

BY-LAWS  
of the  
VERTEBRATE PEST CONFERENCE

ARTICLE I  
Objectives

- Section 1. To exchange information on Vertebrate Pest Management and related matters through periodic meetings and other appropriate means.
- Section 2. To advance environmentally safe Vertebrate Pest Management methodology.
- Section 3. To advance undergraduate and graduate education in Vertebrate Pest Management.
- Section 4. To cooperate with public and private agencies in the solution of problems relating to Vertebrate Pest Management.
- Section 5. To consider and refer to the proper agencies, problems of mutual concern in the field of Vertebrate Pest Management.
- Section 6. To foster educational work on Vertebrate Pest Management through all appropriate agencies.
- Section 7. To encourage research by both public and private agencies on problems and their solutions as related to Vertebrate Pest Management.
- Section 8. To promote uniformity and coordination of activities among agencies concerned with the regulatory aspects of Vertebrate Pest Management.

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ARTICLE II  
Members

- Section 1. Membership in the Conference may be in one of four classes.
  - A. Permanent members
  - B. Regular members
  - C. Associate members
  - D. Lifetime members
- Section 2. Permanent and regular members shall comprise the Vertebrate Pest Council.
- Section 3. Permanent members shall be those having indefinite term appointments on the Council.
- Section 4. Regular members shall be those having specific 3 year term appointments on the Council.
- Section 5. Associate members shall be all persons, other than permanent and regular members, registering at the immediate past conference, or other official open meetings sponsored by the Council.

- Section 6. Lifetime members shall be Council members, or others who have made extraordinary contributions to the Conference over a number of years.
- Section 7. Membership shall be contingent upon payment of dues in such sums as may be determined by the Council from time to time. Period for dues shall be from Conference to Conference.
- Section 8. Only council members shall have voting privileges.

#### ARTICLE III Officers

- Section 1. The officers of the Conference shall be a Chair, a Chair-elect, a Business Manager and an Editor. The Executive Board shall nominate both the Chair and Chair-elect with consideration given to prospective nominees who may be suggested by Council members. Such nominees shall be affirmed by a majority vote of the Council members present and voting at the first meeting of the Vertebrate Pest Council following the immediate past Conference. In addition to the elected officers, there shall be a Business Manager and an Editor appointed by and serving at the pleasure of the Executive Board. The officers shall serve until their successors have been elected or appointed. Elected officers will normally progress from Chair-elect to Chair. A vacancy in any office shall be filled (for the unexpired term) by appointment of the Executive Board with the approval of the Council.

#### ARTICLE IV Duties

- Section 1. Chair: The Chair shall preside at all meetings of the Conference, the Executive Board and the Vertebrate Pest Council, and shall perform any other duties or functions authorized by the Executive Board. The Chair may appoint such committees, their members, and chair, as deemed necessary to assist in carrying out the purposes of the Conference. The Chair is an Ex Officio member of all committees of the Conference. The Chair and the Editor shall co-edit the Conference Proceedings.
- Section 2. Chair-elect: The Chair-elect shall perform the duties of the Chair in the absence of the Chair or because of failure or inability to act. The Chair-elect shall record the minutes of all scheduled meetings of the Executive Board and the Vertebrate Pest Council.
- Section 3. Business Manager: The Business Manager shall receive all dues or other payments due from members, shall be the custodian of funds of the Conference; shall keep an account of all monies received and expended; shall make commitments and disbursements authorized by the Board; shall keep all funds in such depositories as the Executive Board may prescribe from time to time. On demand, the Business Manager shall make a full report to the Executive Board or the regular members covering the financial affairs of the Conference. All funds, books, records and vouchers under the Business Manager's control, shall at all times be subject to inspection and verification of the Executive Board. At the expiration of term of office, the Business Manager shall deliver all books, records, money and accounts pertaining to or belonging to the Conference to the new Business Manager. The Business Manager may receive a reasonable expense allowance, as determined by the Board, for performing assigned duties; in such case, an itemized account of all such personal expenses requiring reimbursement shall be kept. The Business Manager shall keep a proper book

showing the name of each regular, associate and lifetime member of the Conference, shall keep a permanent file of the minutes of all official meetings; and shall discharge such other duties as may be prescribed by the Board.

- Section 4. Editor: The Editor shall be responsible for overseeing the publication of the Conference Proceedings and any other Council publications. The Editor and the Chair shall co-edit the Conference Proceedings.

#### ARTICLE V Meetings

- Section 1. Meetings of the Vertebrate Pest Council shall be held when determined by the Chair of the Conference, by at least two members of the Executive Board, or five or more members of the Council.
- Section 2. Members of the Council shall be notified of meetings at least two weeks prior to the meeting. Members unable to attend shall notify the Chair.

#### ARTICLE VI Vertebrate Pest Council

- Section 1. The Vertebrate Pest Council shall consist of those members of the California Vertebrate Pest Committee present at the adoption of these By-laws and those persons concerned with the management of vertebrate pests and are appointed by the Council or who apply for membership and are approved by a majority vote of the Vertebrate Pest Council.
- Section 2. The Vertebrate Pest Council shall conduct the business of the Conference, fix the dates and place of each Conference, and assist in developing the program for each Conference.
- Section 3. Permanent members are those who apply for membership and are approved by a majority of the Vertebrate Pest Council.
- Section 4. Regular members may be nominated by any Council member or appointed by other means by majority vote of the Council at a regularly scheduled meeting.
- Section 5. Lifetime members may be nominated by any Council member. Nominations must be submitted in writing to the Executive board for approval and must be approved by a simple majority vote of the Council.
- Section 6. Council members who become lifetime members will continue as Council members until such time as they become inactive.
- Section 7. Seven members of the Council shall constitute a quorum.
- Section 8. Any Council member failing to attend at least one Council meeting between two consecutive conferences shall automatically lose membership status in the Council.
- Section 9. All Council members should assess their willingness to actively participate in the Council. Any Council or lifetime member can resign by submitting a written request to the Chair.

- Section 10. Any member may be removed from the Council on a two-thirds majority vote of the members present at any regularly scheduled meeting, providing the proposed removal was identified on the agenda sent at least two weeks prior to the meeting.

ARTICLE VII  
Executive Board

- Section 1. The officers of the Conference, and the two Immediate Past Chairs shall constitute the Executive Board. By recommendation of the Executive Board and approval of the Council, one Council member can be added to the Executive Board for a three year term.
- Section 2. The Executive Board shall have general supervision of the affairs of the Conference between its meetings and shall perform such other duties as are specified in these By-laws.
- Section 3. Three members of the Board shall constitute a quorum.
- Section 4. The Executive Board shall meet at the call of the Chair or any three members of the Board.

ARTICLE VIII  
Conference Committees

- Section 1. Program: The Program Chair shall be appointed by the Conference Chair. The Program Committee Chair with the assistance of the Council, shall plan and carry out an effective program for the Conference, subject to approval of the Executive Board.
- Section 2. Arrangements: The Chair shall be appointed by the Conference Chair. The Arrangements Committee Chair shall appoint sufficient assistants to effectively and efficiently register members at the Conference.
- Section 3. Registration: The Chair shall be appointed by the Conference Chair. The Registration Committee Chair shall appoint sufficient assistants to effectively and efficiently register members at the Conference.
- Section 4. Publicity: The Chair shall be appointed by the Conference Chair. The Publicity Committee Chair shall appoint sufficient assistants to publicize effectively the activities before and during the Conference.
- Section 5. Other: The Conference Chair may appoint other conference committees as deemed necessary and appropriate.

ARTICLE IX  
Order of Business

- Section 1. All business sessions of the Conference shall be conducted according to Robert's Rules of Order, newly revised.

ARTICLE X  
Publications

- Section 1. The Conference Proceedings, consisting of submitted papers, shall be the official publication of the Conference.

Section 2. The Council may authorize the issuance of such other publications as it deems fitting and desirable within the scope of the objectives set down in Article I.

ARTICLE XI  
Amendments

Section 1. These By-laws can be altered or amended by a majority vote of the eligible voting members present at any scheduled business meeting of the Vertebrate Pest Council.

Revised and Approved 3/09/2005

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John O'Brien, Chair