfare and quality of life of humans, domestic and wild animals and the environment.
 - b. Develop and execute projects which will accomplish A. above and which will otherwise enhance the image of AMCA and its stated goals and policies in the eyes of the general public.
 - c. Develop educational materials, bulletins and training programs to enhance the general public's knowledge of mosquitoes, mosquito-borne diseases and mosquito control.
 - d. Coordinate School Day events for both the Annual Meeting and the Washington Day Conference

APPENDIX A. GUIDELINES FOR BOARD OF DIRECTORS MEETINGS

(Approved by AMCA Board at Interim Meeting 10-24-2008)

1. Meetings, Timing, and Purpose: The Board of Directors holds three regular meeting sessions annually; however Special Meetings may be called when necessary to accomplish Association business.
 - a. First at Annual Meeting: The first session at annual meeting is conducted by the outgoing president is on Saturday and Sunday. This meeting precedes the Annual Meeting Business Meeting. Typically major agenda issues and committee reports are addressed at this meeting.
 - b. Second at Annual Meeting: The second session at the Annual Meeting is conducted by the incoming president on Thursday. This is after the Association's annual business meeting, which usually occurs on Wednesday morning and is attended by the full Board.
 - c. Interim: The interim meeting is held in September or October on a date early enough with reference to the annual meeting to allow sufficient advance time for election ballots to be prepared, mailed, returned, counted, and follow-up action to occur, if warranted. It is not customary to address reports from all committees at this session.
 - d. Special Meetings: When Special Meetings are called, the normal rules apply and only topics listed on the announced agenda may be addressed. Notification of the special meeting and agenda for the special meeting must be circulated to all Board members at least 4 days in advance of the meeting. Special meetings may be held in person or via teleconference, video conference, or other electronic format.
2. Agendas: The agenda for each Board Meeting is carefully prepared in advance by the President with assistance from the Executive Director and input from the Technical Advisor, Officers, Directors and committee Chairs. Topics to be addressed are generally restricted to those that appear on the written agenda. Items not on the agenda may be added by affirmative vote of the Board, in which case the added topics are usually scheduled at a time that will not interfere with the pre-established itinerary. Individuals presenting items are notified by HQ in advance of the timing of their topic so that they will not be obliged to remain in attendance for a longer period that is necessary.

To ensure that the Board addresses the major priority items within the allotted time frame, the agenda does not attempt to include all of the charges and items that have been addressed during the year by committees and others. The agenda items instead include reports specifically requested by the President, acting on behalf of the Board, and specific recommendations from committees that need to be acted upon by the Board. These and other items are submitted in written form for inclusion in the agenda booklet so that the Board can review them prior to the meeting, and address the specific agenda items without the need for extended introductory remarks. Thus, presentations can be limited to the highlights of the topic because the Board members have been able to prepare by reading the written agenda materials. To accomplish this effectively requires that the written materials be collated sufficiently prior to the meeting so that the agenda booklet (electronic or otherwise) is received at least two weeks prior to the meeting.

3. Open Meetings: The First Annual, Second Annual and Interim Board Meetings are open meetings and participants and other members are encouraged to attend as much of the session as they desire. The only instance in which this is not possible is when the Board temporarily goes into Executive Session, which is limited to Board members and individuals selected by the President with

concurrence by the Board, for the item being discussed. Special Meetings, which may be held on short notice and/or via teleconference, are not required to be open meetings but Regional Directors should solicit input from their regions as needed in advance of the Special Meeting

4. Minutes: The minutes of First Annual, Second Annual, Interim and Special Board Meeting sessions are prepared by the HQ staff (see Bylaws), using electronically recorded materials, notes, written motions, etc. Following the President's review of the minutes, they are dispatched to the Board members for comment and corrections. This entire process is expected to be completed within 45 days following the session. It is necessary to expedite the minutes because they include action items that need to be available in written form for the entire Board.
5. Robert's Rules of Order: Unless otherwise noted in the Bylaws, Board meetings are conducted under Robert's Rules of Order (most recent edition). The Bylaws and Policy Committee Chair serves as parliamentarian or, when not present, a Board member is appointed by the President. The President shall conduct the meeting in a manner that allows enough time for thorough discussion of items on the agenda.
6. Proxy and Meeting votes: Proxy votes are not allowed in any Board activities. A simple majority of the Board of Directors participating in the meeting constitutes a quorum, which is required for any vote to be binding. Votes at Meetings held in person are by voice vote, with votes counted when not unanimous. Voting at teleconference, videoconference, or other electronic format meeting is tallied by roll call with each member in attendance stating yes, no or abstain on the issue. Alternatively, the president may request that votes be submitted via FAX or E-Mail to either the President or to the Executive Director for tallying and reporting of results.

APPENDIX B. GUIDELINES FOR ELECTIONS

Relevant Policy Approved by Board of Directors

Notices of Awards, Nominations for Officers and Directors are to be placed in an appropriate news media, (new letter, web site, etc.) by HQ each year; approved by the Board at the IBM in Vancouver, BC. 2004.

The TA was appointed as interim Senior Staff to the Regional Director Nomination committee; approved by the Board at the IBM in Vancouver, BC. 2004.

Revisions to Guidelines for Elections approved by AMCA Board at Interim Meeting
10/24/2008

I. Bylaws

Procedure for the election of Officers, and Directors can be found in the Bylaws.

II. General Process

a. Ballots

Elections are conducted by written and/or electronic confidential ballot, which includes the option for write-in nominees. Ballots for Industry Director, Vice-President and President-elect are mailed to all members; those for Regional Directors go only to the respective regional members. HQ monitors and records the validity of the returned ballots by confirming membership status and places the valid ballots (within its usually unmarked envelope) with others to be counted at the appropriate time. Ballots are opened and counted at HQ in the presence of two Association Officers or Directors, or their designees. Members are invited to attend.

b. Nominations

Nominations for Officers are conducted by the Nominations Committee, which consists of the Directors and the Immediate Past President as Chair. Members wishing to propose a nominee should obtain consent to run and assurance of serving if elected before presenting the name to a committee member. Notice of the open period for presentation of nominations to the Committee should be posted on the web site and in the newsletter.

Nominating committees for Officers and Directors are encouraged to consider the balance on the Board of the various sectors of the Association. The Board should be representative of the membership in terms of academic, industry, operations, public health, etc., interests.

c. Industry and Regional Directors

Nominations for Regional Director are conducted by a 3-person Regional Nomination Committee, which includes the AMCA Technical Advisor as Chair and two appointees designated by the current Regional Director, if not a candidate for a second term, or designated by the President when the incumbent Regional Director is a candidate. Whenever possible, the two regional appointees are not selected from the same state, province, island, etc. The committee members solicit names of potential nominees from the respective state and regional associations. Each association may recommend one or more candidates. Ten or more members may recommend a candidate. Any member within the region who is eligible to vote is eligible for nomination. Notice of the regional open period for presentation of nominations to the Regional Nominating Committee should be posted on the web site and in the newsletter.

Nominations for Industry Director are conducted in a similar manner by a similarly appointed committee representing Industry. Any member who is eligible to vote and whose primary employment is representative of the mosquito control industry is eligible to serve as an Industry Director. Notice of the open period for presentation of nominations to the Industry Nominating Committee should be posted on the web site and in the newsletter.

The regional and industry nominating committees screen candidates for nomination and select two or more nominees for the office that falls within their respective jurisdictions.

APPENDIX C. GUIDELINES FOR FINANCIAL PROCEDURES

(Approved by AMCA Board at Interim meeting 10/24/2008)

I. Overview

Association finances are managed by the Executive Director (bonded, see Article VI Section 4 G of the Bylaws) and the Secretary/Treasurer (bonded, see Article VI Section 5 H of the Bylaws) as authorized by the Board of Directors with oversight by the Finance Committee. The activities include budget preparation, management of revenues and expenditures, and handling of accounts, special funds and investments. The Association owns no real property but has a variety of assets such as equipment, office furnishings, etc. The fiscal year runs from July 1 to June 30 and the budget process for the upcoming year is normally completed at the annual meeting, which is held in February, March or April.

II. Budget Preparation.

- a. Budget items are submitted to the Secretary/Treasurer from committees, HQ and the Board.
- b. Non-recurrent budget items exceeding \$500 require advance approval by the Finance Committee.
- c. Based on prior records and estimated fiscal activity, the Secretary/Treasurer works with the Executive Director, Finance Committee, and Officers to prepare a draft budget, which is provided in the annual meeting agenda booklet and reviewed by the Board.

III. Revenues and Expenditures.

- a. The major sources of Association revenue have traditionally been membership dues, annual meeting income and publication receipts.
- b. With the exception of dues receipts from Sustaining Members, dedicated reserves, and special funds, the revenues and income from miscellaneous sources, such as sales of inventory and web site space, are placed in a general account.
- c. For regularly scheduled events and activities, the Association annually solicits donations and provides formal recognition to the donors.
- d. Sustaining Member dues (minus regular membership) and special solicitation funds for legislative needs are earmarked for Legislative expenses. Legislative expenses in excess of these amounts can be incurred only by majority vote of the Board. Income from charitable donations, pass-through or direct grants, etc., are placed in relevant separate accounts. Day to day account management is the responsibility of the Executive Director (see Appendix H Association Management Contract, Attachment A).

IV. Issuance of Checks

- a. HQ disburses checks for Association expenditures and obligations. This function is the responsibility of the Executive Director.
- b. Checks and other forms of non-recurrent transfer of funds are restricted when they exceed \$3,000, requiring approval of by one of three officials (Secretary/Treasurer, President, local designated AMCA member) not on HQ staff. Checks to AMCA members for reimbursement in excess of \$500 require similar dual approval.
- c. Payroll checks may be disbursed by a professional payroll firm, which receives compensation for this service.

V. Bookkeeping & Financial Statements

- a. Income and expense ledgers are maintained on a daily basis by HQ.
- b. Revenues are deposited on at least a weekly basis.
- c. Financial reports are issued monthly to the Secretary/Treasurer, Finance Committee and other members of the Executive Board. These reports detail all revenues and expenditures

for the respective month and update the information then available for the current fiscal year.

- d. Bank statements are received concurrently by the Secretary/Treasurer and the Executive Director, who review and compare them with the monthly reports.
- e. Annual cash flow normally exceeds \$500,000. Thus, to ensure that adequate funds are available, the Secretary/Treasurer annually estimates an amount that should be held in “reserve”, subject to Board concurrence.

VI. Accounts, Special Funds and Investments

- a. Although most income and expenditure activity occurs through a general account, several other designated accounts are used to manage funds earmarked for special uses.
- b. All accounts/Funds are held in accounts designed for 501(c)3 clients or invested in Certificates of Deposit:
- c. Special Funds (Student Competition, Belkin, Boyd-Ariaz Grass Roots) are managed as designated as per their guidelines (see Awards Committee discussed earlier in this document).
- d. Latin American Symposium funds are maintained within the general fund as part of the annual meeting line item

VII. Role of the Secretary Treasurer.

- a. Reviews many of the major financial activities of the Association, and serves as a screening body for non-recurrent expenditures exceeding \$500.
- b. Provides advice to the Board on revenue projections, expenditure objectives and cash flow matters.
- c. Recommends to the Board the registration fees for the various categories of attendee for the annual meeting, dues for the different membership levels, fees for publications and special subscriptions, etc.

Assists the Board in both short and long term fiscal matters as well as being a watchdog for fiscal integrity.

Investment Policy Statement

Approved November 1, 2014

Purpose & Objectives

The purpose of this policy is to formalize policies and procedures for the management of all funds and investment activities under direct authority of the Association. The investment policies and practices of the Association are based on law and prudent money management. All funds shall be invested in accordance with all applicable laws and the investment policies of the Association. Reserve funds represent accumulated surpluses and dedicated funds. The primary purpose of the reserve funds is to provide funds for operating expenses, unforeseen future contingencies, and capital expenditures.

Basic Premise

The Board believes that a conservative approach to portfolio management is required to reduce volatility and prudently mitigate market value risk (at least 5-10 years). Total return defined to be the result of capital gains, or losses, realized and unrealized, plus income derived from interest. It is recognized that economic and security market conditions are not constant, but ever changing, and as

a result, continuous portfolio adjustments may be required in order to maintain asset productivity and proper balance within the appropriate risk tolerance category.

The Association delegates its day to day investment decision making and execution authority to the Treasurer and Executive Director subject to approved policies. It is expected that the Investment Manager(s) (defined as mutual fund or private portfolio management and Financial Advisor) will manage the portfolio to seek to achieve the objective at all times.

Types of Reserve Funds

For the purpose of clarity, the following definitions will be used to identify the types of funds held by the Organization.

Operating Funds: Those funds expected to be spent in the normal course of business during the current budget cycle. Contingent upon cash flow needs, a portion of these funds may be invested in interest bearing accounts.

Short Term Reserve Fund: Short Term is defined as fixed income investments from zero to five years maturities. A portion of these funds are held to meet expenses from unanticipated activities required of American Mosquito control Association (AMCA) to fulfill its purpose. The Board of Directors, based on recommendations provided by the Executive committee, annually establish the percentage amount to be used for these purposes. NOTE: At least **50%** of annual operating needs should be maintained in short term reserves as determined by AMCA.

Investment Objectives for Surplus funds

The investment objectives of the Association are to maximize interest and dividend returns on accumulated cash reserves while, at the same time, maintaining a proper and responsible balance. The investment factors are, in priority order:

Safety. Investments of the Association shall be undertaken in a manner that seeks to ensure preservation of the principle in the portfolio.

Liquidity. The investments portfolio shall remain sufficiently liquid to enable the Association to meet its normal cash flow requirements.

Return on Investment. The investment portfolio shall be designed to maximize return consistent with the Association's objectives of safety and liquidity.

Investments shall be made with judgment and care – under circumstances then prevailing – and in accordance with written procedures and policies. The current guidelines for reserve fund investments are attached to this policy as Appendix M.

Primary objective is to seek a fully diversified portfolio with the larger portion of portfolio consisting of safety of principal, (both Operating Account & STR). AMCA seeks limited portfolio volatility and a relatively high and secure level of current income.

Fixed income securities will generally represent a significant portion of Portfolio commitments.

Investment Guidelines

The Investment Manager(s), working with the AMCA staff, may be given discretion to act in accordance with these guidelines. These guidelines are subject to regular review and the Investment Manager(s) should feel free to recommend appropriate changes to the AMCA staff and Board of Directors.

Cash equivalent securities are viewed as a viable alternative to fixed income securities as a strategy for reducing portfolio volatility, and as an alternative to a more permanent commitment to fixed income securities, depending upon the Investment Manager(s) view of the markets.

Cash on Hand

AMCA Executive Director in consultation with the AMCA treasurer will keep adequate cash on hand in Operating Account to address the daily financial needs. When operating Account has excess liquidity, the Executive Director may move funds to STR or Operating Account, (based on future needs for liquidity).

Fixed Income Guidelines for Surplus Funds

1. Portfolio is mainly made of fixed income investments backed by the US (Certificates of Deposits, US government bonds), corporate bonds, and Foreign bonds should be limited to 40% of less of the fixed income portion of investments. These bonds should be A Rated or higher by one or both of the major rating services. The minimum commitment to cash for the overall assets of the portfolio is set by Finance committee. These guidelines are subject to periodic review and adjustments by the Investment Manager with Board approval.
2. The maximum maturity for Short Term reserves is limited to 7 years maturity at time of purchase. The maximum remaining maturity (or estimated average life on mortgage-backed issues) on each bond is limited to 10 years for Long Term Reserves.
3. The minimum rating of bonds at the time of purchase by S&P or Moody's shall be A or better. A negative change in rating of **BBB** or below is cause for discussion of liquidation of the affected positions.

Restrictions

In addition to the Fixed Income Guidelines, the Board has set forth the following restraints:

- no direct investment in gold or the commodities
- no short sales, trading on margin
- no direct purchase or sales of options including puts or calls
- no direct purchase of derivatives
- no investments of artwork or any other collector type investment
- no investments in real-estate
- no investments in the equity market

Communication and Reporting

There is to be an open line of communication between the AMCA Board, Staff and the Investment Manager(s). The Investment Manager(s) is expected to provide quarterly reports detailing all asset

information and performance results. In addition to the required written and statistical information, the Financial Advisor will be available to meet with the AMCA Board of Directors and/or Staff in person or by conference call at least annually and more often, as appropriate.

Surplus Guidelines

AMCA Board of Directors in consultation of the Treasurer and AMCA Staff will approve the annual surplus guidelines and amounts. These guidelines and amounts (as % or \$) in each “Bucket” (operating, STR or LTR)

Short Term Reserves

Target Asset Mix

November 1, 2014

Short Term reserves are a separately managed account that’s sole purpose is to extend unforeseen liquidity for the operating account. Investments within are short in nature (7 year maturities or less).

Short Term Reserves:

Low range	target	High range	Style	Index
%	100%	%	Fixed Income/Bonds	Barclays Capital 1-3yr Government Bonds
30%	50%	70%	Money Market to 6 month maturities	
10%	30%	50%	6 month to 2 years	
5%	20%	30%	2 years to 5 years	

Young Professionals Fund Policy

Drafted May 19, 2014

Revised May 27, 2014

Adopted July 8, 2014

Name: Young Professionals Fund

Purpose: The purpose of the fund is to support the activities of the Young Professionals Group.

Overview: The fund is established as a purpose restricted fund, meaning that the fund can only be used to support the purpose.

The fund is broken up into two categories and listed separately in the financial statement: Industry Support and General.

All expenses from the fund must be approved by the AMCA Executive Committee.

Industry Support Fund: Staff, in conjunction with the Young Professionals Advisory Group (YPAG), will solicit support funds from industry partners for the sole purpose of supporting meeting attendance of Young Professionals (YP). Industry will be asked to support a maximum of one (1) YP in the amount of \$1,000 to help cover the costs of travel, hotel, and registration.

YPs will be asked to submit an application for industry support to Headquarters. A letter of support from a supervisor or professor must also be provided with the application.

The YPAG and Industry Director will determine successful applicants and assign them to the appropriate industry partner.

Industry supported funds will be used to reimburse approved YPs after the Annual Meeting. Receipts must be provided to Headquarters in order for the YP to receive reimbursement.

In return for the industry support, YPs must dedicate time to supporting the industry partner in the exhibit hall booth during the entirety of the Annual Meeting.

Unused industry support funds will be transferred at the end of each fiscal year to the Young Professionals General Fund.

General fund: The Young Professionals General fund will be used to support YP activities including but not limited to: YP exhibit, promotional materials, marketing, and support of the YP chair to attend the Annual Meeting (up to \$1,000).

Travel reimbursement requests for the YP Chair to attend the Annual Meeting must be submitted in writing to Headquarters by the YP Advisor.

Staff will solicit support for the YP General Fund during the annual support campaign.

Guidelines for the Legislative Fund

Revised Nov 1, 2014

(a) Name: The Legislative Fund is established as a board restricted fund of AMCA.

(b) Purpose: To help offset legislative and regulatory costs during a year in which AMCA exceeds budgeted expenses. The fund would serve as a “rainy day fund”.

(c) How the Fund Works: This will be a board designated fund, however only executive Committee approval is required to transfer funds from the general fund to the legislative fund. In good years, excess revenues will be put into the fund. In bad years, money will be taken out of the fund to offset a loss. This WILL NOT be a separate bank account. The fund will be tracked separately. The balance will carry over from year to year. Excess revenues put into this fund are earmarked specifically for legislative activities unless otherwise voted on and approved by majority of the Board of Directors.

Decision to reclass funds to or from fund should be made in early July prior to the audit so that the current fiscal year’s gain or loss for the legislative advocacy program is offset.

(d) Initial Setup: In 2011-2012, the legislative & regulatory program received excess revenues of \$27,318.42. This dollar amount will be the initial balance of the fund.

Balance: The cap for the Legislative Advocacy fund will be determined by the average of the highest five years plus 25% of that average. The cap will be reviewed each year by the Finance Committee to determine if adjustments need to be made to the highest five year average. Once the cap has been achieved excess funds from Legislative Advocacy will be used in the AMCA General funds.

APPENDIX D. GUIDELINES FOR PUBLICATIONS

(Approved by AMCA Board at Interim Meeting 10/24/2008)

- I. Bylaws –Appendix G, describes the types of publications, editorial boards, the publication committee and editors.

- II. Publication Committee (see Publication Committee earlier in this document
 - a. Oversees all Association publications.
 - b. Within committee and subcommittee guidelines, each publication is managed in a manner that has been established by the Board.
 - c. Each publication is reviewed and monitored by the relevant editorial boards and committees.

- III. Sales of Association publications are managed by HQ and in some instances executed by committee action. Revenues generated are credited to the general fund

- IV. *JAMCA*. The *Journal of the American Mosquito Control Association*
 - a. Managed by the Editor.

 - b. The editor arranges peer reviews and edits.

 - c. Information for contributors can be found inside the back cover of the journal. Additional information and formatting rules are included in the back of each issue of the journal and on the AMCA website.

 - d. Compensation
 1. Honoraria are provided to the Editor and Assistant Editor
 2. Funds are provided for clerical staff.
 3. Travel expenses to the annual meeting are provided for the Editor in addition to the honorarium provided, and is to be accounted for in the Editor’s budget request.

- V. Special Publications and Bulletins
 - a. These publications are managed by the Subcommittee Chair.

 - b. Submitted or solicited manuscripts are managed as follows:

A proposed manuscript to be considered for publication as an AMCA bulletin, or other special publication, should be submitted directly to the Chair of the Publications Committee. The proposal should include the finished manuscript or a detailed outline of subject matter to be prepared with details on illustrations, total length, etc., as well as the targeted audience (i.e., operational or research, etc.). In the latter case, involving an outline rather than a finished manuscript, an explicit completion date should be included.

The Chairs of the Publications Committee and Special Bulletins and Publications Subcommittee will discuss the scientific merit of the proposed publication and, with the Secretary/Treasurer, will rate the acceptability of the publication in terms of product, cost and logistical considerations. After this review, if positive, and acceptance by the relevant committees the Chair of the Publications will recommend publication to the Board.

If accepted, all rights to the material shall be subjected to AMCA copyright, merchandising, etc., including editing.

For each such publication, a "production editor" shall be named who will follow the work through the press, and be responsible for its production in accordance with the author' proposal.

For each such publication, an editorial board shall be appointed to resolve any editorial matters that may arise in connection with the respective publication, and to negotiate on behalf of Association with the author any substantial changes in the subject matter or editorial presentation that may be necessary. The Production Editor, Secretary/Treasurer, and Technical Advisor shall be non-voting *ex officio* members of this Board.

c. The Association web site is managed by the Web Master contracted through HQ, who enters and revises materials. The Web Master has the authority to lease web site space to accepted advertisers, **approved by the board**, and establish linkages to sites of interest to the membership.

VI. Newsletter

- a. The *AMCA Newsletter* is produced by HQ staff under the guidance of the Newsletter Editor.
- b. Content includes AMCA news, reports from directors, president's messages, meeting schedules, announcements, etc.
- c. Each issue is reviewed by the Newsletter Subcommittee and an independent copy editor for content, style and grammatical correctness.

VII. Wing Beats

- a. *Wing Beats* is a quarterly trade magazine produced by the Florida Mosquito Control Association and marketed jointly by AMCA and FMCA..
- b. Management is by the FMCA *Wing Beats* Editor and staff.

VIII. Annual Meeting Program and Abstracts Booklet.

The formal annual meeting documents are prepared annually by the Program Committee and do not come under the purview of the Publications Committee. (See Appendix E).

APPENDIX E. GUIDELINES FOR ANNUAL MEETINGS

Relevant Policy Approved by Board of Directors

Proposals to host meetings may not include an offer to return the \$10,000 host organization share to AMCA as part of the proposal; approved by the Board at the BM in Vancouver, BC, April 2005.

**AMCA ANNUAL MEETING MANUAL
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I. INTRODUCTION

These guidelines provide the general information needed for organizing and conducting the AMCA annual meeting. The primary goal of the annual meeting is educational. It provides a forum for the presentation of educational topics on, but not limited to, the ecology and biology of mosquitoes and related public health pest species and the management thereof. The annual meeting is designed to inform persons working in these fields of the latest available information.

Site and Host Association selection is conducted competitively following an invitation from the AMCA Board of Directors to state or regional associations. Selection is made 5 years in advance of the meeting. It is the responsibility of the Host Association to identify facilities that are appropriate for a well-organized meeting, and to work with AMCA to produce a successful meeting.

The AMCA Annual Meeting Committee recognizes the need for continued review of procedures and will endeavor to modify and update this document as the need arises.

II. SITE SELECTION PROCESS

The annual meeting site and Host Association are determined primarily by the invitations received. One objective of site selection is to schedule half of the meetings in warm locations and half where wintry weather is predictable. But the outcome of site selection ultimately depends on the location of Host Associations that submit bids. Thus, Host Associations are encouraged to bid for annual meetings in their areas, and thereby keep the options as broad as possible. Within this setting, the following general procedures apply to site selection.

A. Regions

Definition -

- West - Pacific and Mountain Time Zones
- Central - Central Time Zone (encompasses Arizona and Utah)
- East -Eastern Time Zone

Rotation Schedule - The rotation will be west, central, east, west, central, east

B. Application for Selection

Procedures

Invitation - HQ, following completion of each annual meeting, will formally invite the appropriate state and regional associations to submit applications to host the annual meeting 5 years hence. Example: for 2012, the east region would be contacted in March of 2007.

Announcement - HQ will place an announcement in the second Newsletter each year inviting proposals to host the meeting 5 years in the future.

Host Association Response - Applicants should confirm the following:

- Hotel availability between February 10 and April 20, taking care to avoid conflict with Easter and any major local events that might interfere with attendance or execution of the meeting. Since many regional meetings have traditional meeting dates, it is common courtesy to try and avoid conflicts.
 - Adequate plenary, breakout, banquet, exhibit space and meeting rooms of appropriate size (three meeting rooms with a capacity for at least 1/3, ca. 300, of the expected participants in each). HQ can provide past meeting reports / outline with approximate audience numbers. The specific details required are given below.

Deadline - Application should be received at HQ on or before July 30.

Acknowledgment - Upon receipt of the application, HQ will review it for compliance with requirements. Incomplete applications, or requests for the missing components, will be sent to the applicants immediately so that the revisions can be received no later than August 15.

Alternative - If no acceptable applications are received, HQ will solicit applications from all regions. The application schedule may be modified to meet this situation.

Application Overview - HQ will review the applications for compliance with guidelines and provide the Board with a spreadsheet type of comparison, a summary, and comments at least one week prior to the interim Board meeting for the Board's review. It would be preferred that the information be available for placement in the Board of Directors Agenda Book.

Presentation - Each applicant will be allotted 20 minutes for presentation at the Interim Board meeting. (**Gifts to Board members will not be accepted.**)

Selection - The selection will be made either at the interim Board meeting or as early as possible thereafter.

Requirements

Each application will contain the following:

- Facility name and site location City and State
- Proposed meeting dates Concurrent events at facility Current / projected room rates Estimated room block
- Overflow facilities for lodging-proposed room block pickup Deposit required, if any
- Sample contract
- Smoking or non-smoking facility Exhibit space available (sq. ft.)--meeting room charges
- Exhibit area charges
- Security for exhibit area
- Drayage Co. / Union affiliation

- Large demo equipment access Tax and gratuity (%)
- Distance from airport
- Ground transport and cost Major airline access
- Parking availability and cost Facility restaurants
- Area restaurants and proximity Facility floor plan, complete Proposed a/v provider(s) Local attractions
- Proposed tours
- Local mosquito abatement districts Proposed Host Organization Local Arrangements chairpersons Likelihood of state tax exemption

Criteria for Selection

Appropriateness of the proposed meeting sites for the following annual meeting goals:

- Education, including information sharing, scientific presentations, new products, exchange of ideas, visiting mosquito control agencies, education day, field day.
- Providing adequate accommodations and services for exhibitors
- Social, including establishing new contacts and friends, meeting with friends and colleagues, family travel.
- Conducting the business of the Association
- Generating income for Association operations

Selection Procedures

Voting Process - The Board will select the site by an elimination process, which will provide equal opportunity for each applicant. The first round of votes will include all applicants and each Board member will vote for one less than the total number of sites. For example, if there are four competing sites each member will vote for three sites. One site will be eliminated with each round of voting until only one site remains.

Agreement with Host Association - The AMCA Executive Director will sign an Agreement with the Host Association at or before the first Board meeting that follows the selection. This document will outline the responsibilities of each party and set a schedule of activities for fulfillment of the Agreement (Exhibit 1). In addition:

Compensation - During the site selection process, an organized association must be identified and verbally confirmed to host as the Local Arrangements Committee. If association is recognized, the current host involvement and manual will be presented and confirmed. The standard compensation of \$10,000 will be provided at the conclusion of the Annual Meeting. If no organized association is found, AMCA will offer a call for volunteers and volunteers will receive complimentary registration for their services. AMCA will coordinate schedules for the volunteers. No host compensation will be given.

III. DESIRABLE SITE CHARACTERISTICS

A wide variety of attributes make up the pattern of characteristics desired in a meeting site. This section lists some of the more important parameters that have been identified from past meetings.

These parameters can be used both by associations submitting bids for hosting a meeting and by the AMCA Board of Directors when evaluating potential sites.

A. Host City

Eating facilities - The proposed hotel should not be isolated and should have adequate eating facilities. Remember, 600-800 people have to eat breakfast and lunch within a certain time period in order to attend the meeting.

- Deli sales can help get delegates back to meetings in a timely manner after lunch when local eateries are not convenient.
- Once a location is chosen it is helpful for the host local arrangements committee provide maps of available eateries in the surrounding area, including the general meal prices

Air travel - Cities selected for the meeting site should be accessible by air. The city should be served by several airlines that have proven reliability. Airlines accessibility to Latin American countries needs to be available. Car rental arrangements and discount airfare contracts will be handled by HQ.

Ground Transportation - Transportation options to and from the airport should include mode of transport and cost

Tours – Many meeting delegates will bring their families or companions to a meeting site if there are significant historic, scenic or unusual points of interest.

- A list of potential tours for companions through the meeting week and Saturday and Sunday for those that arrive on the weekend to save on airfare should be prepared to help with a bid package.
- One can organize tours or arrange to have this done by an agent. The latter is easier because they will take care of all bookings and provide tour guides. Because we bring them business we may be able to negotiate a percentage of the fee.

School Day – This function has been discontinued for the past two meetings, but when it is scheduled, an appropriate elementary school, preferably intercity close to the host hotel, should be selected.

B. Facility.

Availability –

- How many meetings are at the same time as the one we are planning?
- What dates are available for the proposed meeting?

Contract and Cost of Rooms - In the initial contact with hotels and convention centers (prior to being selected) the Host Association should discuss with Sales the cost and availability of sleeping rooms, meeting rooms, complimentary suites/rooms, exhibition hall, etc. Negotiate. Hotels want our business. The hotel managerial staffs are professionals in this area - the Host Association usually is not.

- The hotel convention center package that the Host Association submits will be an important part of the competition with other applicants for securing the bid to host the annual meeting. Get the package agreement in writing. It will be further negotiated by the AMCA team before

signing a final contract. When the AMCA team negotiates the final contract conditions with the hotel, the hotel will balance catering and other profits against room rates and fees and may come up with a more reasoned package than the Host Association can expect to achieve at the onset. Negotiations for reduced room rates may provide maximum payback by better ensuring fulfillment of the room quota and increased registrations. Catering negotiations are more directly involved in menu item selection than in discounts. The following considerations will apply during negotiations with hotels.

- Since most of the membership is governmental in nature a governmental rate can often be negotiated on room rates.

Venue Requirements

Convention Center – The Center must be within walking distance, adjacent to or less than two blocks from the hotel in order to be considered for the Annual Meeting location.

Guest Rooms - Availability for 600-900 delegates and guests. Compare hotel information from past meetings to better understand room needs (this information can be found in the post meeting summaries).

Suites – Some hotels will provide several suites plus complimentary rooms.

- The host hotel should provide the AMCA President a large suite at no extra cost.
- Another suite should be provided to the President of the Host Association.
- HQ will assign complimentary rooms to staff, selected needy invited speakers, etc.
- Availability of additional suites for vendors is also desirable. These suites would not be in the AMCA contract.

Exhibit Area - The exhibit area will require at least 12,000 square feet. It is important that this area be close and accessible to from the meeting rooms.

- A minimum of 50 booth spaces (8' X10') should be requested because some exhibitors require multiple booth space.
- The hotel should provide a drawing of a proposed exhibit set up. The drawing can be used for bid comparative purposes. At a later time a drayage company will usually produce a final drawing of the exhibit area to meet AMCA needs.
- The hotel and/or decorator will charge a fee for setting up booths which usually includes waste basket, sign, 1 or 2 chairs, draped tables and janitorial service. These covered services are included in the booth rate specified by AMCA. Any additional requirements are the responsibility of the exhibitor and are best handled directly by the exhibitor and the decorator. However, the rates to be charged for these extras are usually documented in the contract between AMCA and the drayage company.

Receptions – The number, how elaborate and timing of various receptions will vary between years depending on sponsorships. Listed below are traditional receptions.

- **Early Bird** - Generally held in the exhibit area, or any suitable area that will hold 300-400 persons.
- **Presidents** - This reception is to honor past presidents of AMCA and as such is a bit more formal than the other receptions. As such it should be held in an appropriate area that will hold 600-800 attendees.

- **Pre-Banquet** - Should be held in the foyer to the banquet room, 500-600 attendees
- **Banquet** – Since delegates and their companions attend the banquet a very large banquet hall that can accommodate 600-900 attendees is needed.

Meeting Rooms - Meeting rooms should be in the same area as the exhibitors or in very close proximity. Meeting rooms should be large enough to place a projection screen in the corner of the room and a podium in the middle of the room or adjacent to the screen. It is important that the speaker be able to see the screen, and that the podium have standard A/V instrumentation and a reading light. Lighting controls should be convenient to the projectionist. When an especially timely topic is scheduled, more space will be needed. (Note: most hotels have meeting room specifications that list more people than can comfortably be seated). The rooms should be arranged theater style unless otherwise directed by the Program Coordinator. Chairs should be placed 3-4 inches apart, not crammed together, to allow comfortable seating. Adequate aisles and space for entering chair rows should be provided. All meeting rooms should have fresh water available at the podium and in the back. Usually the Program Coordinator will coordinate with the Local Arrangements Chair on meeting room set-up needs, including those mentioned above and the following:

- **Plenary session** - requires seating for 600-900 people.
- **Concurrent Breakout Rooms** - The three to four regular concurrent sessions need space for 200-400 people each, depending upon the topics to be discussed.
- **Special sessions** need space for 100-150 people. An example would be the Latin American or Mosquito Systematics Sessions.
- **Business meeting** usually requires less than half the space needed for the plenary session.
- **Field Day** – When the meeting is held in a location that will likely have warm weather during the proposed meeting dates than a field day can be planned. Generally this will require an off sight location that allows for outdoor demonstrations.
- **Poster Session** – A poster session is usually established to accommodate many of the submitted presentations that do not fit into a particular session, are submitted late or work better as a poster. This session is typically held on a Tuesday or Thursday morning of the meeting. Typically, this requires either space in the exhibit area or a separate area where the posters (easels 4' X8', both sides) can remain up for an entire day. A Poster Session Competition will be held and the winner will be provided with a \$250 prize (best overall), certificate and ribbon. Runner up and third place winners to receive certificate and ribbon only. Best overall winner will also publish in Wing Beats. Winners will be published in AMCA Newsletter.
- **Committee Rooms** - Up to 2-3 additional small rooms for various committees should be available throughout the meeting. Set up for 15-20 attendees' conference style with water on table - refresh twice daily. The Registration Desk should control access to these areas, on a first-come, first serve basis with a written sign-up sheet to confirm precedence.
- **Board of Directors Room** - The Board meets Saturday and /or Sunday and again on Thursday. A hollow-square table design to seat 25 people with 20 additional perimeter chairs around the room is required. Have comfortable chairs, ice water, pencils, notepads, etc. AMCA HQ will provide its own recording equipment.
- **Press Room** - Table and chairs as appropriate and access to telephone and/or fax machine. With the common use of cellular telephones, it may not be necessary to provide telephones, but data port connections should be available.

- **Slide preview room.** Five to six tables with viewers, carousels and, if needed, LCD projectors. A separate table for Coordinators should be provided to facilitate slide reception, distribution, and return.
- **Workshops** - On Monday and other meeting days, workshops and field days may be scheduled. Space should be set aside for a minimum of 6 workshops on the scheduled days, usually Monday afternoon, and 3 on Thursday morning. The space required will vary from meeting to meeting, but the minimum size might be 300 sq. ft. per workshop.
- **Silent Auction** –

IV. MANAGEMENT FUNCTIONS

Once the AMCA Board accepts an invitation, the Host Local Arrangements Committee Chair should be confirmed. This person should represent the Host Association and work with the hotel and other facilities and agencies to assist the AMCA Executive Director to finalize and execute the contracts. The Host Chairman should consult very closely with the AMCA Program Coordinator and meet the needs of the AMCA Annual Meeting Chair and other AMCA committees as they occur. This can be best accomplished by assigning specific duties and functions to individuals on the Host Local Arrangements Committee. It is important to assign responsibilities to specific individuals for the various tasks. If one person fails to do his or her job, it can reflect on the whole meeting.

- A. Contracts and Negotiations** - Ask what groups have met recently in the facility. Call their meeting planners and ask what rate was paid. Inquire about any "snafus" that occurred and what the hotel did to resolve the problem(s). This may help to avoid a similar fate. Negotiate with one or more additional hotels, but remember, cheaper is not always the best. Also, keep in mind that the AMCA negotiating team will have the authority to select facilities other than those proposed by the Host Association, if warranted.

When the AMCA team negotiates the final contract conditions with the hotel, the hotel will balance catering and other profits against room rates and fees and may come up with a more reasoned package than the Host Association can expect to achieve at the onset. Negotiations for reduced room rates may provide maximum payback by better ensuring fulfillment of the room quota and increased registrations. Catering negotiations are more directly involved in menu item selection than in discounts. The following considerations will apply during negotiations with hotels.

Bookings.

Rates - When negotiating rooms for 5 years in advance of the meeting, protect against steep rate increases by including three clauses in the final contract:

- The highest rate shall not be more than the lowest of the public rack rates.
- The rack rates ONE YEAR prior to your meeting shall be used for this purpose.
- An agreement that the rack rates as printed in the initial contract will be allowed to increase no more than "X" percent per year. Negotiate the percentage.

Over-booking - Be sure an over-booking clause containing the following points is included in the contract:

- In the event of an over-booking, the hotel will find better or equal accommodations for the person walked.
- Rooms provided in the overflow hotel shall be either at no cost or at no greater cost

than the lowest conference rate.

- The hotel will provide ON-DEMAND transportation to and from the meeting.
- The individual who is displaced will not be required to come back to the convention hotel when a room opens up, but will have the option of staying under the same conditions mentioned above.

Deposits - Deposits are appropriate if they satisfy two conditions:

- The hotel has a valid reason for requiring a deposit up front (a cash flow problem is NOT a valid reason).
- The deposit must be banked WITH INTEREST accruing to the benefit of AMCA. Suppliers would prefer to do without a deposit rather than meet this second condition.

Accounts - Two master accounts will be set up; one in name of the Host Association and one in the name of the AMCA. The AMCA master account will cover all annual meeting expenses, unless otherwise specified in the Agreement. The Host Association account will be managed by the Host Association to cover its separate expenses.

- **VIP Amenities** - Hotels are accustomed to providing room amenities for VIPs, so HQ will provide a list of AMCA and Host Association VIPs in case the hotel would like to provide them with something special, like a fruit bowl.
- **Complimentary rooms** - Hotels usually offer complimentary rooms on a one comp room night for each 50 room nights purchased. Be sure to negotiate a ratio based on TOTAL ROOM NIGHTS, rather than on a per-room night basis. With proper negotiation, one can usually get additional complimentary rooms. It is essential to compare Association lists with hotel registration lists to ensure that all purchased rooms are recognized and accounted for by the hotel(s).
- **Cancellation clauses** - Cancellation clauses should be bilateral, so make sure penalties are equal for both sides. The hotel's penalty for canceling your meeting should amount to the value of all room nights your group would have spent at the offending hotel, plus other amounts that might equal the hotel's demands if AMCA canceled. If possible insert a clause that cancels all penalties in case of natural disasters and/or terrorist acts.

B. Calendar of events.

The Host Local Arrangements Committee and the AMCA Annual Meeting Committee Chair (President-elect) and HQ should develop a calendar early in the planning stages to set targets and deadlines for each phase of the meeting arrangements. The meeting is held at different times each year and a "standard calendar" will not work from year to year. One of the most critical time frames is the preparation and publication of the tentative program agenda (which identifies events, symposium topics and times, etc., but not individual presentations) in the *AMCA Newsletter* and on the web site. These notices should reach the membership with registration and hotel accommodation information three to four months in advance of the meeting. Preparation of the program (which is no longer mailed out) and web site releases are the responsibility of the AMCA Program Coordinator. The printed program should arrive at the hotel at least one week prior to the meeting so that the Local Arrangements Committee can insert it into registration packets prior to opening day

C. Routine Arrangements

1. Meals & Social Functions - A variety of functions will be catered by the hotel. Menus, and attendance estimates will have to be worked out with the hotel ahead of time, subject to last minute confirmation in some cases. The standard functions are as follows:

- a. **Board of Directors Breakfast** - (optional). This meeting usually starts with a continental breakfast provided by AMCA including sweet rolls, juice, and coffee at the Board meeting room. Meeting tables should have fresh water service. Refreshment breaks are held at approximately 10:00 a.m. and 3:00 p.m. It is advisable to have continuous coffee in the a.m. and cold soft drinks in the p.m. Lunch break is at 12 noon. Adjournment for the day is usually 5:00 p.m. on Saturday, either 12 noon or 5:00 p.m. on Sunday and up to 12 noon on Thursday.
- b. **Board of Directors Luncheon** - This luncheon is usually provided by AMCA on the first day (Saturday or Sunday). The meal should be of light fare for about 25 people.
- c. **Early Bird Reception** - About 350-450 attend this first evening function in the exhibit area. Hors d'oeuvres and a cash bar are suggested. Free drink tickets are dependent on sponsorship.
- d. **President's Reception** - Most delegates (600-800) will attend this one hour reception. One or two free drink tickets may be provided, if sponsored, and a cash bar. Various hors d'oeuvres are served at this function. Some President's Receptions have entertainment or background music. A generous number of tables and chairs should be provided. Past President Recognition is a routine part of the President's Reception. Each attending Past President is asked to stand or come to the podium and be recognized as their names are called out.
- e. **Commissioner / Trustee Luncheon** - This important special event could be in the hotel or elsewhere, depending on their program. Trustee / commissioner affairs are usually conducted on Tuesdays and managed somewhat separately from other activities. Every effort needs to be made to provide a quality experience for this group. All attending commissioners and trustees companions must be registered for the annual meeting. Their registration fees are higher than other delegates because of the luncheon and tour that are normally provided. The companions of commissioners and trustees must be registered as such to be able to attend this luncheon.
- f. **Banquet & Pre-banquet Social** - The banquet should be held in a room large enough to hold 600 -800 delegates and companions. A head table, with podium and microphone, can be used for VIPs. If no head table is to be used, a sufficient number of round tables should be reserved at the most appropriate location in the banquet room for officers and invited dignitaries (award winners, Honorees, etc.). The AMCA President-elect presides over the banquet proceedings.

Awards given at the banquet should be limited to 1 or 2 major awards, each requiring no more than 5 minutes for the presentation. Typically the Hollandsworth Student Competition and Boyd-Ariaz Grass Roots Awards are presented at the banquet. Other awards are presented at the Monday morning plenary session; these Honorees should be invited ahead of time to be seated at head/VIP tables.

Prior to the banquet there is a pre-banquet mixer with either one or two free drink tickets, if sponsored, or a cash bar. The pre-banquet social should be held adjacent to the banquet hall.

- g. **Companion / Guest Hospitality** - Hospitality for 50-100 guests and companions is provided in the mornings in a cafe-like area with coffee, sweet rolls, bulletin board, tour information, etc. Again companions need to be registered as such to use this hospitality.
- h. **Exhibitor Functions** - Some exhibitors request various activities, for example, games, raffles, drawings, etc. One or more volunteers should be assigned to the exhibit areas.
- i. **Breaks** - Coffee, tea, water and/or cold drinks are provided at the 10:00 a.m. and 3:00 p.m. breaks. Light refreshments may be provided, if sponsored. All such breaks will be held in the Exhibit Hall,

except during the Monday morning plenary session.

- j. **Continental Breakfast at Poster Session** – When sponsorship is available a continental breakfast on the morning of the Poster Session can be planned. This would typically be on Tuesday or Wednesday morning of the meeting.
 - k. **Hospitality Rooms and Private Functions** - Hospitality rooms may be independently arranged by individual firms. The Host Local Arrangements Committee should coordinate / monitor these activities. These functions should close by 11:30 p.m. Hospitality rooms and other non-AMCA social functions should be closed during meetings and official AMCA functions. Group luncheons sponsored by Industry should be programmed so as not to take participants from sessions before noon and to return them to the meeting facility by 1:30 p.m., when afternoon sessions convene.
 - l. **Silent Auction** – A silent auction of items donated from members and industry occurs on Tuesday afternoon. The proceeds of the auction are to be split 50/50 between the AMCA Student Competition Fund and the Host group.
- 3. Exhibitors.** HQ deals with distribution of booths, billings and other matters relating to exhibitors. The AMCA charges the exhibitor an amount appropriate to help defray expenses of the meeting. Costs of \$900 for the first booth and \$700 per additional booth are not unusual. It is customary to include one free registration per initial booth space and one more if additional booth spaces are purchased. Exhibitors deal directly with the drayage company to order items not provided under the standard booth agreement and to organize shipments, storage, etc.

It is essential to have the exhibit area close to the meeting rooms. It is important to the exhibitor to have as much visibility as possible and since they produce a good portion of the annual meeting revenue, the AMCA and the Host Association should recognize this need when selecting the hotel initially.

- a. **Exhibitor Guide** - It is recommended that a Guide to Exhibits be included in the registration packet, detailing all sponsors and exhibitors at the meeting and their location in the exhibition hall. Information should include company name, address, phone number, fax number, representatives attending (limit to 3) and a short statement concerning the services provided.

The last sheet of the Guide can be perforated. To encourage visitation to all booths, this sheet can be divided into squares, one for each booth. Corresponding numbered stamps (available from AMCA) can be used by each exhibitor for stamping delegates' sheets as they visit. Once completely stamped, the sheet can be torn off and used for door prize drawings.

- b. **Exhibitor Lottery** - AMCA conducts a lottery for placement of exhibitor booths. It takes into consideration whether the exhibitor held a booth at the last (current) meeting, the number of booths required by an exhibitor, sustaining member status, non-profit status, and other relevant matters (Exhibit 2).
4. **Advertisements** - All advertisements displayed at the annual meeting should be cleared by the Program Coordinator and HQ, except for those in the exhibit booths of their sponsors.
 5. **Promotion** - This is an AMCA responsibility, through the *AMCA Newsletter*, mail-outs and web site. Contact AMCA office for deadlines for promotional material. Host Association promotional activities should be coordinated with HQ and the Program Coordinator.
 6. **Entertainment** - Entertainment will be organized by the Host Local Arrangements Committee, as approved by the AMCA Annual Meeting Chair and HQ, for social functions if desired. However, after the banquet, we have found that dance bands alone will not hold an audience. Other

possibilities include a comedian, a humorous speaker, Casino Night, local theater group, etc. The local convention bureau and the Catering Manager of the hotel will have other suggestions. Soft background music is desirable during dinner.

7. **Volunteers** - The host Local Arrangements Committee assigns volunteers to work with the Annual Meeting Chair and the Program Coordinator. Up to 20 volunteers are provided complimentary registrations to the annual meeting in return for their assistance in the conduct of the meeting.
8. **Program** - The Program Coordinator is responsible for all aspects of presentations, including submitted paper sessions, symposia, photo salons, plenary sessions, workshops, field days, demonstrations, committee meeting schedules, etc.

Program activities are coordinated to the extent that presentations are timed to restrict topic conflicts to a minimum. Board member presentations in regular sessions are restricted to Tuesday and Wednesday, so that they will be available to participate in the final Board meeting on Thursday morning.

Board Meetings - Scheduling of other activities at the same time as the Board meetings is generally restricted to events that do not require the presence of Board members or deprive them of attendance at regularly scheduled symposia and submitted paper sessions.

Conflicts – It is impossible to format a meeting in which there are no conflicts for attendees. However care should be given not to place two similar sessions at the same time and day.

The format from meeting to meeting should be flexible within limits. The following format is offered as a composite of past events that have worked well as scheduled. Unique circumstances with necessitate deviation from the typical format. Any major deviations should be advertised to the membership or that segment of the membership affected as far before the meeting as possible.

a. Meeting Format (Typical)-

Saturday

- Board of Directors Meeting starts at noon and ending around 5:00 PM
- Registration begins in late afternoon.

Sunday

- Board of Directors Meeting starts at 8:00 AM and ending around noon
- Local tours and activities arranged by the Host Association for any delegates and guest wishing to take advantage of these opportunities.
- Early Bird Reception, which is held in the Exhibit Hall.
- Registration all day.
- Committee Meetings all afternoon.

Monday

- Plenary session which includes welcoming addresses by local dignitaries, the Presidential address, awards presentations, the Memorial Lecture, and invitational speakers. Because of the international representation and multitude of religions represented by the delegates, the standard invocation has been replaced with a non-denominational statement of goodwill
- Breakout Sessions in the afternoon provides opportunity for workshops, training sessions
- Presidents' Reception is held on Monday evening in honor of Past Presidents and those present

are formally recognized.

Tuesday

- School Day event
- submitted papers session(s)
- student competition
- trustee and commissioner sessions
- Latin American Symposium, which includes translation facilities for Spanish language speakers.
- Pre-Banquet Reception, followed by a formal Banquet Entertainment during and/or after the banquet is arranged by the Host Association in coordination with HQ and Program Coordinator.
- Silent Auction

Wednesday

- Poster session and complementary continental breakfast
- Submitted papers and symposia.
- Annual business meeting (after the mid-morning break) is held as a plenary session, at the end of which the incoming Board members are introduced and sworn in.
- The afternoon is devoted to further paper sessions and symposia or to an organized field day or workshop program.

Thursday

- Submitted papers, symposia and workshops ending at noon.
- Board of Directors Meeting starts at 8:00 AM and ending around noon
- Wrap up meeting between current year Host Local Arrangements Committee and following years committee.

b. **Program Documents.** Three program documents are prepared, the program booklet, abstracts booklet, and exhibitors guide. The first two documents are produced by the Program Coordinator with the assistance of a Copy Editor, and printed under contract, the third document by HQ. Together they provide a permanent record of the annual meeting, the speakers and presentations, as well as an updated listing of Officers, Award Winners, Memorial Honorees, meeting locations, etc.

c. Tentative program outline is posted on the web site as early as possible so that members can plan their travel itineraries and request funding from their parent organizations. When the program booklet is finalized in late December, it is placed on the web site in full. The printed program and abstract booklets are shipped to arrive at the meeting location one week ahead of the first day of registration. The Copy Editor receives an honorarium or travel expenses for attendance at the annual meeting.

9. Registration

a. **General** - It is very important to avoid long registration lines. During registration, have one person in charge of cash box and banking. Two computers and 2 printers need to be dedicated to the registration desk, all pre-tested for their designated tasks. Strongly encourage pre-registration. Computer-generated membership lists and name tags are popular. Name tags serve

as admission badges to meetings, symposia and functions and should be printed in large bold type. Provide first and last name (without title) in at least 20 pt type and affiliation in 14 pt type. Ribbons and award attachments are no longer used to designate committee chairs, awardees, officers, directors, etc. But Officers and Directors of both the Host Association and AMCA should be so designated on the name tag. All information and items needed by delegates are provided in the registration packet and handed to the delegate at registration. The local convention bureau may provide free help as well as free brochures on the city. (Exhibit 3, registration forms)

b. **Registration Categories** - The Board determines the cost of the various types of delegates - member, non-member, trustee/commissioner, exhibitor, companion, student, single day, etc. Early registrations fees are discounted and late registrations are issued at full cost.

c. **Refunds** - Cancellations received 3 weeks prior to the meeting - full refund; cancellations received 2 weeks prior to the meeting - 50% refund; cancellations received less than 2 weeks prior to the meeting - no refund. Exceptions should be made for documented medical emergencies (full refund upon receipt of documentation).

10. **Signs** - Signs, needed for various functions, and should be prepared and exhibited for every sponsored event.

a. Should be ordered well in advance and delivered the week before the meeting.

b. One or two host volunteers are required to place and remove appropriate signs during meeting.

11. **Audio/Visual**. This is an important function and it is imperative to have knowledgeable and experienced leadership.

a. Training - AMCA will contract an A/V specialist to train volunteers, assist the Photo Salon setup, and coordinate slide preview and projection activities, and format electronic presentations for LCD projection.

b. Meeting Room set-up - Each meeting room will require:

- Podium, raised
- Microphone
- LCD Projector and Laptop computer
- Screen of appropriate size for the room
- Timer
- Laser pointer
- Other items that may be needed: Slide projector, overhead projector, VCR, Television monitor, VCR, TV, marker board, translation equipment for Latin American Symposium

c. Preview Room Set-up -

- 2" x 2" slide carousels of 80 slide slots each should be available for speakers' slides.
- Slide viewing device (1 or 2)
- Laptop computer for making last minute changes to PowerPoint presentations.

d. **Volunteers** - Several of the 20 volunteers will be assigned to A/V. The AMCA Program Coordinator and Host Association Committee will oversee this activity. The base of operations is usually the preview room.

e. **Mobile radios** – It is important to provide a system or remote communications for the host volunteers and AMCA employees.

12. **Press** - Local and national media coverage is important. The AMCA Technical Advisor is the Chairman of the Public Relations Committee and as such can arrange appropriate interviews and press releases. Typical interviews would be with the AMCA President, Host Association President, Memorial Lecturer, etc., interviewed by the press. Coordination needs to start at least 6 months in advance of the meeting

13. **Sales** - Sales at the Registration Desk may include AMCA documents and specialty items. The Host Association may also use its booth to be a vendor of specialty items. Sale items should receive prior approval from HQ.

14. **Sponsorship of Events** - HQ manages a Menu of Options program, which invites donations to support several Association activities and events, including annual meeting activities. Funds obtained through the Menu of Options allow the Association to redirect the funds budgeted for these activities to other uses. (See Exhibit

15. **Treasurer** - The AMCA Executive Director coordinates and is responsible for fiscal commitments, signing invoice and payment checks and finalizing agreements and contracts, etc. Only the AMCA President and the AMCA Executive Director, with approval from the AMCA President, can delegate any part of this authority to another individual. The Secretary/Treasurer of both the AMCA and the Host Association are expected to oversee this activity to the extent required.

Note: It is important that only one person signs for the billings of various functions, etc., used during the meeting. Many persons contact the hotel for various personal functions and sometimes these charges are mistakenly placed on the Master Account. Having a prior agreement with the hotel avoids charges not related to authorize expenditures. During registration, have one person in charge of cash box and banking.

16. **Special Functions** - Full coordination should be maintained for all special functions in order to prevent conflicts and surprises.

V. COORDINATION

Teamwork and coordination start 5 years in advance of the annual meeting. Often there is a change in personnel and assigned responsibilities. These activities are managed on an as-needed basis. But to be sure that all things remain under control several formal meetings are routinely programmed. Host for future meetings are encouraged to attend.

A. **Advance Planning Meeting** -

The Annual Meeting Chair (AMCA President-elect) and the Program Coordinator (AMCA Vice President) should meet with the Host Local Arrangements Chair and AMCA Executive Director at the

hotel 5-9 months prior to the annual meeting. This meeting could be held in conjunction with the interim Board meeting, at which time hotel representatives can show the facility, review plans, and re-negotiate the contract if warranted. This activity allows the Association managers to become familiar with floor plans and arrangements.

B. Pre-Conference Coordination Meeting -

AMCA Annual Meeting Chair, Program Coordinator, Executive Director and Local Arrangements Committee representatives and appropriate hotel staff meet 1-2 days prior to start of the annual meeting to review the status of the arrangements, establish lines of communication, and reconfirm delegation of responsibilities. The designated representatives of the next two Local Arrangements Committees should attend this meeting in preparation for their own future meeting

C. Post-Conference Evaluation -

The AMCA Annual Meeting Committee, the Local Arrangements Committee and next two year's Local Arrangements chairpersons will review the conference on the last full day of the annual meeting. A brief report should be written that includes the number of delegates, guests, exhibitors and any pros and cons of the conference, and relevant suggestions on how to improve future conferences. Copies of the report should go to the next two host associations, Board and AMCA HQ.

D. Financial Statement -

Immediately following the meeting the Host Local Arrangements Chairman and AMCA Executive Director should meet with the hotel accounting and review charges before leaving the meeting.

A financial statement should be prepared and submitted to the AMCA office 30 days after the meeting. If this is not possible, an interim report should be submitted.

Exhibit 1. Agreement with Host Association

Outline of Responsibilities and Basis of Agreement
AMCA (number) Annual Meeting
March # - #, 200_

GENERAL CONSIDERATIONS

It is the intent of the American Mosquito Control Association (AMCA) to work with the Local Arrangements/Host Committee (LA/H.C.) in the planning, organization and implementation of an annual meeting for the members of the (AMCA). The meeting will be held in (city) , (state) with the host hotel being ----- . The meeting will begin on Sunday, (month & day) , (year) with the Annual AMCA Board of Directors Meeting and end Thursday, (month & day) , (year) with the final presentation being given around noon.

The following are the major functions, time frames, and services and who shall be responsible for securing them:

Finances. The AMCA will have financial responsibility for the meeting. The AMCA will establish an account in its name with (the host hotel). This account will be used for all AMCA meeting functions. The AMCA is responsible for payment of all meeting related expenses. The LA/H.C. will be responsible for adding to the financial success through work and endeavors described in other sections of this agreement.

All income for the meeting will be handled by AMCA. As an example all registration, exhibitor, and contributor moneys will be sent directly to AMCA.

The AMCA will establish a separate account to handle all financial transactions for this meeting.

After the payment of all expenditures directly attributed to the meeting and to LA /H.C., all remaining revenues will be the property of AMCA.

The contact for finances is the AMCA Executive Director.

Budget. The AMCA will prepare a final budget at least 8 months prior to the meeting based upon local costs and estimates of participation from recent AMCA meetings. The budget is to be designed so that registration costs would be at a delegate rate set by the board of Directors to cover the costs of various events plus produce revenue to help AMCA conduct its various operations. The budget should act as the guideline for both meeting expenditures and revenues. The LA/H.C. should not exceed expenditures of this budget without the consent of AMCA.

The contact for the budget is the AMCA Executive Director.

Registration. Setting registration costs, advertisement of registration, associated mailings of registration materials, design and printing of registration forms, name tag printing, meeting packets, purchase of supplies associated with registration, time of pre-registration cutoff for the meeting,

hours of registration at the meeting, and providing at least one AMCA staff member to oversee registration at the meeting will be the responsibility of the AMCA.

Pre-registrations must be received on or before a date set by the Board of Directors to be considered as on time.

Exhibitors receive 2 full registrations with their first booth and 1 with each additional booth.

There are a number of people, e.g., federal agency officials, who may present papers, or junior high school Spanish students who attend the Spanish symposium that will not be charged a registration fee. However, if they attend the banquet they must pay for that portion. This registration category is for people who contribute to the meeting but may be non-members or have inadequate resources to otherwise respond to our invitation to participate. The AMCA Program Coordinator and Executive Director will identify the individuals eligible for this waiver of registration.

Volunteers Registration - The Local Arrangements/Host Committee may have up to 20 complimentary registrants, unless more is approved by the Board of directors, in return for their volunteer services.

The contact for registration is the AMCA Executive Director.

Insurance - The AMCA is responsible for any insurance purchased in relation to the meeting.

Sponsors -

Each year a Menu of Options will be made available for sponsors to review and select suitable events / items to sponsor. HQ will determine the estimated cost for the event / item and sponsors can contribute any amount up to the pre-determined estimate.

The contact for sponsorship is the AMCA Executive Director.

Exhibitors. The LA/H.C. should help to recruit exhibitors for the meeting. AMCA will handle recruitment mailings and follow up telephone calls, etc., and provide information to exhibitors. The AMCA will sign a contract with a local drayage company. The exhibit fee will be set at \$ ___ for first booth and \$ ___ for each additional booth.

A lottery for next year's (___) booth allocation will be held to determine the placement of exhibitors. Current year exhibitors will be eligible to enter the lottery. State and regional associations may apply for booth space (at cost) for promotion of their educational programs, but are not eligible for inclusion in the lottery. Others will be placed on a first come, first place basis until all booths are assigned.

The lottery will be three tiered to include single, double and multiple booth packages. Each tier will have a similar selection of options in so far as is possible. Within each tier, Sustaining Members that pay the full fee will have first options. Prior to the lottery, exhibitors will indicate which tier they prefer. A plan of locations for all tiers will be prepared and after the lottery the exhibitors will

select their booth locations sequentially in order of their lottery draw. To be eligible to make their selection, exhibitors must pre-pay one-half the cost of the booth fees.

The contacts for exhibitors is the AMCA Executive Director and the President

Program/Meeting Room Assignments. The Program Coordinator (Vice President) will assign all meeting salons, special exhibit, slide preview, committee meeting, workshop, board of director's rooms, and others as required. The Program Coordinator will arrange for the format, designation, and signage of meeting room setup as well as the pre-session checks and modifications.

The annual meeting chairperson is the President-elect, who oversees the preparation of the event and ensures that all components are planned and executed appropriately.

Printing- The Program Coordinator will be responsible for preparing print-ready copy of the program and abstract documents, prepared in collaboration with the Copy Editor, and for daily notices to be posted at the meeting. Printing will be arranged by AMCA. The program should be drop shipped from the printer directly to meeting location.

Catering- The AMCA will make all advance arrangements for food events, i.e., breaks (as well as inventory of drinks), Early Bird reception, Presidents reception, banquet (including seating), etc.

Audio/Visual - The AMCA will select an appropriate audio/visual service for the meeting. The AMCA will hire an individual to coordinate the slide preview room, movement of presentation materials to the appropriate locations and projectionists, train volunteers, and work with the A/V service to support these functions. A/V equipment not available from the Local Arrangements Committee will be leased under a contract to be finalized not less than 30 days before the meeting.

Interpreter - The organizer and moderator of the Latin American Symposium will arrange the interpreter(s) for that session. The fees will be covered by sponsors of the Latin American Symposium.

Volunteers.-. The LA / H.C. will provide volunteers for the meeting. AMCA will waive registration fees for these volunteers. The level of volunteer service required to obtain this non-paying status will be set by the AMCA. This number of non-paying volunteers will not exceed 20. The LA / H.C. will strive to limit the number of non-paying volunteers to a minimum, but will be free to accept volunteers from other associations within the limit of 20 volunteers. Volunteers will help in all facets of the actual meeting, such as: registration, banquet seat assignment, slide preview room, projectionists, light operators, collection of banquet tickets, help exhibitor set up, meeting room checks, errands, newsletter, etc.

Airline/Car Rental - The AMCA will form an agreement with an air carrier and car rental company to provide services for the AMCA members who wish to use this service.

Hotel Rooms - The hotel, will provide complimentary rooms (usually at the rate of 1 for each 50 guest rooms occupied, a Presidential Suite for the AMCA President and a complimentary room for the President of the Host Association. The complimentary rooms will be assigned to AMCA staff and invited speakers designated by the Program Coordinator. Value of unused complimentary rooms will be retrieved as a credit to the AMCA master account.

The AMCA Executive Director will be responsible for making these arrangements.

Entertainment - The LA / H.C. group may suggest entertainment for the appropriate events, i.e. banquet, receptions, with the approval of the AMCA Annual Meeting Chairperson and Executive Director.

The contacts for entertainment are the AMCA HQ and the Annual Meeting Chair.

Companion Tours - The Local Arrangements Committee is responsible arranging tours or for soliciting a professional conservative tour company or advisor to suggest tours and local events of interest. AMCA would contact and make arrangements on dates, contracts and artwork. The LA/H.C. may suggest the various tours.

Critique of Meeting - It is the function of the AMCA to establish a system to critique the meeting. A voluntary critique form may be provided to each registrant, to be returned to the registration desk before departure, or mailed in after the meeting. In place of this, or in addition to it, the Chair may designate specific attendees to fill out the form (these individuals will be selected for maximum breadth of response on the basis of their varying special interests and probable symposia / workshop attendance.

Trustees/Commissioners Program - The AMCA will collaborate with the Host Local Arrangements Committee to arrange for the agenda and field trip for the Trustees and Commissioners session. This 1-day feature includes morning workshops and/or symposia designed to be educational and informative and sensitive to the interest of the trustees and Commissioners. Luncheon for registered Trustees / Commissioners (and their companions, if registered for such) is followed by a field trip in the afternoon.

Tax Exemption - Exemption from state taxes will be sought by the AMCA Executive Director in each state that hosts an annual meeting.

The contacts for this Program will be HQ for registrations and the Program Coordinator for content.

AGREEMENT

Performance of Services: The manner in which the Services are to be performed and the specific hours to be worked by (the host association) shall be determined by (the host association). AMCA will rely on (the host association) to work as many hours as may be reasonably necessary to fulfill its obligations under this Agreement.

Payment: The AMCA will pay (the host association) \$10,000 at the close of the meeting (date). When a final count has been made of the number of registrants (within 30 days of the meeting) AMCA will pay (the host association) \$_____ per full paying registrant over 800. A full paying registrant is any person who pays \$___ or more to register for the meeting. This would include 2 registrations from booth spaces paying \$___ and 1 registration from booths paying \$___. VIP passes, volunteers, companions, students and any other discounted registrant are not considered full paying registrations. After the payment of all expenditures directly attributed to the meeting and to (the host association), all remaining revenues will be the property of AMCA.

Expense Reimbursement: (The host association) shall pay all "out of pocket" expenses, and shall not be entitled to reimbursement from the AMCA, Inc., except for any meeting expenses that are pre-approved in writing by the AMCA.

Amendment: This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Term/Termination: This Agreement shall terminate automatically upon completion by (the host association) of the services required by this agreement.

This Agreement shall be set forth on -----by both parties and terminated at such time all financial binds have been accumulated and paid.

The American Mosquito Control Association

By:

American Mosquito Control Association President

By:

American Mosquito Control Association Executive Director The
(host association)

By:

Chair, Host Local Arrangements Committee

Exhibit 2. Exhibitor Booth Lottery

AMERICAN MOSQUITO CONTROL ASSOCIATION Exhibitor Booth Selection Process 2004 Annual Meeting

General

The AMCA recognizes the contributions made by exhibitors in past years and strives to provide a selection process that is fair to all. The program described herein allows exhibitors with different needs to enter separate lotteries for the booth selection process while at the same time retaining relatively equal spatial distribution of booth locations for each exhibit category. It provides the advantage of an initial draw for each exhibit category for exhibitors that have been, or become before the lottery is drawn, sustaining members of the Association.

Vendors that did not hold booths in the current year (e.g., Minneapolis in 2003) are not entitled to enter the lottery for the next year (e.g., Savannah in 2004), but will be honored on a first-come, first-serve basis for space available after completion of the lottery. Exhibitors in the current year may select any exhibit category for the next year.

Exhibitors receiving special discounts (e.g., educational booths) will be exempted from the lottery system and their requests will be filled after the lottery process has been completed. If they exhibited during the current year they will have precedence over vendors that did not exhibit during the current year, and will be placed by a similar system immediately after the lottery has been completed, but thereafter will be on a first-come, first-serve basis. Sustaining membership will not be a criterion for these remaining booths.

Selection Process

The process separates the exhibitors into three tiers based on the number of booths requested, and allows sustaining members to be drawn first at each tier level. The tiers will be comprised of exhibitors who held any number of booths in the year preceding that for which the lottery is being held. Thus, all booth holders in Minneapolis (2003) are entitled to apply for any number of booths for Savannah (2004).

These exhibitors may enter the lottery individually or as groups. To be eligible for the initial draw in a given tier, each member in a group must be a sustaining member. Non-sustaining member exhibitors will be drawn in a second lottery for their tier. This second lottery in a tier will take place before the lottery for the next tier is initiated. The tiers are as follows:

- Tier A. First lottery sequence. A block of 4 or more contiguous booth spaces.
- Tier B. Second lottery sequence. A block of 2 - 3 contiguous booth spaces.
- Tier C. Third lottery sequence. Single booths.

Determination of Booth Requirement

Before the conclusion of the current year's meeting (e.g., Minneapolis 2003), a representative of each exhibitor will be invited to place a request for the number of booths required for the next meeting (e.g., Savannah 2004). These requests have been separated into the appropriate tiers, and the required number of Tier A (4 booths or more) and Tier B (2 blocks, expandable to 3) blocks have been

arranged. The available booths/blocks in each tier have been distributed as evenly throughout the exhibit hall as possible so that some are located in the front, middle and back areas of the hall for each tier. Before the lottery list can be made official a deposit of 50% of the cost of the block must be sent to HQ.

The Order in which Selection of Booths Will Occur

HQ will draw from a container holding one marker for each eligible sustaining member exhibitor/group in Tier A. Then a similar lottery will be held for eligible non-sustaining member exhibitor/groups in Tier A. That process will be followed by similar lotteries for Tier B, and then Tier C. The first exhibitor/group drawn in the lottery will have the first choice of booth selection, then the second, and so forth. Exhibitors may select only booth configurations that comply with their initial requests. If necessary, specific locations will be expanded (from 2 to 3 and from 4 or more) at the time of selection to comply with the original number of booths requested.

The Pick

The layout will be sent to each exhibitor/group when the appropriate numbers of blocks have been drawn in on the floor plan. The rest of the space will be available in single booth selections.

HQ will contact each exhibitor/group sequentially and finalize the selection before contacting the next. Exhibitor/groups will select their choice of booth/blocks based on the tier they are in and the order in which they were picked. For instance, the selection sequence for Tier A exhibitor/groups (4 booths or more) will be in the order determined by the random draw described above, followed by Tier B, and then Tier C.

After the first drawn exhibitor/group has selected its block location, the next drawn exhibitor / group will make its selection, and so forth until all lottery-eligible exhibitors have made their choices. Then the discount groups that were exhibitors during the current year will be offered their choice, followed by sustaining member exhibitor / groups that did not hold booths during the current year and then non-sustaining exhibitor / groups that did not hold booths during the current year. Thereafter, booth requests will be filled on a first-come, first serve basis.

Required Payment

Each exhibitor / group will be required to provide a non-refundable down payment of ½ of the total cost of booth spaces to be drawn, which must be received by the AMCA HQ prior to the first pick in the lottery. Failure to make a down payment will disqualify the exhibitor / group from the lottery and will relegate it to the first-come, first-serve category. A similar penalty will be assessed if an exhibitor / group fails to comply with the final payment. The schedule for payments will be announced each year.

Exhibit 3. Example of Registration Forms

Each Registrant must fill out a separate registration form.

Category	Member		Non-Member		\$ Total
	Before Deadline	After Deadline	Before Deadline	After Deadline	
Delegate					
Trustee/Commissioner					
Companion of:					
Delegate					
Trustee/Commissioner					
Student					
Single Day					
Donations:					
Student Competition					
Belkin					
Boyd					
Grass Roots					

Name: _____

Affiliation: -----

Address: -----

City/State/Zip: -----

Work phone: -----Home phone: _____

Email: -----Fax: _____

_____ Do you want your name tag to read differently than the information above? If so indicate on sample name tag to the left.

- ◆ Check here if you do not want your contact information published in an AMCA directory.

APPENDIX F. RESEARCH ETHICS

American Mosquito Control Association Policy for Addressing Alleged Misconduct in the Performance of Research

1. American Mosquito Control Association Policy

The members of the American Mosquito Control Association (AMCA) are expected to maintain high ethical standards in the conduct and reporting of research. Members are expected to appropriately address alleged misconduct.

2. Definition of Misconduct

Research misconduct includes fabrication, falsification, plagiarism, selective reporting or the omission of conflicting data, failure to comply with federal requirements of conducting research, misappropriation of funds, and inappropriate actions that violate other AMCA rules or policies. Violations of accepted standards of scientific or scholarly research in proposing, carrying out or reporting research is misconduct. Honest error or honest differences in interpretations or judgments of data are not considered misconduct.

3. Basic Principles Governing Investigations of Alleged Misconduct in Research

The AMCA will be guided by the following procedures when addressing allegations of misconduct in research:

- a. The rights of AMCA members, both accused and accuser, will be protected during the investigation. Retaliatory conduct against persons bringing an allegation and acting in good faith will be deemed misconduct. The filing of a malicious complaint can be considered misconduct.
- b. Confidentiality will be maintained throughout an investigation of misconduct that is consistent with local and federal law. Inappropriate dissemination of information relating to a misconduct allegation can be considered misconduct.
- c. Real or apparent conflict of interests of individuals involved in an investigation of an allegation of research misconduct will be avoided.

4. Procedures for Dealing with Alleged Research Misconduct

a. Filing an Allegation of Misconduct

Anyone with sufficient reason to believe that misconduct has occurred may file an allegation. An allegation should be brought to the AMCA Technical Advisor. The complainant may discuss the allegation with the Technical Advisor before filing, in which case the Technical Advisor shall decide if the complaint falls under AMCA jurisdiction, can be resolved informally and discussion is possible, including determining whether the complainant's concerns are unjustified. Allegations should be in writing, signed and state the specific allegations. Relevant documentation supporting the allegation should be included with the complaint.

b. Processing the Allegation of Misconduct

The Technical Advisor will immediately inform the AMCA President in writing of the allegation. The Technical Advisor will meet with the complainant to discuss the allegation. An allegation found to be without basis will be dismissed. The Technical

Advisor will maintain a record of the allegation, the steps taken to review the allegation, and the basis for its dismissal.

- 1) Upon determining that the allegation may have basis, the AMCA President-elect shall conduct an inquiry. The President-elect will notify the accused of the allegation in writing, advise the accused of AMCA procedures to be followed, allow the accused an opportunity to respond to the allegation, and keep the accused informed of the progress of the inquiry. The accused shall be provided with a copy of this rule describing the procedures to be followed.
- 2) The President-elect will secure all research data or other information pertaining to the allegation. This action does not constitute disciplinary action, but is intended to preserve the information. Prior to securing data, the accused is to be informed of the reasons for securing the data unless there is a concern that the data or information will be lost, altered, made inaccessible or otherwise compromised. The accused will be protected from unreasonable searches. Upon request, the accused will be provided a reasonable means of access to the data or to legible reproductions.
- 3) In the case of collaborative research projects, the President-elect shall decide if other organizations are to be involved in the inquiry.
- 4) The President-elect shall conduct an inquiry. The inquiry shall be concluded within ninety (90) calendar days of the receipt of the allegation unless circumstances clearly warrant a longer period. If the inquiry takes longer than ninety (90) calendar days from the date of the allegation to complete, the record of the inquiry shall include documentation stating the reasons for exceeding the ninety-(90) day period. Upon conclusion of the inquiry, the President-elect will provide a written report of the findings to the accused and to the AMCA President that:
 - a) The findings of the inquiry do not substantiate the allegation or that the allegation does not fall within the definition of scientific misconduct, or
 - b) The findings of the inquiry indicate that there is credible evidence that misconduct has occurred so as to warrant an inquiry.

The written report will state the evidence and will summarize the relevant interviews, in addition to the conclusion reached. The accused will be provided with a copy of the report and the accused's comments on the report will be made part of the record. The documentation of the inquiry shall be maintained in a secure manner for at least three years following the termination of the inquiry or subsequent investigation and shall, upon request, be provided to authorize sponsoring agency personnel.

- 5) Upon receipt of the report, the AMCA President will review the report and proceed in the following manner:

- a) In cases where the President-elect concluded there was no basis for further investigation, the inquiry will be terminated unless the President, after assessing the reasons for concluding an inquiry, determines that an investigation is warranted. In cases where the inquiry is terminated, the accused is to be notified and detailed documentation of the inquiry shall be maintained in accordance with paragraph 6) below.
- b) In cases where the President-elect concluded there was basis for an investigation, the President shall initiate an investigation within forty-five (45) calendar days of the completion of the inquiry and shall constitute an ad hoc AMCA Committee to conduct the investigation. The Committee will consist of three or more AMCA members who have sufficient expertise in the subject matter under investigation. The Committee investigation will begin no later than thirty (30) calendar days after the Committee's appointment. The accused shall, upon request, be given access to all relevant documents reviewed by the Committee.
- c) In the case of federally sponsored research, decisions to proceed with an investigation will be reported in writing to the sponsoring agency or agencies supporting the research on or before the date of the initiation of an investigation. The notification to the sponsoring agency will include the name of the accused, the nature of the allegation, and the application or grant number(s) involved. A copy of the notification will be provided to the accused. If the results of the inquiry indicate possible criminal law violations, the President will notify the agency within twenty-four (24) hours of obtaining such an indication. The President will notify the agency of developments during the investigation which disclose facts that may affect current or potential agency funding for the accused or to ensure appropriate use of federal funds and otherwise protect the public interest. The President shall take actions to protect federal funds and insure that the purposes of the federal financial assistance are carried out. The President is responsible for notifying the agency at any stage in the investigation if there exists (i) an immediate health hazard, (ii) an immediate need to protect federal funds or equipment, (iii) an immediate need to protect the interests of the person(s) making the allegations or of the accused, co-investigators or colleagues, or (iv) probability that the allegations will be reported publicly. The President normally will wait until the outcome of the investigation to notify others, i.e., corporate sponsors, journal editors, co-authors or affiliated institutions, of the allegation of misconduct, unless there are reasons in the judgment of the President, i.e., a danger to human health, welfare, or safety. Throughout this notification process, any communications to sponsoring agencies, institutions, organizations, and representatives will emphasize that no finding of guilt has been made at that time.
- d) The Committee shall complete their investigation within one hundred twenty (120) calendar days of the initiation of the investigation. The Committee will inform the President if it will not be able to complete the investigation in this time. The President shall inform the federal agency, for federally sponsored research, in a written notification of an extension and explain reasons for any delay that includes an interim progress report and an estimate for the date of completion of the final report. The 120-calendar day limitation includes conducting the investigation, preparing the

report of findings, making that report available for comment by the subjects of the investigation, and submitting the report to the agency. If the President plans to terminate an investigation without completing all requirements under federal law with regard to federally-sponsored research, a report of such planned termination, including description of the reasons of such termination shall be made to the agency which will then decide whether further investigation should be undertaken.

Whenever possible, interviews should be conducted of all individuals involved in making the allegation or against whom the allegation is made, as well as anyone who might have information regarding the allegations. Complete summaries of these interviews should be prepared, provided to the interviewed party for comments or revision, and included as part of the investigative file. Throughout the investigation, confidentiality shall be maintained to the greatest extent possible, consistent with local and Federal law. All individuals involved in the investigation should be informed of the confidentiality requirements. The Committee shall prepare and maintain the documentation to substantiate the investigation's findings. This documentation is to be made available to the agency in the case of federally sponsored research.

- e) After completing its investigation, the Committee shall submit its recommendations, in writing, to the President. If a federally sponsored project is involved, the final report submitted to the agency will include a description of the policies and the procedure under which the investigation was conducted, how and from whom information was obtained, the findings, and the basis for the findings, and include the actual text or an accurate summary of the views of any individuals found to have engaged in misconduct. The Committee shall attach to the report a list of documents or other information it considered in its investigation of the allegation. Prior to forwarding the final report to the President, the Committee shall provide a draft report to the accused who shall have the right to respond to the Committee in person or in writing within a specified period of time. The Committee shall consider such response in finalizing its report. The person(s) who raised the allegations should be provided with those portions of the report that address their role and opinions in the investigation.
- f) The AMCA President will review the Committee's report.
- g) If the Committee finds that the accused has not engaged in misconduct, the President shall promptly notify all appropriate individuals of the Committee's findings, including the accused. The President shall promptly notify all the relevant individuals in sponsoring agencies of the outcome of the investigation.
- h) If the Committee finds that evidence indicates that the accused has engaged in misconduct, the President shall review the Committee's report and shall, within fifteen (15) calendar days of receipt of the Committee's report make a preliminary determination as to the action to be taken by the AMCA. The accused shall be promptly informed of any action to be taken and the reasons for them. If a federally sponsored project is involved, the President shall provide the agency with a copy of the Committee's report and shall inform the designated agency official of the action taken by the AMCA. Examples of such action include, but are not limited to, the

following: removal from a research project, monitoring and reporting of future research, and reprimand.

- i) If formal proceedings are initiated by the accused and the outcome is favorable to the accused, the President shall make every effort to clear the record of the accused with sponsoring agencies and other appropriate individuals or institutions, and to undertake diligent efforts to protect the positions and reputations of those persons who in good faith made allegations, and shall notify the agencies, individuals or institutions of the outcome of the investigation.
- j) If formal proceedings result in a finding of misconduct, the President shall immediately notify the designated official of the sponsoring agency and other appropriate individuals or institutions, including editors of relevant journals, shall immediately be notified.

6) Records

The AMCA Administrator of HQ will maintain records pertaining to the allegation and investigation for a period of at least three years after the termination of the investigation, and will, upon request, provide records to authorized funding agency personnel. If a federally sponsored project is involved, the records shall be maintained in accordance with federal regulations.

APPENDIX G. AMCA BYLAWS

AMCA BYLAWS

Amended January 5, 2009 by member vote.

Previously amended at the 2000 Annual Meeting. To see previous Bylaws and Amendments, see Mosquito News 21:153-154; 22:200-203, 31:450-454; 33:293, 469-473; 34:475; 35:237-242; 39:426-427; Journal 2:392-399; 3:524; 6:565,9:105-117.

ARTICLES:

ARTICLE I. NAME AND HEADQUARTERS

ARTICLE II. OBJECTIVE AND PURPOSES

ARTICLE III. MEMBERSHIP AND DUES

ARTICLE IV. REGIONAL SUBDIVISIONS, DIRECTORSHIP AND INDUSTRY DIRECTOR

ARTICLE V. OFFICERS AND BOARD OF DIRECTORS

ARTICLE VI. POWERS AND DUTIES OF OFFICERS AND BOARD MEMBERS

ARTICLE VII. NOMINATION OF OFFICERS

ARTICLE VIII. ELECTIONS

ARTICLE IX. ANNUAL MEETING

ARTICLE X. AMCA COMMITTEES

ARTICLE XI. PUBLICATIONS

ARTICLE XII. PARLIAMENTARY AUTHORITY

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

ARTICLE I. NAME AND HEADQUARTERS

Section 1. The name of this Association shall be the American Mosquito Control Association, hereinafter referred to as the AMCA.

Section 2. The Headquarters of the AMCA shall be in any location designated by the Board of Directors, hereinafter referred to as the Board.

Section 3. The AMCA shall be incorporated in the state in which the Headquarters is located, or in a state designated by the Board.

ARTICLE II. OBJECTIVE AND PURPOSES

Section 1. The overall objective of the AMCA is to promote control of and research on mosquitoes and related subjects in the broadest sense and to disseminate information on the bionomics of mosquitoes and related subjects worldwide. The specific, primary and general purposes and powers are presented in the Articles of Incorporation, adopted in 1974.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Classes of Membership.

A. Regular Member. Anyone concerned with or interested in mosquito control and related work, and desiring to participate in the promotion and improvement of such work, may become a member by filing an application and by paying any dues owed. Regular members shall pay annual dues set by the Board, receive the *Journal of the AMCA*, the *AMCA Newsletter Wingbeats*, and be entitled to hold office, serve on committees, propose motions, vote in AMCA elections and participate at officially called business meetings.

B. Associate Member. Anyone concerned with or interested in mosquito control and related work, and desiring to participate in the promotion and improvement of such work, may become an associate member by filing an application and by paying any dues owed. Associate members shall pay annual dues set by the Board, receive the *AMCA Newsletter, Wingbeats*, and be entitled to serve on committees, propose motions and participate at officially called business meetings.

C. Student Member. Any undergraduate or graduate student enrolled in an accredited college or university, and taking at least one-half full schedule as defined by the college, is eligible for student membership. A student must be certified as meeting these requirements by their department head or major advisor. This must be done at the time of application and at each renewal date. Student members shall pay annual dues set by the Board, receive the *Journal of the AMCA*, the *AMCA Newsletter, Wingbeats*, and be entitled to serve on committees, propose motions, vote in AMCA elections and participate at officially called business meetings.

D. Sustaining Member. Any agency, organization, company, or individual interested in furthering the efforts of the AMCA may, upon approval by the Board, become a sustaining member by payment of annual dues as set by the Board. Sustaining members shall be listed annually in the *Journal of the AMCA* and in the program of the annual meeting, and will have the right to display the AMCA

Sustaining Member logo. Each Sustaining Member will receive either one Regular membership or two Associate memberships. There shall be two categories of AMCA Sustaining Member:

1). Governmental Sustaining Member. Any governmental agency interested in furthering the efforts of the AMCA may become a sustaining member.

2). Corporate Sustaining Member. Any non-government, commercial organization or individual interested in furthering the efforts of the AMCA may become a sustaining member.

E. Life Member. Any member may become a life member upon a lump sum payment of 20 times the current annual dues, and thereafter shall be exempt from further payment of dues. Life members shall receive the *Journal of the AMCA*, the *AMCA Newsletter*, *Wingbeats*, and be entitled to hold office, serve on committees, propose motions, vote in AMCA elections and participate at officially called business meetings.

There shall be a limit of 60 AMCA life members. After the limit is reached, members may elect to be placed on a waiting list on a first-come, first-served basis.

F. Honorary Member. Any person who has rendered exceptionally distinguished service in the various fields of mosquito control and related work may be accorded special recognition by election to honorary membership by receiving a three-fourths majority of a ballot. Nomination for this honor must first be in writing addressed to the Board and mailed to the Headquarters, bear the signatures of ten members in good standing and be endorsed by three-fourths of the Board. Honorary members shall receive the *Journal of the AMCA*, the *AMCA Newsletter*, *Wingbeats*, and be entitled to hold office, serve on committees, propose motions, vote in AMCA elections and participate at officially called business meetings.

Honorary Members shall be exempt from annual dues and from paying registration fees at the annual meeting (excluding banquet costs). There shall be a limit of 15 honorary members.

G. Emeritus Member. Members retiring from active service who shall have been regular members in good standing for at least thirty consecutive years prior to retiring may, upon application in writing to the Headquarters, become emeritus members and shall be exempt from payment of dues, receive the *Journal of the AMCA*, the *AMCA Newsletter*, *Wingbeats*, and be entitled to hold office, serve on committees, propose motions, vote in AMCA elections and participate at officially called business meetings.

There shall be a limit of 90 emeritus members. After the limit is reached, members may elect to be placed on a waiting list on a first-come, first-served basis.

Section 2. The Fiscal Year, Membership Year, and Dues.

A. The fiscal and membership year shall be from July 1 through June 30.

B. Membership dues are payable on or before July 1. On August 1, any unpaid dues shall be declared in arrears and the delinquent member shall not be in good standing. Upon payment of unpaid dues, the member shall return to good standing for all purposes and shall be considered to have remained in good standing for emeritus membership consideration as in Article III, Section 1(G).

C. New membership dues received before April 1 shall be counted as members for the current membership year, and the new member shall receive all current year back issues of the *Journal of the AMCA* and the *AMCA Newsletter*. New membership dues received on or after April 1 shall be credited to the membership year beginning on the following July 1.

ARTICLE IV. REGIONAL SUBDIVISIONS, DIRECTORSHIP AND INDUSTRY DIRECTOR

Section 1. Regions.

A. There shall be recognized regions within the territory of the AMCA. The states, countries, and/or territories comprising each region shall be listed in this section of the bylaws. Presently recognized and approved regions are: **(1) NORTH ATLANTIC:** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, New Brunswick, Newfoundland, Nova Scotia, Quebec; **(2) MID-ATLANTIC:** Delaware, District of Columbia, Maryland, North Carolina, Virginia, West Virginia; **(3) SOUTH ATLANTIC:** Alabama, Florida, Georgia, South Carolina; **(4) NORTH CENTRAL:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Tennessee, Wisconsin, Manitoba, Ontario; **(5) SOUTH CENTRAL:** Arkansas, Louisiana, Mississippi, Oklahoma, Texas; **(6) WEST CENTRAL:** Colorado, Kansas, Nebraska, New Mexico, North Dakota, South Dakota, Utah, Wyoming; **(7) NORTH PACIFIC:** Alaska, Idaho, Montana, Oregon, Washington, Alberta, British Columbia, Northwest Territories, Saskatchewan, Yukon; **(8) SOUTH PACIFIC:** Arizona, California, Hawaii, Nevada; **(9) LATIN AMERICA AND CARIBBEAN** (including Puerto Rico).

Section 2. Establishment of New Regions.

A. A new region may be established in accordance with the bylaws amendment procedures except that the written proposal must be submitted to the Headquarters over the signatures of fifty or more AMCA members who reside within the area to be covered. The proposal must set forth the regional territorial limits, state the purpose for formation, offer evidence that an organized unit already exists and that its establishment will be useful to and meet the objectives of the AMCA. The proposal shall be accompanied by written concurrence of the Regional Director(s) of any existing region(s) upon whose boundaries the proposed new region would encroach. Confirmation of a newly established region shall require a two-thirds vote of members voting in a ballot. Regional voting privileges are conferred at the same time that a new area is formally approved according to the bylaws and a Regional Director elected.

B. Regions may be disbanded by the Board, subject to ratification as specified in Article XII, Section 2, if membership falls below 50 members and active participation in Board activities is lacking.

Section 3. Directors.

A. Each region shall elect a Regional Director to serve on the AMCA Board for a three year term, with tenure limited to two consecutive terms, as provided in Article V, Section 2, C.

B. The AMCA membership shall elect an Industry Director to serve on the AMCA Board of Directors for a three year term, with tenure limited to two consecutive 3-year terms, as provided in Article V, Section 2, C.

C. The Technical Advisor shall consult with all regional, state, and/or local mosquito control associations in the particular regions to identify Regional Director candidates.

D. Regional Director Candidates. If the incumbent Regional Director is eligible for and desires to run for a second term and the Regional Nominating Committee, after a thorough search for nominees, is unable to locate other qualified candidates for the position, and the search has included a published invitation for nominations, then the incumbent may run unopposed; however, the ballot shall provide space for a write-in candidate. Each association may recommend one or more candidates based on the candidate's active participation in the AMCA, active involvement in mosquito control research and/or operational work, active participation in local, state or regional associations and willingness to work as a Regional Director. Ten or more members from a region may also recommend a candidate for consideration.

The name and credentials of each candidate will be sent to the Regional Nominating Committee. This committee shall consist of the Technical Advisor and two appointees designated by the current Regional Director if not a candidate for a second term, or the Technical Advisor and two appointees designated by the President when the incumbent Regional Director is a candidate. The Regional Director shall designate the committee chairperson. The Regional Nominating Committee shall then screen each candidate and shall select at least two of these candidates as nominees and direct that their names be submitted on a ballot to the AMCA regional membership. A space shall also be provided on the ballot for a write-in candidate.

E. Industry Director Candidate. Any AMCA member who is eligible to vote and whose primary employment is representative of the mosquito control industry, is eligible to serve as an Industry Director. If the incumbent Industry Director is eligible for and desires to run for a second term and the Industry Nominating Committee, after a thorough search for nominees, is unable to locate other qualified candidates for the position, then the incumbent may run unopposed; however, the ballot shall provide space for a write-in candidate. The candidates are to be selected for their active participation in AMCA affairs, and willingness to work as an Industry Director.

F. Election of Directors. Ballots shall be handled by Headquarters which will verify AMCA members in good standing within the particular region and distribute ballots directly to them. Ballots shall then be returned directly to Headquarters for counting at an announced time and place so that interested AMCA members may attend.

The nominee receiving the greatest number of votes shall be elected. Should there be a tie for Regional Director, the Regional Nominating Committee shall vote off the tie. Should there be a tie for Industry Director, the Industry Nominating Committee shall vote off the tie.

The Regional Directors and Industry Director shall be advised of their election by the President. Each Regional Director and Industry Director shall be expected, during their tenure of office, to attend the annual business meetings, interim board meetings and to represent the region and industry in all matters pertaining to the AMCA.

The timetable for nomination of Regional Director and Industry Director candidates, distribution of ballots, counting of ballots, notification of election and announcement of results to the membership,

shall be in accordance with the schedules established for the nomination and election of officers set forth in Article VII and VIII of these bylaws.

Term of Directors will be so arranged that approximately one-third of the directorships are up for election each year.

ARTICLE V. OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers.

A. The officers of the AMCA shall be President, President-elect, Vice President, and Secretary/Treasurer.

B. An officer shall serve one year as President-elect before serving one year as President. The Vice President shall serve for one year and the Secretary/Treasurer shall serve for three years.

C. For the purposes of defining the duration of a term in office, one year is the period of time between AMCA annual business meetings held at the Annual Meeting.

Section 2. Board.

A. Members of the Board shall consist of the Directors, Secretary/Treasurer, Vice President, the immediate Past President, President-elect (who shall serve as Vice Chairperson) and the President (who shall serve as Chairperson).

Section 3. Executive Committee.

A. The Officers, two Directors and the immediate Past President shall constitute the Executive Committee. The two Directors shall be selected by the Directors and shall serve for a period of two years, staggered so that only one term expires in a given year.

B. The Executive Committee shall oversee the affairs of the Association when deemed by the President to be the most expeditious way to accomplish tasks requiring immediate attention, keeping the full Board informed on important issues; make recommendations to the Board; and perform such other Board duties as are specified in the bylaws. The Executive Committee actions shall be subject to the policies established by the Board, responsive to queries and directives from Board members and, on major issues, subject to full Board approval at or before the next regular Board meeting.

C. Special meetings of the Executive Committee may be called by the President or by the written request of three members of the Board. A quorum of the Executive Committee shall be a simple majority thereof.

Section 4. Vacancies.

A. In case of a vacancy in the office of President and/or President-elect, the next officer in line would ascend to the office so vacated. Vacancy of any other position on the Board shall be filled for the unexpired term by Board action. In this event, the Officer shall be eligible to serve the complete term of office to which they were elected.

ARTICLE VI. POWERS AND DUTIES OF OFFICERS AND BOARD MEMBERS

Section 1. The President of the AMCA shall be Chairperson of the Board and the Executive Committee, and shall have the usual responsibilities and powers of supervision and management, such as pertain to the office, and such other powers as are specified in the bylaws or properly assigned from time to time by the Board and shall have the following specific powers and duties:

- A. Preside at all meetings;
- B. Ex-officio member of all committees except the Nominating Committee;
- C. Present questions of policy for consideration by the Board;
- D. Execute, along with the Headquarters, all legal documents;
- E. Establish or abolish standing and subcommittees in accordance with Article IX, and appoint members of all committees with Board approval;
- F. Call special meetings, initiate special action by correspondence or other means, name representatives to act in the name of the AMCA with instructions when warranted and;
- G. Perform other duties normally expected of the office.

Section 2. The President-elect shall act in the absence of the President and shall assist the President whenever requested and shall announce standing and subcommittees upon taking office as President and thereafter during the term as warranted.

Section 3. The Vice President shall assist the President and the President-elect with the duties of their offices as directed.

Section 4. The Headquarters shall have duties and responsibilities for managing the Association as defined in the current contract with AMCA and in the AMCA Procedures manual.

Section 5. The Secretary/Treasurer shall have the following duties:

- A. Receive regularly from the Headquarters a record of all moneys paid to or disbursed by the AMCA;

B. Serve as custodian of funds, title deeds, business papers, bonds and other securities belonging to the AMCA;

C. Manage, in consultation with the Board, the reserve funds of the AMCA in such a manner as to insure their safe and steady growth;

D. With Board approval, engage a certified public accountant to audit the books annually;

E. Submit to the Board an annual financial statement for the current year together with the auditor's report;

F. Prepare, with the Headquarters Management Staff and Finance and Policy Committees, the proposed budget for the next fiscal year for consideration by the Board;

G. Perform other duties relating to the office of Secretary/Treasurer as may be prescribed by the Board; and

H. Be legally bonded by a reputable company in the state where AMCA is incorporated.

Section 6. The Board shall administer the affairs of the AMCA and carry out its program and policies and shall act, through the Executive Committee when expedient (Article V, Section 3, B), between regularly scheduled Board meetings. It shall have the following specific powers, responsibilities, and duties:

A. Adopt rules to govern its own proceedings;

B. Supervise the financial administrations;

C. Establish and adopt an annual budget;

D. Confirm and approve establishment or abolition of standing or special committees and appointments of individuals as members or chairpersons of committees;

E. Prescribe policies governing the activities and functions of the AMCA and the regions;

F. Determine the place and date of annual and special meetings and notify the membership thereof;

G. Report its actions and decisions to the membership at each regular business meeting for ratification or approval and publish these reports annually in the *Journal*; and

H. A quorum of the Board shall be a simple majority thereof.

ARTICLE VII. NOMINATION OF OFFICERS

Section 1. A Nominating Committee shall be established annually and will be composed of the Directors, with the immediate Past President serving as Chairperson.

Section 2. The Nominating Committee shall submit to the Headquarters by August 30th its nomination(s) for each office to be filled in the ensuing year. The names of no more than three nominees for each office will be placed on the ballot. All nominations, including write-in candidates, shall carry the consent of the nominee and assurance that they will serve if elected.

ARTICLE VIII. ELECTIONS

Section 1. Headquarters shall prepare a ballot containing the names of the referred nominees for the offices of President-Elect, Vice President, and other offices to be filled by election, with a space for a write-in candidate for each office. The name of the current President-elect, who automatically ascends to the office of President, shall not appear upon the ballot for election of officers. The Board of Directors may, at its discretion, submit the ballot to the voting members of the Association by mail, fax, email, or web based ballot. Voting members may cast one anonymous vote. The ballot shall be sent via mail, fax, email or web between September 15 and October 15 to all members eligible to vote. Regardless of the method of voting, all voting members will receive a letter by mail informing them of the election and voting procedure. Ballots shall also be sent to any new members joining through November 15, but no ballots will be sent after that date. The ballot, in order to qualify for counting, shall be returned to Headquarters on or before December 15 and the dues shall be paid by that date or the ballot will not be counted.

Section 2. Ballots will be tallied on the first Monday after January 1 by Headquarters. In the event of a web based ballot, Headquarters must submit to the President, a report of the online voting. In the event of a mailed ballot, the envelopes containing the ballots will be opened and tallied beginning at 1:00 p.m. on the first Monday after January 1. Headquarters must count the ballots in the company of at least two Officers or

Directors of the AMCA or their designee(s). Any member wanting to witness the count may do so by previous notice. The successful candidates will be notified by the President of their election within seven days after the count and at least two weeks prior to the annual business meeting. In case of a tie vote for any elective office, except Director, the election will be decided by a majority vote of the members voting in a run-off election.

Section 3. Newly elected Officers and Directors shall assume office at the close of the annual business meeting.

ARTICLE IX. ANNUAL MEETING

Section 1. Annual Meetings. The AMCA shall hold an annual meeting, the place and date of which shall be determined by the Board and announced through the *Journal of the AMCA*, or such media the Board may decide, not less than eight months before the date set for said meeting and conference.

ARTICLE X. AMCA COMMITTEES

Section 1. There shall be two types of committees in AMCA: standing and sub. Except for those committees established by the bylaws, committees shall be established or abolished by the President with Board approval.

Section 2. Standing Committees. The following standing committees will be recognized: Annual Meeting, Archives, Bylaws & Policy, Finance, Industry, Legislative & Regulatory, Membership, Nominating and Awards, Publications, Public Relations, Science and Technology, and Member Education.

Section 3. Terms. Standing committee members shall serve for three years and will be appointed so that one-third of the positions within each committee expires each year. Subcommittee appointments will be for one year. Members may be reappointed.

Section 4. Committee Chairs and Members. The immediate Past President will chair both the Nominating and Awards Committees. Chairpersons and members of other committees shall be appointed by the President in office at the time of the appointment. Names of Committee Chairs and members shall be submitted by the President annually to the Board for approval. Only AMCA members in good standing may serve on standing committees. Non-members may serve on subcommittees.

Section 5. A member of the Board will be appointed by the President to serve as liaison for each standing committee.

ARTICLE XI. PUBLICATIONS

Section 1. Publications. The AMCA shall publish the *Journal of the AMCA* as its official publication and maintain a website as its electronic outlet. The *Journal of the AMCA* shall be published quarterly or more often as the Board of Directors may authorize. The AMCA may occasionally publish, as public interest and needs warrant, special bulletins and other publications.

Section 2. Editorial Boards. An Editorial Board consisting of up to five members shall be appointed by the President for each regular publication, including the website. Each member shall serve a three-year term, with member terms expiring alternating years. The President shall appoint a retiring member of the Editorial Board to serve as Chairperson during the last year of their term. The Chairperson of each of these boards shall serve as a member of the Publications Committee. In addition to the Editorial Boards for the regular publications, the President shall appoint a five member Editorial Board for each other publication that is being drafted. The members shall serve until the publication is completed, but will not serve on the Publications Committee.

Section 3. Publications Committee. This committee shall consist of the Editorial Board chairpersons of the regular publications, including the website, and three members-at-large appointed by the President for three year terms, with at-large member terms expiring in alternating years. The President shall appoint a member-at-large to serve as chairperson during the last year of their term. The Publications Committee shall establish policies concerning all publications of the AMCA and follow closely the development of bulletins and other special publications. The separate Editorial Boards will handle the details regarding their respective publications.

Section 4. Editors. The Board shall appoint the Editor of the *Journal of the AMCA* and other regular publications after receiving recommendations from the Publications Committee. The President shall appoint the Editors of bulletins and special publications who shall also serve as Chairpersons of the Editorial Boards for their respective publications.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1. The rules outlined in Robert's "Parliamentary Law" and Robert's "Rules of Order, Revised," shall govern AMCA procedure in all instances where they are applicable and in which they are not inconsistent with these bylaws. Absentee votes, including proxy votes, are not allowed. The chair of the Bylaws and Policy Committee shall serve as Parliamentarian at the annual business meeting; if absent, and for Board meetings, the President shall appoint a Parliamentarian.

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

Section 1. All proposals to amend the bylaws must be supported by 50 member signatures or by Board approval and shall be submitted to the Headquarters or to the chairperson of the Bylaws and Policy Committee. The report and recommendations of the Bylaws and Policy Committee shall be sent to the Board members at least sixty days prior to a membership vote. The Headquarters shall distribute ballots to each AMCA member at least thirty days prior to the ballot deadline.

Section 2. Bylaws changes as specified in Article XIII, Section 1, shall be presented for ratification by ballot to members eligible to vote in AMCA elections. Ratification requires a two-thirds vote of members voting.

Section 3. All approved amendments to the Bylaws shall be published in the *Journal of the AMCA* within 6 months of the ballot.

APPENDIX H. ASSOCIATION MANAGEMENT COMPANY CONTRACT

**The American Mosquito Control Association
and Association Headquarters**

Management Agreement

This agreement made this 7th day of January 2008 (this "Agreement") by and between ASSOCIATION HEADQUARTERS, INC., a New Jersey corporation (herein referred to as "AH") and the THE AMERICAN MOSQUITO CONTROL ASSOCIATION, a New Jersey not-for-profit corporation (herein referred to as "AMCA").

WHEREAS, AH is engaged in the business of providing management services to nonprofit associations; and

WHEREAS, AMCA is a nonprofit association which desires to engage an association management firm to manage its operations; and

WHEREAS, AMCA desires to obtain association management services from AH.

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, AMCA hereby engages AH to provide AMCA with association management services and AH hereby agrees to provide AMCA with association management services on the terms and conditions hereinafter set forth as described below and in attachments A and B:

The parties further agree as follows:

1. Services/AMCA HEADQUARTERS

AH agrees to provide AMCA with the services set forth in this Agreement, including, those referenced in Attachment A and B, which are incorporated herein by reference. The AMCA headquarters, located at the AH office shall be a major source of customer interaction and provides a significant opportunity to promote AMCA and its products and services, provide information, and to resolve problems.

2. CUSTOMER RELATIONSHIP MANAGEMENT

AH shall maintain contact records and other documents and information prepared by or on behalf of AMCA during the term of this Agreement and provide customer relationship management to AMCA's members, prospects and others that make contact with the organization. AH shall treat as confidential all records, material, information, data and documents to which AH is given access or control as a result of this Agreement, subject to the provisions in paragraph 14 of this Agreement. AMCA shall treat as confidential any information with respect to AH, which AH identifies as confidential. In all respects AMCA shall be deemed the owner of all such books and records and all information maintained by AH for AMCA.

3. DUTIES AND SERVICES

During the term hereof, AH shall provide the Services to AMCA. In the performance of the Services, AH shall (i) use its best efforts to further and promote AMCA's policies, procedures and goals, (ii) observe and comply with all applicable laws, regulations, standards, ethics and customs, including, without limitation, the usual and reasonable standards of the association management industry and the

requirements applicable to AH as an organization certified by the American Society of Association Executives and The AMC Institute, and (iii) comply with all lawful policies, procedures and directions established from time to time by AMCA.

4. ISSUES MANAGEMENT

All calls or mail requiring attention beyond AH's management and administrative staff's capability shall be forwarded to the Executive Director/Business Manager (as described in Section 5 below) for resolution. Further resolution, if required, shall be to the appropriate AMCA designated contact, currently the AMCA president.

5. MANAGEMENT

An Executive Director/Business Manager and an Executive Assistant with other professional support shall be assigned to AMCA by AH. The Executive Director/Business Manager shall have overall responsibility for the management of all activities related to AMCA as defined in the Scope of Service as outlined in Attachment A; and in accordance with the direction of the AMCA Board of Directors.

AH shall assign to AMCA a core team to be comprised of an Executive Director/Business Manager and an Executive Assistant and administrative support with oversight by one of AH's chief relationship officers, as well as ancillary support as needed (hours assigned to the Executive Director/Business Manager, and Executive Assistant and other support staff are listed in Section 6., Fees). AH shall also support AMCA with AH's finance, communications/marketing, meetings, communications support, information technology, mailroom and data-entry. The core team assigned to AMCA by AH shall provide the level of support necessary or desirable to fulfill the scope of work outlined in Attachment A.

6. FEES

In consideration for the services described herein, AH shall be paid the following management fees (with the scope of work remaining the same as in this Agreement):

For the months July 2008 through June 2009, AH will provide AMCA with the Services outlined in Attachment A for an annual Management Fee of \$224,600 paid in equal monthly installments. Fees for July 2009 through June 2010 are calculated at \$233,584 paid in equal monthly installments. Fees for July 2010 through June 2011 are calculated at \$242,927 paid in equal monthly installments. The July 2009 and July 2010 fees assume no change in the scope of work nor in the level of staff and factor in a 4% increase in hourly rates year over year. Changes to the scope of work and/or to the staff may result in management fee increases. For any projects outside the scope of work, AH will prepare a proposal for review and approval by the AMCA Board of Directors prior to work commencing.

Management Fees shall be invoiced and electronically debited from AMCA on the first day of each month for which the Management Fee is due (i.e., July 2008 Management Fee will be debited July 1. If the first of the month is a non-business day, the Management Fee will be debited the first business day following the first of the month).

If in any year during the term of this Agreement beginning with contract year 2008 the total value of the services actually provided by AH to AMCA, calculated in accordance with the Management Valuation Table (see next section), exceeds or falls short of the value of services estimated in the Management Valuation Table, the amount of any such excess or shortfall greater than that contract

year's over/under percentage (5% for 2008, 2009, and 2010) shall be billed or credited to AMCA, as applicable, at the conclusion of the contract year. AH shall provide monthly reports to AMCA detailing the number of staff hours used during each month.

2008 Management Fee Table (Hourly rates valid through December, 2008)

AMCA Staff or Services	Hours Dedicated (+Rate *)	Valuation
AMCA Chief Relationship Officer	Complimentary	Complimentary
Executive Director/Executive Management	1200 @ \$66	\$ 79,200
Member Services Coordinator/Admin. Assistance	800 @ \$44	\$ 35,200
Financial Management		
Account Manager	25 @ \$66	\$ 1,650
Accountant	150 @ \$55	\$ 8,250
Bookkeeper/Clerk	150 @ \$39	\$ 5,850
Communication Support/Managing Editor	275 @ \$66	\$ 18,150
Communication Services (Executive Director Function)	150 @ \$66	\$ 9,900
MIS Management	50 @ \$55	\$ 2,750
General Mailroom/Data Entry Services	250 @ \$39	\$ 9,750
Receptionist	Complimentary	Complimentary
	Total Fee	\$ 170,700

AMCA Staff (Meeting Management)	Hours Dedicated (+Rate*)	Valuation
Meeting Management		
Meeting/Exhibit Manager (AMCA Executive Director)**	350 @ \$66	\$ 23,100
Assistant Meeting Manager	350 @ \$44	\$ 15,400
Registration Management	350 @ \$44	\$ 15,400
	Total Fee	\$ 53,900

*The hourly rates in the above table are blended rates and include a pro-rated building occupancy charge, use of office facilities and basic equipment, all pro-rated charges of employee hiring, training, and retention, all employee benefits, and related heat, lights, utilities and other maintenance and repair costs. The hourly rates also include all directly related and overhead costs for AH in performing such services. Design fees for printed and electronic materials will be billed at \$60 an hour.

** It is AH's understanding that abstract processing will be the responsibility of the AMCA Vice President. Should AMCA choose to delegate this responsibility to AH, we will readjust these fees accordingly.

** Please also see attachment B for a summary of administrative costs.

6.A. FEES – AH Loan Program

Loan/Repayment of Management Fees – If AMCA is unable to pay its management fee to AH, AH will evaluate AMCA’s ability to enroll in the AH loan program. The following are the loan program terms/details:

- I. AH will determine the number of months of AMCA’s management fees it is willing to fund;
- II. Interest will be applied at the current prime rate published by the Wall Street Journal plus five percent (5%);
- III. Interest will accrue from the first day of funding and continue through the term of the loan;
- IV. Repayment would start after the funding period expires (i.e., January through March loan for management fees with an April repayment start);
- V. AH and AMCA will agree upon the repayment period (client partner will be required to pay down loan first prior to any other obligations if funds are available);
- VI. Default terms will be negotiated in the loan document:
 - a. If either AH or the client chooses not to be enrolled in the program, immediate termination of the Agreement will occur. All fees, expenses and other monies owed AH will be due and payable immediately;
 - b. This program will only apply to management fees and not the support of project direct expenses.

7. REIMBURSABLE COSTS

- AMCA agrees to pay for actual reasonable travel, telephone/fax, postage, office supplies, printing, design/layout, copying, offsite storage, temporary employees, Website hosting and insurance (directors/officers), which shall be billed separately as incurred. AH shall provide AMCA with complete and reasonably detailed documentation of all such expenses at the time of billing.
- AH shall provide AMCA a proposal for any projects outside of the scope of work listed in this Agreement. Any projects outside the scope of work shall be contingent upon approval by AMCA in advance prior to the commencement of any work by AH.
- AH shall itemize its billing and shall submit reasonable documentation for expenditures. Purchases, expenditures and arrangements with third parties incurred by AH on behalf of AMCA shall be billed to AMCA at AH's cost with no markup. AH shall receive no rebates, commissions or credits for purchases, expenditures or arrangements made with an outside vendor for AMCA by AH and billed by the vendor directly to AMCA or a party designated by AMCA without AMCA's express written acknowledgment and consent.

8. FACILITIES/EMPLOYEES

Neither AH nor any of its employees, agents or contractors shall be considered an employee of AMCA within the purview of the Workmen's Compensation Law, the Social Security Act, or in any other regard. AH agrees to and hereby does indemnify, defend, and hold AMCA harmless from and against any claim for payment made by any person, including but not limited to any government agency or authority, for withholding income taxes, social security payments, workmen's compensation payments, or any other payments or losses resulting from an assertion that any employee, agent or contractor of AH was an employee of AMCA.

9. INDEMNITY

AMCA shall indemnify AH and hold it harmless from any losses, damages, claims, costs and expenses of any nature incurred as a result of AH's actions taken on behalf of AMCA or resulting from AH's relationship with AMCA, provided that AMCA shall not be obligated hereunder with

respect to (a) any action of AH not in the ordinary course of AMCA's business and taken without AMCA's knowledge and written consent, or (b) any negligent or wrongful act or omission of AH. AH shall indemnify AMCA and hold it harmless from any losses, damages, claims, costs and expenses of any nature incurred as a result of (a) any action of AH not in the ordinary course of AMCA's business and taken without AMCA's knowledge and written consent or (b) any negligent or wrongful act or omission of AH.

10. INSURANCE

AMCA agrees to obtain and maintain policies of general and professional liability insurance for the association with limits of not less than one million dollars (\$1,000,000) and to cause AH, in case of a lawsuit or incident where a claimant can bring suit against AH arising from an AMCA event, to be a named insured under such policy. The obligations of AMCA under this paragraph shall survive the termination of this Agreement and shall continue for a period of two years after the date of termination of this agreement.

AH shall maintain at its own expense a fidelity bond in the amount of three million dollars (\$3,000,000) on and for employees, including leased employees, handling AMCA funds. AH shall maintain, at its expense, adequate and appropriate general liability insurance coverage of not less than one million dollars (\$1,000,000) during the term of this Agreement and for a period of three years thereafter listing AMCA as an additional insured.

11. AGREEMENT TERM AND TERMINATION

The term of the Agreement shall commence on July 1, 2008 and end on June 30, 2011, unless sooner terminated as provided hereunder. Scope of Services and Management Fee reviews for years beginning July 1, 2009 and 2010 will be negotiated at least 30 days prior to the expiration of the management year (i.e. negotiation for July 1, 2009 – June 30, 2010 management year will begin no later than June 1, 2009). This Agreement shall be automatically renewed for successive one year periods, beginning July 1, 2011, unless either party provides not less than (90) ninety days prior written notice of non-renewal (by April 1, 2011).

Upon the occurrence of any of the events described in the bullet points below, the Agreement may be terminated, in which case no further compensation will be due to AH:

- Breach of a material term of this Agreement by a party, if the non-breaching party shall have given notice of the breach and the breaching party has not cured the breach within sixty (60) days after the date of receipt of the notice of breach;
- Evidence of curing of a breach must be submitted in writing to the then AMCA President, or if the breaching party is AMCA, to the then current CEO or President of AH. AMCA must continue to pay the fixed fees incurred in servicing AMCA at the rate in effect at the time of termination, for the (60) sixty day notice period, and AH shall continue to provide full and complete services as required of AH under this Agreement until the termination effective date, which shall be the 61st day following notice. During this notice period, if AH is not providing full and complete service, AH and AMCA will agree to a reduced management fee for the period of the breach.
- Either party may terminate this Agreement at any time without cause upon at least one hundred twenty (120) days' notice.

Effect of Notice of Termination

All monthly management service fees shall be prorated to and including the day of termination. All expenses (pro-rated or otherwise) incurred by AH in accordance with the terms of this Agreement shall be payable in full. Any other obligation due and owing by either party to the other in accordance with the terms of this Agreement at the time of termination shall remain in full force and effect and shall survive termination of this Agreement until such obligation is satisfied, unless otherwise agreed in writing by both parties. If AH is required by AMCA to provide transition services that are for periods later than the termination date as agreed by the parties, AH shall bill AMCA hourly fees per each month of transition required at AH's then current hourly rate.

Up to 5 p.m. Eastern Time on the day of termination, AH shall be obligated to maintain a full level of service to AMCA and to cooperate fully with AMCA and any AMCA staff or management company in the effectuation of a transition plan provided by AMCA.

In the event that AMCA gives or receives notice of breach or termination hereunder, AMCA shall immediately have the right, but not the obligation, to engage or appoint a person or entity (at AMCA expense) to monitor AH's management activities and performance during any cure or notice period. The appointment of such a monitor, who shall be permitted to enter AH's offices during normal business hours by appointment, shall not relieve AH of its responsibility to manage AMCA's affairs prudently and consistently with good business practices. AMCA shall specify records to be turned over on or before the termination date, release or assignment of all Intellectual Property, databases, etc. AH agrees to cooperate fully with any such designated monitor's requests. All records, data, and information shall be subject to the provisions of paragraph 2.

With respect to information contained in computers or on computer diskettes, AH shall, upon termination of this Agreement, provide AMCA with all such data on computer diskettes, at the discretion of AMCA, in readable, generic form. AH also shall provide AMCA with database information in printed report form. In addition, AH shall provide AMCA with the identity and supplier of all software programs used by AH for AMCA matters. AH shall also provide AMCA with assistance as requested by AMCA, including descriptions of data formats, required for AMCA to obtain the same software used by AH or to transfer AMCA data contained in AH's computer system to other software without manual re-entry of information; AMCA shall reimburse AH for any reasonable costs incurred by AH in providing such assistance. AH shall maintain AMCA computer data and related information in its computers for a period of six (6) months following the effective date of termination of this Agreement, at which time AH shall delete all AMCA data from its computers. All data shall remain subject to the provisions of paragraph 2 of this Agreement while it is in AH's possession.

Upon termination of this Agreement, an audit of AMCA's finances shall be performed by an independent accounting firm mutually acceptable to the parties. The cost of such audit shall be paid by AMCA. If AMCA does not agree to an audit, AMCA must release, in writing, AH of any responsibilities or liabilities.

AMCA reserves the right, at any time during this agreement and at its own expense, to audit its finances.

12. FEE NEGOTIATION

AMCA and AH shall agree upon any additional year's management fee 30 days prior to the end of a management year (beginning June 2009 for the 2009/2010 management year). In the event an agreement is not reached within the 30-day negotiation period, both AH and AMCA shall continue to operate in good faith under the original fee until the new one has been negotiated. Fee negotiation shall not exceed (4) four months past the fee negotiation deadline. During the time of negotiation beyond the fee negotiation deadline, the then current fee shall be in effect. All fees for the new contract year shall be retroactive to July 1 of the new contract year. If the parties cannot agree on a reasonable new fee, then either party may terminate the Agreement on sixty (60) days prior written notice. "Reasonable" is defined as the scope of work requested/outlined and the fee proposed by AH, accurately as possible, defines the resources necessary to fulfill the proposed scope of work.

13. COPYRIGHTS

AMCA shall hold the copyright to all materials produced by or for AH for the benefit of AMCA pursuant to this Agreement. Such materials shall (a) in those instances deemed appropriate by AMCA and AH, bear a copyright notice naming AMCA as the holder of the copyright, and (b) if directed by AMCA in writing, be deposited with the federal copyright office at AMCA's expense. Materials produced hereunder by or for AH and its employees, including leased employees or independent contractors on behalf of AMCA shall be considered "work for hire" under federal copyright laws, or, if such is precluded by law, the rights to such materials shall be assigned permanently to AMCA. AH represents and warrants that, prior to their development of any materials for AMCA, each of AH's independent contractors and employees, including any leased employees, has agreed to the foregoing in writing.

14. PROPERTY

All materials, data, and information produced by or for AH, or entrusted to AH, for the benefit of AMCA pursuant to this Agreement are and shall be the sole property of AMCA. Such materials include without limitation AMCA's customer and prospect lists, meeting registration lists, other mailing lists, publications, copyrights, trademarks, files, financial records and similar property or information now existing or acquired during the term of this Agreement. Should the Agreement be terminated, all such materials, data, and information shall be delivered by AH to AMCA or to such person or entity as may be designated by AMCA in writing, and no copies retained by AH. AMCA and AH agree that all other procedures, systems, forms and computer programs used by AH in providing services to AMCA hereunder (with the exception of such procedures, systems or computer programs which were purchased by AMCA or purchased by AH and charged to AMCA, which items shall be considered the sole property of AMCA) are the property of AH and may be further used by AH at any time for any purposes it requires.

15. CONFIDENTIALITY

AH shall strictly protect the confidentiality of AMCA's computer records, financial records, databases, meeting information, customer records, physical records and any other data or information used in the management of AMCA. AH, for itself, its employees, and agents, agrees that it shall not disclose any AMCA information to any outside party or entity that is not employed or a contractor of AH under any circumstances without the express written permission of AMCA. AMCA's computer records, financial records, databases, meeting information, customer records, physical records and any other data or information shall not be used for any purpose other than as contemplated by this agreement.

16. NON-COMPETE

AMCA agrees that during the term of this Agreement and for one (1) year thereafter, it shall not, without the prior written consent of AH, (a) hire or attempt to hire as an employee or leased employee or engage as an independent contractor for any reason whatsoever any person who was an employee or leased employee of AH assigned to AMCA matters; (b) engage any association management company owned or controlled by any person who was an employee or leased employee of AH assigned to AMCA matters; or (c) engage any association management company employing any person who was an employee or leased employee of AH assigned to AMCA matters, provided, however, that AMCA shall be free to engage any such association management company as long as AH's former employee or leased employee is not assigned to AMCA matters.

In the event of the breach or threatened breach of this paragraph, the non-breaching party shall be entitled to injunctions, both preliminary and permanent, enjoining and restraining such breach or threatened breach. Such shall be in addition to all other remedies available at law or in equity. Notwithstanding the 'Arbitration' section hereof, disputes arising under this 'Non-Compete' section shall not be subject to arbitration.

17. ENTIRE AGREEMENT

This Agreement and its Attachments represent the entire Agreement and understanding of the parties with respect to the subject matter hereof and supersede any prior or contemporaneous discussions, representations or agreements, oral or written, of the parties regarding this subject matter. This Agreement shall not be modified except by writing signed by both parties.

18. SEVERABILITY

If any provision contained herein is determined by a court of competent jurisdiction or an arbitration tribunal to be invalid or unenforceable, said determination shall not affect the validity and enforceability of the remaining provisions hereof, except to the extent that such invalidity or unenforceability results in a failure of consideration. The parties represent that they are not aware that any provision of the Agreement is invalid or unenforceable.

19. FORCE MAJEURE

Neither party shall be in default hereunder by reason of its delay in performing or failure to perform any of its obligations hereunder owing to any causes or circumstances beyond its reasonable control, including without limitation, if such delay or failure is caused by strikes, lockouts, acts of God, government orders, terrorism, riots, wars, fires, floods, or interference by civil or military authorities, provided, however, that the party whose performance is delayed or prevented gives the other party prompt written notice of such events and uses good faith effort to so perform or cure, and provided further that nonperformance hereunder shall be excused and shall not constitute a default for a maximum of ninety (90) days per qualifying event.

20. PARAGRAPH HEADINGS

The paragraph headings and numbers are for convenience only and shall not be deemed to affect in any way the language of the provisions to which they refer.

21. NOTICE & COMMUNICATION

Notice and communication under this Agreement shall be sent by certified overnight or two-day mail or similar courier to AH at its current address and to AMCA at the business address of its then current president.

22. PLACE OF SERVICE DELIVERY & HOURS OF OPERATION

The Services are to be delivered at the following address:

15000 Commerce Parkway
Suite C
Mt. Laurel, NJ 08054

Normal Business Hours of Operation shall be defined as:

Monday through Friday, 8:30 AM - 5:00 PM, Eastern Time. During the period between Memorial Day and Labor Day, AH's offices close at 2:30 PM on Fridays. During this period, AH managers, including without limitation the AH employees acting as executive Director and Assistant Executive Director of AMCA, shall check their voicemail between 4:00 PM and 5:00 PM Eastern Time.

23. ARBITRATION

In the event of a dispute between the parties in connection with this Agreement, the parties agree that the matter shall be submitted to final and binding arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Any such arbitration shall take place in the Philadelphia area or its environs. The parties shall have the right to compel the attendance of necessary witnesses. The prevailing party shall be entitled to reasonable attorney's fees, costs and disbursements in addition to other relief to which it may be entitled, provided that, if the prevailing party fails to recover the entire amount claimed, recovery of costs and fees shall be limited to the amount which bears the same relationship to the total costs and fees incurred by the prevailing party as the amount recovered bears to the amount claimed.

24. INDEPENDENT CONTRACTOR

AMCA and AH intend that the relationship created between them by reason of this Agreement hereunder is that of an independent contractor relationship. No employee, agent or servant of AH shall be, or be deemed to be an employee, agent or servant of AMCA. In this regard, AH shall have the sole right to hire and fire its employees and shall exercise all control, direction and supervision over them with respect to the physical details of the work to be performed and the manner in which the work is to be performed hereunder, except as otherwise specifically set forth herein.

25. COUNTERPARTS

This Agreement may be executed in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same instrument. Any such counterpart may be executed by facsimile signature with only verbal confirmation, and when so executed and delivered shall be deemed an original, and such counterpart(s) together shall constitute only one original.

IN WITNESS WHEREOF, each of AH and AMCA, by its representative who has been duly authorized, has signed this Agreement this 7th day of January 2008.

Association Headquarters, Inc.

The American Mosquito Control Association

By: _____
Robert B. Waller, CAE

By: _____
[AMCA President's Name]

Its President

Its President

Date: _____

Date: _____

American Mosquito Control Association

AMCA MANAGEMENT SERVICES

ASSOCIATION MANAGEMENT

1. EXECUTIVE MANAGEMENT

Your executive management team will provide the following support:

- Oversight and responsibility for operations, including member services and financial management (detailed in the membership support services and the financial management sections of the proposal)
- Work with the AMCA leadership and each committee to determine, execute and fulfill committee goals
- Assist the Treasurer, if needed, in the preparation of the annual budget
- Administer and implement the annual budget as prepared by the Treasurer
- Prepare monthly activity reports
- Generate program procedures and plans for the ensuing year
- Review and recommend changes applicable to policies, procedures and bylaws
- Implement AMCA policies and procedures and develop new policy where needed
- Establish goals and objectives with the Board of Directors
- Represent AMCA in business matters and correspondence with the consent of AMCA leadership
- Work with the Board of Directors, committees and officers on special projects
- Oversee the transition of newly elected Board of Directors and officers
- Evaluate progress on strategic objectives (performance) with the Board of Directors

a. Board of Directors Cultivation

In terms of building a strong Board of Directors, AH will:

- Aid in developing a systematic selection process to add qualified individuals to its membership
- Coordinate the Board member election process
- Develop an orientation process to educate the new Board of Directors. The focus will be to ensure the new AMCA Board of Directors understands the goals of the association, role of the Board of Directors and the expectations of each individual Board member.

b. Board of Directors Governance

It is AH's understanding that the AMCA Board of Director's meets face-to-face twice per year, once at the annual meeting and once during an interim Board meeting. The Board also meets infrequently via conference call and communicates regularly via e-mail. AH staff will attend, as needed, and support these Board meetings by performing the following duties:

- Initiate meeting notification and call for agenda items
- Prepare meeting agenda with the President

- Send call for committee reports
- Prepare meeting materials, including agenda, financial reports, committee reports, and activity reports
- Send meeting materials at least one week prior to the meeting to allow for adequate review by the Board
- Follow-up on discussed actions utilizing a task log to track activity
- Coordinate the Board member election process, including mailings to the general membership
- Prepare and disseminate meeting minutes and other related materials
- Plan and support Board conference calls
- Plan meals and work with caterers and restaurants for food arrangements
- Negotiate and reserve sleeping and meeting rooms
- Provide information on ground transportation
- Arrange and coordinate entertainment, including dinner reservations, tours and visits to special attractions or events
- Send notification to Board and provide reservation form

2. AMCA FINANCIAL MANAGEMENT

AH will provide the following financial management services:

- Maintain general ledger of transactions
- Develop a chart of accounts and code charges to the appropriate accounts
- Establish accounting procedures and authorizations
- Manage and process accounts payable and receivable
- Process membership dues and governance expenditures on a timely basis
- Process governance expenditures
- Make timely deposits of funds (from revenue items) and retain copies of checks received
- Reconcile monthly bank statements
- Prepare and distribute monthly financial statements, including a balance of account report
- Work with the AMCA-approved outside accountant, who will be responsible for independent audit and tax filings (at AMCA expense)
- Work with the AMCA Treasurer in preparing the annual budget, when needed
- Prepare and disseminate a monthly cash disbursement report
- Issue checks for payment when invoice/supporting document is received
- Prepare a general ledger summary report (with the preceding year's activity included after the first year of service with AH)
- Provide fiscal impact analysis upon request by Board of Directors
- Prepare year-end analysis of actual versus budgeted income and expenses
- Manage investment accounts at the direction of the Treasurer

3. MEMBERSHIP SUPPORT SERVICES

AH will provide the following membership support services:

- Disseminate AMCA information to members
- Develop and disseminate new member packets

- Receive and process educational materials orders
- Serve as the membership frontline
- Professionally answer member calls and e-mails

4. MEMBERSHIP RECORD KEEPING

AH will provide the following membership record keeping services:

- Maintain custom database with member address, telephone, fax and e-mail addresses; demographic information, dues records and other member information
- Archive association records
- Maintain an updated membership directory, found on the AMCA Website
- Maintain custom database of Board of Directors and committee volunteers
- Maintain acceptable dues levels through active collection strategies

5. COMMUNICATIONS SERVICES

AMCA's Executive Director/Business Manager will coordinate with the association's contracted Technical Advisor to provide the following communications services:

- Increase visibility of association to current and potential members and the media through electronic communications
- Establish communication with associations of similar interests
- Establish and maintain media contact file for promotion of association activities, including Mosquito Control Awareness Week, and other issues of interest
- Development and layout of blast e-mails, electronic newsletter and legislative e-newsletter
- Distribute two mailings annually for legislative concerns

6. COMMUNICATIONS SUPPORT SERVICES

AH will provide the following communication support services:

- Design development and layout of the *AMCA Newsletter* (published six times per year) with subject matter established by the newsletter Editor.
- Design development and layout of conference related materials and other printed pieces
- Mailing and distribution of printed/electronic pieces
- Basic editing with the incorporation of edits made by leadership in printed/electronic pieces

*Ad-space solicitation for *The Journal of the American Mosquito Control Association* (published quarterly) and the *AMCA Newsletter* will be the responsibility of AMCA's Executive Director/Business Manager, Sarah Gazi.

7. COMMITTEE SUPPORT

AH will provide general administrative support to AMCA's committees. This includes:

- Maintaining contacts for conference calls
- Coordinating billing information for conference calls as reported by committee leaders
- Disseminating the conference call code information
- Communicating with committee chairs to stay up-to-date on committee activities, and assist when necessary
- Assisting the committee chairs with logistics for occasional face-to-face meetings

- Providing assistance to the committee chairs with complex document publication and posting

8. GENERAL OFFICE MANAGEMENT

AMCA will receive the following general office management services:

- E-mail reception and disbursement, including continuous e-mail access
- Fax reception and disbursement 24 hours a day, seven days a week
- Voice mail service 24 hours a day, seven days a week
- Dedicated telephone lines for AMCA
- Direct-dial numbers to key staff for AMCA leadership
- Mailing and shipping operations
- Inventory of office supplies, letterhead, association forms, brochures and publications
- Calls and e-mails are answered within 24 hours
- Timely, courteous and accurate responses to all correspondence

MEETINGS/EXHIBITS MANAGEMENT

AMCA's Executive Director/Business Manager will serve as a meeting manager who will plan, implement and oversee the AMCA Annual Meeting and provide logistics support for AMCA's Board of Directors' meetings. The AMCA Meeting Manager (Executive Director/Business Manager) will work in cooperation with the Industry Director and the Local Arrangements Committee Chair to develop and implement a program that is of value to AMCA members.

AH understands that an annual meeting is held in various parts of the United States every year between February and April. Typically 900 to 1,000 delegates attend the meeting to listen to scientific and operational papers that are presented. Approximately 40 vendors also exhibit at the meeting. The Annual Meeting is usually held as a joint meeting with a state or regional mosquito control association. The complexity of services required varies each year and is dependent on the resources currently available to the association.

AH also acknowledges that AMCA holds an annual legislative advocacy meeting, Washington Day, typically in the beginning of May so members can actively promote the interests of professional mosquito control by visiting their Senators and Representatives. AMCA's Executive Director/Business Manager would also be responsible for the planning, implementation, and oversight of this legislative advocacy meeting.

1. COMPREHENSIVE MEETING MANAGEMENT

- Negotiate contracts with hotel, social event venues, decorator and pertinent vendors, including equipment, audiovisual contractor, abstract processing company, transportation services, airline and car rental, entertainment, and computerized on-site registration.
- Work with the Local Arrangements Committee to establish tours and entertainment.
- Work with the Local Arrangements and Annual Meeting committees to prepare comprehensive site selection recommendations for the best venue including hotel, space, rates and other needs of the AMCA.
- Coordinate and arrange meetings for planning committees to include site visits to venues and program planning.
- Develop a marketing plan to include, but not limited to, pre-meeting announcements, advertisements in related journals and at related meetings, and creating and maintaining a Website.
- Produce a menu of options and solicit sponsorship for those meeting activities.
- Establish social and/or spouse programs as necessary.
- Coordinate production of program books, arrange artwork and authorize final printing schedule.
- Coordinate and manage tour group and special requested housing blocks.
- Coordinate VIP and speaker arrangements on an individual basis, including travel arrangements, airport pick up, sleeping room reservations, honorarium and registration.
- Develop a detailed set-up book providing hotel and all contractors with all meeting details, schedule for functions, set-up for rooms and special requirements.
- Coordinate the event's menus and special entertainment.
- Schedule pre-meeting briefing prior to the start of the meeting with hotel and outside suppliers.

- Provide staff and personnel to manage on-site activities and maintain contact with the Program Chair.
- Generate professional related reports for registration and housing.
- Produce, circulate and compile post-meeting survey of attendees and exhibitors.
- Coordinate post-convention wrap-up meeting to review all aspects of the event.

2. FINANCIAL MANAGEMENT

- Work with the Treasurer to develop a comprehensive budget.
- Establish accounting procedures and authorizations by the Executive Director/Business Manager or Treasurer.
- Set up master account and complete credit application with host hotel.
- Review contracts for hotel and vendors to meet budget expectations.
- Review invoices and code charges to the appropriate accounts, adjusting invoices based on contractual agreements.
- Reconcile invoices from hotels, convention center and vendors.
- Review monthly financial statements.
- Prepare and present final meeting financial reports.

3. REGISTRATION MANAGEMENT

- Design and manage both pre- and on-site computerized registration system.
- Provide pre- and on-site data processing, registration, and exhibitor coordination.
- Design registration forms, social tour forms and airline forms for registration brochure.
- Set up accounting procedures for pre- and on-site registration.
- Coordinate and manage registrations from tour groups and set up on-site procedure to process large groups.
- Accept advance registration forms and payments.
- Oversee the database management of registrations received in our office and provide timely registration reports and updates, including status of registration income.
- Reconcile funds and provide pre-registration and final registration reports.
- Contract and train on-site registration personnel.
- Design layout of registration area, coordinating layout with the exhibits and decorator.
- Provide on-site registration management, arrange security, manage program distribution and assist in accreditation verification as necessary.

4. EXHIBIT MANAGEMENT

- Coordinate the identification of AMCA's exhibit market and compile a comprehensive prospect list.
- Follow up with prospects via letter and telephone contact.
- Create a floor plan with contracted decorator for exhibits.
- Create and distribute Exhibitor Prospectus (Exhibitor Guide).
- Coordinate any exhibitor support/sponsorship requests with the Program Chair.
- Negotiate and contract with decorator/drayage company.
- Develop a comprehensive set of rules and regulations regarding exhibit policy, sponsorship opportunities, and/or satellite symposia. Publish, promote and enforce the policies as requested.

- Produce and compile exhibitor contracts and obtain any appropriate individual exhibitor insurance forms.
- Invoice, collect, record and acknowledge exhibit sales. Provide monthly exhibit reports with income received.
- Provide exhibitor kits that include show hours, housing forms for all hotels, service order forms and other related exhibitor information.
- Pre-register exhibitors and arrange for printed badges.
- Manage set-up, opening, daily meeting hours and tear-down.
- Collect exhibit evaluations and submit new ideas for proposals to the Board.

5. AMCA ANNUAL MEETING STAFFING

AMCA's Executive Director/Business Manager will serve as a meeting and exhibit manager to coordinate all aspects of the meeting, including overseeing the entire meeting staff. It will be the responsibility of the Meeting Manager to coordinate with the Program Chair, Local Arrangements Committee, outside vendors (hotels and convention center) and the support staff. The support staff will be, at minimum:

- An Assistant Meeting Manager to oversee the daily administrative needs of the meeting both pre- and on-site.
- A Registration Manager to provide pre-meeting coordination and on-site oversight of the registration process.

CUSTOMER SATISFACTION

The most important and critical element of any organization in both the non-profit and commercial sectors is customer satisfaction. As membership is the essence of an association, customer satisfaction is key to the organization's survival. The Executive Director/Business Manager and all other staff are the primary interface with the members and have the ability to make AMCA succeed at the highest level possible.

We use the word satisfaction because we provide member fulfillment and the gratification of a member's needs. We believe the word "service" in "member service" falls short of the complete fulfillment of the member's needs.

In order for AMCA to succeed and retain its members, as well as recruit new ones, our staff will ensure:

- Every call to the AMCA office is treated as though there is face-to-face contact. At the end of each call, the caller will maintain a positive image of the organization in his or her mind
- A relationship is established with every caller, no matter what disposition they are in
- The services provided by AMCA fit the customer's needs
- Each customer problem is treated as an opportunity to gain experience to better serve the next caller
- The needs of the caller are identified immediately to ensure expedient and quality customer satisfaction
- All member correspondence is answered in a timely manner

AH will position the AMCA national headquarters as the one-stop information source for the membership, prospects, and leaders. AH staff will be responsible for maintaining the highest level of customer satisfaction for the AMCA members, leaders and prospects by providing the following services:

- All calls will be directed to the appropriate AMCA staff. All calls will be returned within 24 hours or the next business day.
- When a member calls, we go to work. We value the member's time and strive to continuously update the service skills of our staff. Products and services will be specifically targeted to the customer's needs by effectively listening to the caller
- The AMCA staff will process all requests regarding meeting registration by answering questions, sending information and registering the membership
- Any inquiries from prospects regarding membership will be answered and followed-up on by mailing a prospective member packet. Our goal when speaking to a prospect is to identify their specific needs and offer suggestions as to which benefit(s) would best suit them.
- The AMCA staff will perform regular maintenance and updates to the membership database to ensure accurate information
- The AMCA staff will distribute membership applications based on inquiries

Customer Satisfaction Training

Training is essential in the development of the AMCA team's ability to meet or exceed the above expectations. Our goal is to concentrate on the following areas to develop a top-notch customer satisfaction team:

1. Develop a customer-satisfaction mindset
 - a. Develop customer satisfaction techniques through evaluating current service levels
 - b. Apply techniques to increase effectiveness with customers
 - c. Teach the staff member to identify his or her own social style and enable the individual to communicate better by being flexible.
2. Develop and enhance the skill set
 - a. Educate the staff on how to develop their skill set to serve the membership more effectively
 - b. Train the staff on how to diffuse negative situations
3. Select the right products
 - a. Propose appropriate association services and salable products to the member or prospect
 - b. Teach the staff to use questioning/conversation techniques to identify opportunities
4. Follow-up
 - a. Provide immediate feedback when a positive or negative situation occurs
5. AH cross-training
 - a. Cross-train other AH staff members, who are not directly involved in AMCA, to be informed of the association's inner workings and be on the ready in the case of illness, resignation or extended absence
 - b. Apply techniques within a customer-focused mindset

EVALUATION SERVICES

The following evaluations will be utilized and conducted yearly for AMCA as a way of gaining direction in improving staff's performance as well as determining staff's effectiveness:

Annual AMCA staff evaluation by the association measures the following areas of management support:

- General/Administrative Performance
- Executive Director/Business Manager Performance
- Fiscal Management

Annual AMCA staff evaluation by the Board of Directors measures the following areas of management support:

- Executive Management
- Meetings Management

AH takes two approaches to evaluating the performance of staff: the formative approach and the summative approach.

FORMATIVE EVALUATIONS (which include implementation and process evaluations) address the first set of issues of providing direction to staff and improving staff's performance throughout the project. They examine the development of the AMCA staff and may lead to changes in the way the staff is structured and developed.

SUMMATIVE EVALUATIONS (also called outcome or impact evaluations) address the second set of issues of determining staff's effectiveness and results after project's completion. They look at what a project has actually accomplished in terms of its stated goals.

**ASSOCIATION HEADQUARTERS
ADMINISTRATIVE FEES – AS OF AUGUST 2007**

AH DATABASE/INFORMATION TECHNOLOGY MANAGEMENT FEE:Database

AH will manage the AMCA database so the information is accurate, exportable (other file formats for distribution purposes) and configured to the needs of AMCA. The AMCA database will be maintained by AH's professional staff to ensure regular changes, updates and additions are performed.

Information Technology

A portion of the AH fee for database/information technology management is apportioned to upgrades of general technology (computer equipment, database software, e-mail software, reports generation). This fee also covers the storage of files and data of AMCA on AH's server as well as the performance of routine back-ups.

AMCA will not be charged a database/information technology management fee until they are transitioned into iMIS. The fee for AMCA is \$275 per month.

COPIER CHARGES:

Primary Copier (no additional charges for collation, staples, 3-hole punch, etc.)

\$.03 per copy for sets of copies of 500 and up

\$.08 per copy for sets of copies between 100 and 499

\$.12 per copy for sets of copies between 10 and 99

\$.15 per copy for sets of copies between 1 and 9

ADDITIONAL ADMINISTRATIVE CHARGES:

Fax: \$3.00 per outgoing fax + actual telephone call (no charge for additional pages and no charge for incoming faxes)

Broadcast Fax: Actual AMCA charge of telephone call, plus \$.50 per fax.

E-Mail Blast: \$.05 per e-mail (This applies to e-mails requested by AMCA for AH to distribute on a wide basis. Regular day-to-day communication from staff to members, prospects and leaders is included)

Auto Travel: \$.485 per mile + tolls + meal(s) if overlap

Pro-rata charges for shared expenses for:

Telephone equipment: (estimated \$1,500 per annum)

Mailroom equipment: (estimated \$150 per annum)

General business insurance in AH name: (estimated \$250 per annum)

Other applicable expenses: (Verisign Web credit card processing estimated \$800 per annum)

Design fees for printed and electronic materials will be billed at \$60 an hour. Website hosting will be billed directly to AMCA with no markup.

FILE STORAGE

There is no charge for storage of active (current year and one year previous) files at the AH management office. Off-site storage charges for other materials will be passed through to the association with no markup.

Fees subject to change

APPENDIX I. TECHNICAL ADVISOR CONTRACT

(As of January 2008)

**AMERICAN MOSQUITO CONTROL ASSOCIATION
TECHNICAL ADVISOR AGREEMENT**

This agreement entered into this _____, by and between the AMERICAN MOSQUITO CONTROL ASSOCIATION (hereinafter, "AMCA") a New Jersey Corporation, and _____ (hereinafter, "Technical Advisor") with his principal office located at _____.

WITNESSETH

In consideration of the mutual covenants set forth herein, the parties agree as follows:

1.0 AMCA's Business. AMCA is a non-profit corporation established to provide leadership, information, and education leading to the enhancement of health and quality of life through the suppression of mosquitoes and other pests of public health importance.

2.0 Technical Advisor Duties. AMCA hereby appoints _____ to act as Technical Advisor as defined in exhibit "A". The parties acknowledge that Technical Advisor holds a position of trust and confidence and has been entrusted by AMCA with confidential knowledge of AMCA's methods of doing business including its particular needs and desires and other private and confidential business information.

3.0 Relationship Created. The Technical Advisor is not an employee of AMCA for any purpose whatsoever, but is an Independent Contractor. AMCA is interested only in the results obtained by the Technical Advisor who shall have sole control of the manner and means of performing under this Agreement. AMCA shall have no right to require Technical Advisor to do anything which would jeopardize the relationship of Independent Contractor between AMCA and Technical Advisor, unless otherwise agreed to in writing. The Technical Advisor does not have nor shall Technical Advisor hold himself out as having any right, power or authority to create any contract or obligation, express or implied, on behalf of, in name of; or binding upon AMCA unless it has been consented thereto in writing.

4.0 If AMCA requires Technical Advisor presence at locations other than the technical advisor's place of business, AMCA will provide lodging, transportation and per diem for Technical Advisor in conformance with current GSA guidelines.

5.0 Compensation. As Technical Advisor's sole compensation under this agreement AMCA will pay _____ per annum, payable as _____ on the first business day of the quarter, to be prorated if service is interrupted for causes listed in 6.1- 6.3.

6.0 Term and Termination. This agreement shall remain in full force and effect until the first to occur of the following events, at which time it shall terminate:

6.1 Unless revised and/or extended by mutual written agreement of both parties, _date_____.

6.2 Either party may withdraw from this contract without cause upon provision of 60 days notice of intent to do so.

6.3 (a) Inability or unwillingness to perform duties for a period of 60 consecutive days or 90 total days during any AMCA fiscal year, (b) willful gross negligence, (c) breach of provisions of this

contract, or (d) conviction for a felony, or plea of no contest to a felony charge will be sufficient cause for immediate termination, subject to New Jersey law.

7.0 Upon termination of this Agreement, Technical Advisor shall return all records, books, promotional materials, equipment and all of AMCA' s supplies of every kind and character, and all documents relating to the business of AMCA which may be in the possession or under the control of the Technical Advisor.

7.1 Inventions, improvements, discoveries, processes, formulas, or software related to AMCA's affairs and developed by the incumbent will be disclosed and remain the sole and absolute property of AMCA.

8.0 Notices. Any notice, demand or request required or permitted to be given hereunder shall be in writing and shall be deemed effective upon receipt. Any party may change its address for purposes of this Agreement by written notice given in accordance herewith.

9.0 Entire Agreement. This Agreement sets forth the entire agreement between the participating parties hereto: it may not be changed, altered or amended except in writing signed by both parties hereto.

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED, SEALED AND DELIVERED THIS Agreement, all on the date set forth at the beginning hereof.

_____ Technical Advisor _____ President

_____ Date _____ Date

EXHIBIT

TECHNICAL ADVISOR

The Technical Advisor is responsible for providing oversight, guidance and continuity within the Association for approved projects, public relations, interaction with state, regional and local mosquito associations, industry, liaison with legislative and regulatory consultants and bodies and related activities. With regard to this the Technical Advisor is guided by the Association President who represents the Board of Directors. The Technical Advisor routinely interacts with the Executive Director to jointly address AMCA issues of common concern.

Specifically, the Technical Advisor's duties include the following activities:

Committee – Assists the Executive Director in the discharge of duties with respect to committees as needed.

Legislative – in conjunction with the Legislative and Regulatory Committee, maintains contact with lobbyists, relevant state and government agencies, industry, etc., to ensure that the Association remains informed on developments that affect its interests; when so advised by the Board, prepares documents and represents the Association on legislative matters; assists in the planning of formal AMCA legislative activities; assists in the planning and execution of the Annual Washington Legislative Days conference.

Public Relations - provides direct responses to public and media queries; prepares documents for media release; coordinates Association response to current events;

Directors - oversees elections by ensuring that AMCA Headquarters, the AMCA Nominating Committee and Regional Nominations Committees perform their responsibilities in a timely and orderly manner; serves as chair of Regional Nominating Committees; maintains contact with Directors in relation with committee liaison functions;

Officer Elections and Awards - ensures that Nominating and Awards committees conduct their activities in a timely manner; reviews candidate biographies to ensure fair and appropriate handling procedures;

Publications - maintains contact with the Executive Director and staff, to ensure requisite documents are posted on the Association website; publishes articles in each edition of the AMCA Newsletter, E-mail Newsletter, Legislative and Regulatory Newsletter, and Wing Beats.

Members - responds to queries; provides professional assistance and documents; interacts with state and regional associations and industry;

Board of Directors - advises and keeps the Board current on the above and related issues; assists in the planning process; maintains continuity from year to year in ongoing activities; provides monthly written update reports (email); conducts such other activities as the Board directs consistent with the objectives outlined above.

To accomplish these tasks the Technical Advisor will interact with AMCA staff, President, Board, Committee Chairs etc., attend the annual meeting, legislative conference, and all Board meetings. The Technical Advisor will visit AMCA Headquarters as necessary to accomplish the duties of the position. Primary contacts will be made by means of telecommunication and Internet connection and, when necessary and Board-approved, travel to meet specific objectives.

Performance evaluation, based on activities related to the duties described above, will be conducted annually by the President, President-elect and Treasurer, with additional input from members of the Board.

CONDITIONS OF SERVICE

The Technical Advisor serves as an independent contractor to the American Mosquito Control Association under contract renewable for periods of three years.

The Technical Advisor is expected to establish a regular work schedule so that members and staff can make direct contact when warranted. The work effort should approximate 4 hours per business day, exclusive of federal holidays and sick days. Work hours required for Association business exceeding the 4 hour average must be agreed upon, in writing, by both parties unless waived by the Technical Advisor. Payment for services will be made quarterly, posted to the payees account on the first business day of each quarter.

The Technical Advisor is expected to establish and maintain a home office with both computer and telecommunications capabilities at no cost to the Association.

Clerical assistance and document preparation services (remote) will be provided by the AMCA Headquarters as needed, but the Technical Advisor is expected to generate electronic versions of documents requiring such assistance whenever feasible.

The Technical Advisor shall not engage in activities that could result in a conflict of interest related to AMCA responsibilities or the perception of a conflict of interest. The Technical Advisor will maintain proper business decorum and conduct Association affairs in a manner that reflects the professional standards of the Association.

_____ Technical Advisor _____ President
_____ Date _____ Date

Record Retention Policy

A record retention policy should minimize both the legal risks flowing from hastily drafted or misleading documents and the adverse inferences that may arise from the selective destruction of documents in the absence of such a policy. Moreover, the expense of storing obsolete documents, as well as the cost of retrieving documents in response to business requests, government investigations or litigation, should be reduced.

To minimize these costs and risks, the American Mosquito Control Association (“AMCA”) has adopted the following record retention policy for the systematic retention and destruction of documents based on statutory or regulatory record-keeping requirements and practical business needs.

It is the intention of this policy that documents be retained only so long as they are (1) necessary to the conduct of the Association’s business; (2) required to be kept by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation. Retention periods are based primarily on current federal record-keeping requirements and state statutes of limitation. Currently relevant documents should be filed systematically and accessibly. Documents that must be maintained permanently can be catalogued and, if possible, reduced to some secure form of electronic record for storage and easy access when needed.

To achieve these objectives, procedures will be established so that documents are filed in the appropriate place, the number of copies is catalogued, and documents are retrieved and destroyed on pre-established "pull" dates. One individual will have overall responsibility for initial implementation and yearly review of compliance with this policy. The program itself will be reviewed periodically to ensure governmental requirements are being met, business needs are satisfied, and changes in hardware and software do not prevent access to stored electronic records.

Associations and member companies are also subject to criminal penalties under provisions of the Sarbanes-Oxley Act of 2002, which prohibits corruptly tampering with, altering, destroying or concealing records in an effort to prevent their availability for use in an “official proceeding.”

No document, including an electronic document, shall be intentionally altered, covered-up, falsified or destroyed, nor shall any employee or agent of AMCA be directed to do so, to prevent its use in an official proceeding. Upon becoming aware that any document may reasonably be anticipated to be useful in any actual or reasonably predictable official proceeding, staff shall override any document retention policy or procedure that might result in the destruction of or inability to find any such document. All attorneys employed or retained by AMCA shall be given a copy of this policy and are hereby instructed to inform AMCA management of any documents of potential use in an official proceeding.

The following schedule provides retention periods for the major categories of documents, *both paper and electronic*, for AMCA.

<u>Type of Record</u>	<u>Retention Period (years)</u>
<u>ACCOUNTING</u>	
Auditors' reports	Permanent (hereinafter "P")
Budgets	7
Cancelled checks, generally	6
Chart of accounts	6
Depreciation records	P
Officer, director and staff expense reports	3
Employee/contractor earnings records	3
End of year financial statements	P
Inventory lists	7
Invoices	7
Petty cash vouchers	3
Subsidiary ledgers (accounts receivable, accounts payable, etc.)	7
<u>CORPORATE</u>	
Annual reports	P
Approved Board minutes and records of all actions taken by Board without a meeting	P
Approved executive committee minutes and records of all actions taken by executive committee without a meeting	P
Approved minutes of all members'	

meetings and records of all actions taken by members without a meeting	P
Articles of Incorporation	P
Authorizations for expenditures	7
Bylaws(including prior versions)	P
Policies	P
Contracts, generally	Expiration +7
Contracts, sales (UCC)	7
Membership applications	5
Membership ballots	5
Membership names and addresses	Current
Notes (internal reports, memos, etc.)	3
Written communications to rejected applicants	5
Written communications to members, general	3
Written communications to members, member discipline	5

CORRESPONDENCE

General, routine	3
------------------	---

INSURANCE

Accident reports	7
Insurance policies	P

INTELLECTUAL PROPERTY

Trademark registrations, copyright registrations, patents P

LEGAL

Claims and litigation files (except drafts) P

TAXES

Exempt status IRS determination letter P

Income tax returns and cancelled checks (federal, state and local) P

Property tax returns P

Sales and use tax returns 4

WHISTLEBLOWER POLICY

Procedures for the Submission of Complaints or Concerns Regarding Financial Statement or other Disclosures, Accounting, Internal Accounting or Disclosure Controls, or Auditing Matters

AMCA has a responsibility for the stewardship of its resources. In addition to complying with the law, it is the policy of the Association to promote ethical practices and ethical treatment of its members and staff. Instances of known or suspected misuse of AMCA resources or other improper activities should be reported and appropriately investigated. Members, Board and Staff have a responsibility to each other and to the organization to maintain an environment in which (i) problems are reported and addressed immediately, and (ii) those who make such reports are protected from retaliation.

AMCA endorses and utilizes internal controls and operating procedures intended to prevent and detect improper activities.

The objective of the AMCA Whistleblower Policy is to establish policies and procedures for:

- a. The submission of concerns regarding questionable financial statement or other disclosures, accounting, internal accounting or disclosure controls or auditing matters by staff, directors, officers and other stakeholders of the organization on a confidential and anonymous basis.
- b. The receipt, retention, and treatment of complaints received by AMCA regarding accounting, internal controls or auditing matters.
- c. The protection of directors, volunteers and staff reporting concerns from retaliatory actions.

Procedure for Raising a Concern

1. Any AMCA Board member or officer shall promptly forward to the Executive Committee any complaints that it has received regarding financial statement disclosures, accounting, internal accounting or disclosure control or auditing matters, or disclosure violations. Any complaint will first be evaluated to determine whether it falls within the scope of this Policy. If it does not, it will be forwarded to the Association's General Counsel to handle in a manner in which he or she deems appropriate.
2. Any staff person or member of the AMCA may submit, on either a confidential, anonymous basis or a non-confidential, non-anonymous basis, any, good faith concerns regarding financial statement or other disclosure, accounting, internal accounting or disclosure controls, or auditing matters to the Association's General Counsel:

Managing Partner
How & Hutton, Ltd.
20 N. Wacker Dr., suite 4200
Chicago, IL 60606
312-263-3001 Fax: 312-372-6685
jmp@howehutton.com

The General Counsel shall forward complaints or concerns determined to be within the scope of this Policy to the Executive Committee. In the event that the complaint involves a member of the Executive Committee, then General Counsel shall forward complaints or concerns to the President.

3. Following the receipt of a complaint or concern within the scope of this Policy, the Executive Committee will investigate each matter reported and recommend corrective or disciplinary actions to the Board. The status of all pending complaints will be reviewed at each regularly scheduled Executive Committee meeting.

4. The Executive Committee may enlist committee members, staff, and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial statement disclosures, disclosure concerns or violations, accounting, internal accounting controls, or auditing matters. In conducting any investigation and to the extent possible consistent with the need to conduct an adequate review of any complaint or concern, the Executive Committee shall use reasonable efforts to attempt to protect the confidentiality and anonymity of the complainant.

5. The AMCA does not permit retaliation of any kind against staff or members for complaints submitted hereunder that are made in good faith. Should the identity of any person making a complaint or reporting a concern hereunder become known, the Executive Committee shall monitor any disciplinary action against such person. Additionally, no staff person or member shall be adversely affected because the staff person or member refuses to carry out a directive which, in fact, constitutes corporate fraud or is a violation of state or federal law.

6. Headquarters shall retain as a part of its records, for a period of no less than seven (7) years, all such complaints or concerns, together with the proceedings of the Executive Committee with respect thereto. All such records will be treated as confidential information.

APPENDIX L. INACTIVE PROCEDURES AND POLICIES

The following items are no longer active procedures but are included as reference material describing prior AMCA practices.

Cyberspace Subcommittee (Moved to Inactive Archive 11-2008)

- (a) Review content of webpage on a regular basis
- (b) Recommend advertising rates for webpage
- (c) Act as review board for webpage content
 - (d) Periodically compare AMCA web pages with other associations and make recommendations to the Board of Directors for improvements of design, function and security.
- (e) Act as resource for the web-master.

The Cyberspace subcommittee was disbanded by the AMCA Board at the 10-24-2008 Interim Meeting. The Cyberspace membership and responsibilities are assumed by the Special Publications subcommittee. This committee is no longer required since the web site is now managed by a company under HQ guidance

Business Manager Contract Template (removed to inactive archive 2008)

(This contract was developed in June 2004. It was reviewed by a lawyer retained by AMCA for consistency with New Jersey law and protection of AMCA interests)

BUSINESS MANAGER - EMPLOYMENT AGREEMENT

THIS AGREEMENT IS EXECUTED BY AND BETWEEN:

**AMERICAN MOSQUITO CONTROL ASSOCIATION (hereinafter referred to as
“Employer”)**

AND

**XXXXX
(hereinafter referred to as “Employee”)**

W I T N E S S E T H

WHEREAS, the Employer is a non-profit organization duly organized and existing under the laws of the State of New Jersey and provides leadership, information, and education leading to the enhancement of health and quality of life through the suppression of mosquitoes and other vector-transmitted diseases, and the reduction of annoyance levels caused by mosquitoes and other vectors and pests of public health importance.

WHEREAS, the Employee is experienced in various phases of the Employer’s business.

WHEREAS, the Employer desires to engage the Employee and the Employee desires to accept employment as the Business Manager for Employer’s business.

WHEREAS, the purpose of this Agreement is to establish, in writing, the terms and conditions of that employment.

NOW THEREFORE, in consideration of the mutual promises set forth in this Agreement, and intending to be legally bound, the parties agree as follows.

Section 1. Agreement for Employment. Subject to this Agreement’s terms and conditions, the Employer engages the Employee, and the Employee accepts employment as the Business Manager

for Employer. The Employee shall have the title of Business Manager, or any other title as shall be designated by the Employer.

Section 2. Term. This Agreement and the Employee's initial employment term shall become effective on XXXXX and shall terminate on XXXXX.

Section 3. Termination for Cause. The Employer shall have the right to terminate the Employee's employment at any time, with or without notice, "for cause." The term "cause" shall mean: (i) any breach or anticipated breach by the Employee of this Agreement's provisions; (ii) the conviction of the Employee for any felony or any other criminal offense, whether relating to employment or otherwise, involving fraud, dishonesty or moral turpitude; (iii) dependence on illegal controlled substances; (iv) personal dishonesty; (v) willful misconduct; (vi) willful violation of any state, federal or regulatory law, rule, statute or regulation. In the event that the Employee's employment is terminated "for cause," the Employee shall have no further rights to compensation of any kind or to any other remuneration or benefits for any period after the effective date of termination. Any termination of employment "for cause" shall be approved by a two-thirds (2/3) majority of Employer's Board of Directors following a hearing, at which the employee shall be present, at any Board of Directors meeting.

Section 4. Employee's Option to Terminate. The Employee may terminate this Agreement at any time upon thirty (30) days' written notice to the Employer. In the event that the Employee terminates this Agreement, the Employer shall be relieved of any and all obligations to the Employee under this Agreement on and after the thirtieth (30th) day following the Employee's notice pursuant to this Section. In such event, and at the Employer's sole option, the Employer may choose to pay the Employee one (1) month's salary, in which case the Employee's termination and separation shall be effective immediately as of the date of notice and the Employer shall be relieved of any and all obligations to the Employee under this Agreement as of the date of

notice. In the event the Employee terminates his employment pursuant to this Section 4, the Employee shall not be entitled to any severance pay.

Section 5. Discontinuance of Business. If, during the term of this Agreement, or any term of this Agreement's renewal, the Employer's business operations shall be discontinued, for whatever reason, this Agreement shall automatically terminate without further liability on the part of either the Employer or the Employee.

Section 6. Duties.

a. Generally. The Employee shall report generally to Employer's President or President-Elect, and shall at all times be subject to the general supervision and direction of the President, President-Elect, or the majority of the Board of Directors.

b. Specific Duties. The duties of the Employee shall include the performance of all of the duties typical of the position held by the Employee, including but not limited to: (i) managing Employer's day-to-day business operations; (ii) recommending the hiring (but not unilaterally hiring) of appropriate staff within the framework of Employer's budget; (iii) recommending the termination of staff, if appropriate; (iv) performing management assignments as delegated by Employer's Board of Directors; (v) providing technical and administrative assistance to other employees in their assignments, as needed; (vi) overseeing the operations and staff of Employer's central office; (vii) performing work as described by Employer's Business Manager Job Description; (viii) making arrangements for, and working with, local arrangements committee to organize annual meetings; (ix) performing such other and further duties as specified in Employer's Business Manager Job Description, annexed hereto as Exhibit A.

c. Minimum Hours. The Employee is expected to be present at the central office during the Employer's core business hours of 10:00am to 4:00pm daily, during the typical work week (Monday through Friday), with appropriate lunch and rest breaks, as determined by

Employer. Employee is required to advise Employer's President or President-Elect if he will not be present at the central office during the requisite hours, and the reasons therefore.

d. Attendance at Board Meetings. Employee is expected and required to attend Employer's Board of Directors interim meetings, annual Board of Directors meetings, annual Business Meetings, and the Washington Legislative Day Conference. Employee is required to advise Employer's President or President-Elect if he will not be in attendance at the foregoing meetings and the reasons therefore.

e. Employee Loyalty. The Employee recognizes and acknowledges his duty to be available to the Employer, at any time, whenever reasonably necessary, and at such places as the Employer shall in good faith require, or as the interests, needs, business or opportunity of Employer shall require. The Employee shall devote his entire productive time, ability and attention to the business of the Employer and shall perform all duties in a professional, ethical and businesslike manner, and shall not engage in any other business activity, similar to Employer's business, for remuneration or compensation without the Employer's prior written consent.

Section 7. Compensation. The Employer shall pay to the Employee as full compensation for the services to be rendered hereunder, the sum of XXXXXXXX per annum, for the period XXXXX through XXXXX, and the sum of XXXXXXXXXXXX per annum for the period XXXXX through XXXXX.

Section 8. Additional Benefits. In addition to compensation, as specifically set forth in Section 7 hereof, the Employee shall be entitled to various other benefits while employed with Employer.

a. Health Insurance. Employer shall pay, on Employee's behalf, health benefits up to XXXXX per month for the entire two (2) year term of this Agreement. In the event that

Employee desires additional health benefits which increase the monthly premium to more than XXXXX per month, the Employee shall be solely responsible for the difference in premium.

b. Retirement Account. Employer shall pay seven percent (7%) of Employee's gross pay to an account earmarked as Employee's retirement account. This payment shall be made on a monthly basis and equates to XXXXX per month for the first year of this Agreement, and XXXXX per month for the second year of this Agreement.

c. Reimbursement of Expenses. Employer will compensate the Employee for necessary, reasonable, eligible and documented business expenses incurred in the scope of Employee's duties and responsibilities. Reimbursement shall be made by the Employer within thirty (30) days of the Employee's submission of a signed statement itemizing all expenses and attaching original receipts for all expenses claimed for reimbursement.

Section 9. Return of Property. Immediately upon the Employee's termination of employment, for whatever reason, the Employee shall immediately deliver to the Employer all documentation and other property that belongs to the Employer that pertains to the business or financial affairs of the Employer.

Section 10. Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services, if to the Employer, to the Employer's central office, and if to Employee, to the last known address on file in Employer's records.

Section 11. Final Agreement. This Agreement represents the entire agreement by and between the parties and relating to the Employee's employment with the Employer, and terminates and supersedes all prior written or oral understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

Section 12. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of New Jersey.

Section 13. Headings. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

Section 14. No Assignment. Neither this Agreement nor any interest in this Agreement may be assigned by the Employee without the prior express written approval of the Employer, which may be withheld by the Employer at the Employer's absolute discretion.

Section 15. Effect of Waiver. The waiver by either party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach.

Section 16. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the _____ day of _____ 200X.

**AMERICAN MOSQUITO CONTROL ASSOC.
Employer**

BY: _____
signed by president

insert employee name

EXHIBIT A

BUSINESS MANAGER DUTIES

The role of the Business Manager is to coordinate the business activities of the Association. This is a high level administrative position requiring ability to supervise employees, interact with the officers, Board and committee Chairs and adhere to strict deadlines for completion of duties. The specific functional activities are as follows:

(1) Member Services

- supervise the creation and maintenance of a complete database of all members
- prepare & coordinate membership renewal procedure
- support the committee recruitment of all classes of members
- prepare & update membership directory
- consult with insurance provider to ensure adequate coverage
- manage day to day operations of Central Office; handle and, when warranted, forward communications
- recruit and supervise AMCA Central Office employees
- provide for support services for Technical Advisor
- assist Legislative committee in preparation for Legislative Day
- conduct election ballot process and Bylaws changes as described in the Bylaws, procedures manual, and as directed by the BOD
- coordinate the management and maintenance of the AMCA web page and coordinate modifications as directed by the Officers, BODs and Committees to meet the needs of the Association's member communication needs.

(2) Coordination of financial affairs with Treasurer & Finance Chair & Bookkeeper

- maintain a general ledger, post receipts and disbursements, issue checks on own or joint signatures
- prepare monthly / annual reports, including check register, revenues, expenses and balance sheet
- maintain and reconcile all AMCA accounts
- prepare annual, Annual Meeting and Legislative Day budgets along with Treasurer and committee input
- prepare AMCA books for annual audit
- prepare Menu of Options for BOD approval and solicit support
- file all necessary documents with state and federal regulatory agencies
- inform BOD of Central Office needs and recommend available options

(3) Coordinate annual business meeting and annual and interim Board of Directors meetings

- work with Annual Meeting and Local Arrangements committees on site selection and responsibilities
- negotiate with selected venue for best available rates
- coordinate meeting and special room utilization with Annual Meeting Chair
- prepare meeting registration announcement & mail solicitation to membership
- establish registration records for attendees
- prepare BOD and annual meeting agendas with President
- purchase items necessary for distribution to attendees
- process & collect registration vouchers, purchase orders and checks
- coordinate on-site registration and pre-registration
- select food items for meal events
- work with Annual Meeting and Local Arrangements committees to keep within proposed budget
- provide for the recording and transcription of official minutes of BOD and general membership meetings

- assist Industry, Local Arrangements and Annual Meeting Chairs in identifying events, functions, and other items available for sponsorship and in identifying appropriate sponsors.
 - coordinate industry support of events, functions, and other items available for sponsorship.
 - coordinate exhibitors & conduct exhibit booth lottery
- (4) Coordinate publication of AMCA Journal, AMCA Newsletter & Wing Beats
- work with Editor of Journal of AMCA to solicit advertising for the Journal
 - work with the printers of all publications to ensure timely publication and distribution to the members
 - work with Editor of the AMCA Newsletter to solicit sponsorship of each Newsletter
 - work with Editor of Wing Beats to ensure worldwide distribution
 - solicit bids for printing of all AMCA publications
- (5) Communicate with Officers, Directors, and Technical Advisor
- communicate with the AMCA president at least once each week via telephone or e-mail to keep the president informed of AMCA operations.
 - provide a first draft version of minutes from the Board of Directors meetings and Business Meetings to Officers, Directors and Technical Advisor within 4 weeks of the end of the meeting. The Business Manager is authorized to add staff as required to meet this deadline.

In addition to the preceding responsibilities, the Business Manager will be responsible for other reasonable duties that from time to time may be assigned by the Board of Directors

Business Manager Duties (removed to inactive archive 2008)

The Business Manager is the appointed director of management for the Association. This is a bonded position, renewable at two year intervals. The Business Manager is responsible for maintaining HQ, selecting and supervising staff, authorizing paychecks and other expenditures, and conducting the business affairs of the Association under the supervision of the President. Revenues and expenses are recorded in the Association ledgers and fiscal activities are conducted on a continuous basis. Technical matters relating to biology and control and media issues are passed to the Technical Advisor for response and resolution. Clerical assistance from HQ and budgeted out sources for committee activities are provided on an as needed basis, as requested by the Technical Advisor and approved by the President.

The Business Manager provides support for the Board, coordinates the preparations for Board meetings, sets up meeting rooms, records minutes, and provides the clerical support required. The Business Manager provides continual and long term support and management of the administrative functions for the annual meeting, including responsibility for coordinating contracts and fiscal matters.

The Business Manager coordinates the business activities of the Association. This is a high level administrative position requiring ability to supervise employees, interact with the Officers, Board and committee Chairs and adhere to strict deadlines for completion of duties. The specific functional activities are as follows:

Member Services

- Supervise the creation and maintenance of a complete database of all members
 - Prepare and coordinate membership renewal procedure
- Support the committee recruitment of all classes of members
- Prepare and update membership directory
- Prepare and update agency directory
- Consult with insurance provider to ensure adequate coverage
- Manage day to day operations of HQ; handle and, when warranted, forward communications
- Recruit and supervise AMCA HQ employees
- Provide for support services for Technical Advisor
- Assist Legislative Committee in preparation for Legislative Day
- Conduct election ballot process and Bylaws changes as directed by the BOD

Coordination of financial affairs with Secretary/Treasurer, Finance Chair and Bookkeeper

Maintain a general ledger, post receipts and disbursements, issue checks on own or joint signatures

Prepare monthly / annual reports, including check register, revenues, expenses and balance sheet

Maintain and reconcile all AMCA accounts

Prepare annual, Annual Meeting and Legislative Day budgets along with Treasurer and committee input
Prepare AMCA books for annual audit
Prepare Menu of Options for BOD approval and solicit support
File all necessary documents with state and federal regulatory agencies Inform BOD of HQ needs and recommend available options

Coordinate annual business meeting and annual and interim Board of Directors meetings

Work with Annual Meeting and Local Arrangements committees on site selection and responsibilities
Negotiate with selected venue for best available rates
Coordinate meeting and special room utilization with Annual Meeting Chair
Prepare meeting registration announcement and mail solicitation to membership Establish registration records for attendees
Prepare BOD and annual meeting agendas with President
Purchase items necessary for distribution to attendees
Process and collect registration vouchers, purchase orders and checks coordinate on-site registration and pre-registration
Select food items for meal events
Work with Annual Meeting and Local Arrangements committees to keep within proposed budget
Record and transcribe official minutes of BOD and general membership meetings Assist Industry, Local Arrangements and Annual Meeting Chairs in execution of Menu of Options
Coordinate industry sponsorship of Menu of Options
Coordinate exhibitors and conduct booth lottery

Coordinate publication of *AMCA Journal*, *AMCA Newsletter* and *Wing Beats*

Work with Editor of Journal of AMCA to solicit advertising for the Journal
Work with the printers of all publications to ensure timely publication and distribution to the members.

Work with Editor of the *AMCA Newsletter* to solicit sponsorship of each *Newsletter* Work with Editor of *Wing Beats* to ensure world-wide distribution Solicit bids for printing all AMCA publications. In addition to the preceding responsibilities, the Business Manager will be responsible for other reasonable duties that from time to time may be assigned by the Board of Directors.