

Louisiana Mosquito Control Association

Policy Document

Modified on: 07/20/2025

Section A: Order of Business at the Annual Meeting

The order of business at the Annual Meeting shall include, but is not limited to, presentations by the officers and committees of their respective reports. These reports provide updates on the Association's activities, finances, and strategic initiatives and are essential for transparent communication with the membership.

Section B: Financial Management

The Secretary-Treasurer shall retain qualified accounting services to ensure compliance with all tax filing requirements and to facilitate any necessary advanced financial reporting. This ensures that the Association's financial records are maintained accurately and in accordance with applicable laws and best practices.

Section C: Membership Termination

The Association reserves the right to terminate the membership of any member for due cause. Except for non-payment of dues, no membership shall be terminated without first providing the member an opportunity for a hearing before the Board of Directors. Termination of membership requires a two-thirds (2/3) vote of the Board members present at the hearing. Membership dues are non-refundable. In the event of termination, whether voluntary or involuntary, no portion of dues paid for the current year shall be returned to the member.

Section D: Code of Ethics and Professional Conduct

All members, officers, and representatives of the LMCA are expected to adhere to the Association's **Code of Ethics and Professional Behavior**. These codes set forth standards for integrity, respect, and professionalism in all activities related to the Association. Reporting procedures for violations or concerns shall be clearly established and maintained by the Board to ensure accountability and resolution.

Section E: Education Committee Budget and Reporting

Effective January 1, 2026

Beginning in fiscal year 2026, the LMCA Education Committee shall be allocated an annual budget of \$5,000 to support its mission of outreach, training, and public education related to mosquito and vector control.

Eligible expenses may include, but are not limited to:

- Educational materials and supplies
- Public outreach programs, school visits, or exhibits
- Event registration or exhibit fees
- Printing, promotional, or communication materials
- Travel costs associated with LMCA-approved educational activities

Carryover Policy

Unspent funds from the Education Committee's annual budget may be carried over to the next fiscal year to support future committee initiatives. However, the total Education Committee balance shall not exceed \$15,000 at any time. Any excess funds remaining at year-end beyond this threshold shall revert to the general operating fund of the Association.

Expense Documentation - must be submitted to the LMCA Secretary-Treasurer in a timely manner.

All expenses must be submitted with the following information:

- Date of expense
- Amount
- Description of the goods/services purchased
- Clear justification or rationale connecting the expense to the committee's educational goals

Annual Reporting Requirement

In order to ensure fiscal transparency and support LMCA's strategic planning efforts for statewide educational outreach, at the December Board of Directors meeting each year, the Education Committee shall present a formal report that includes:

- A summary of expenses incurred during the budget cycle
- Events hosted, attended, or supported by the committee
- Total number of individuals reached or served through committee efforts
- Key outcomes and accomplishments aligned with LMCA's educational mission

Section F: Officer Roles & Responsibilities Policy

This policy outlines the responsibilities, expectations, and duties of elected and appointed officers of the Louisiana Mosquito Control Association (LMCA). It is intended to support effective governance through clarity and accountability.

1. President

Term: 1 year (following service as Vice President/President-Elect)

Elected by: Succession from Vice President role

Key Responsibilities:

- Preside over all LMCA Board and General Membership meetings
- Set meeting agendas in coordination with the Board
- Serve as LMCA's official spokesperson
- Ensure execution of Board decisions and policies
- Appoint committees/task forces (with Board approval)
- Provide leadership and strategic direction

Expected Contributions:

- Maintain communication with Board and members
- Represent LMCA at conferences and events
- Uphold and model LMCA's ethical standards

2. Vice President (President-Elect)

Term: 1 year

Elected by: General membership

Key Responsibilities:

- Support the President in leadership duties
- Serve as acting President as needed
- Prepare to assume the Presidency
- Participate in strategic and committee planning

Expected Contributions:

- Engage in LMCA initiatives and communications
- Learn LMCA operations and strategic goals

3. Secretary-Treasurer

Term: Serves at the discretion of the Board

Appointed by: Board of Directors

Key Responsibilities:

- Record and maintain minutes of all meetings
- Manage LMCA's records and financial transactions
- Collect dues and report finances quarterly/annually
- File taxes and ensure compliance (see Section B)

Expected Contributions:

- Collaborate with staff/volunteers on finance management
- Maintain transparency and accuracy

4. Additional Officers

As determined by the Board of Directors, additional officers may be appointed. Their roles and responsibilities will be defined upon appointment and incorporated into this policy via amendment.

General Expectations for All Officers

All officers are expected to:

- Act in LMCA's best interest
- Attend and actively participate in Board meetings
- Maintain confidentiality of sensitive matters
- Adhere to LMCA's Code of Ethics and Conflict of Interest policies
- Complete duties professionally and punctually

