

MAINE ANIMAL CONTROL ASSOCIATION

Adopted by the Membership April 6, 2018

Constitution and By-Laws

Article I The name of this organization shall be Maine Animal Control Association, herein referred to as MACA.

Article II MISSION STATEMENT

The Maine Animal Control Association strives to protect the well being of all animals, domestic or wild. To enforce without prejudice, all state and local laws relevant to all animals and to enforce and educate the community, legislative and administrative personnel on the significance and diversities of the Animal Control Officer. To promote and encourage the opportunities for educational standards and requirements by which the performance of our profession may be measured. To participate in the active development of resolutions on the local, state and federal level concerning Animal Welfare and Animal Control. We must always keep a high emphasis on education and training. MACA is committed to doing just that.

Article III Affiliation

The "Association" shall be and hereby is affiliated with the Maine Municipal Association, herin referred to as MMA

Article IV Membership

1. Voting Privileges: Membership in MACA shall be limited to "Certified" Animal Control Officers who meet the minimum requirement as specified in M.R.S.A. Title & § 3947. Members must maintain their certification status as required by state statute. Membership is offered to any Law Enforcement Officer as defined by stated statute whose responsibilities include the enforcement of the Animal Welfare Laws of the State of Maine.
2. Non-voting Member: Membership shall be open to all interested individuals who do not qualify under the voting membership requirements. Dues shall be the same as regular voting membership.

Article V MEMBERSHIP DUES

1. Regular Member: Any person, animal control officer, or law enforcement officer.

2. The Executive Committee, prior to January 1 of each year, shall set membership dues payable by the end of the first quarter of that year. Anyone delinquent in dues at the end of the grace period shall be dropped from the active membership list. Adopted April 4, 2014

Article VI EXECUTIVE COMMITTEE

1. **Executive Committee**: The Executive Committee shall include the President, Vice President, Secretary/ Treasurer, the immediate Past-President and four Regional Directors with geographical consideration being given for Southern, Western, Northern, and Central/Eastern regions. The President shall be elected for a two year term. The four Regional Directors shall serve two years, with two appointed each year. Any vacancy in the Executive Committee, excluding the President, shall be filled until the end of that term, by a majority vote of the Executive Committee. The Executive committee shall meet no less than twice annually and at such other times as deemed necessary by the President. The Executive committee shall transact business of MACA and shall make recommendations to the membership at meetings of the MACA.
2. **Duties**: The duties of each of the Officers shall be the usual duties of their respective offices necessary in order to carry out the general activities of MACA, including but not limited to the following:
 - a. President-executive leadership of MACA. Promotes professional growth of MACA and its members.
 - b. Vice President- Promotes professional growth of MACA and of its members; serves as President in the absence of that Officer.
 - c. Southern, Northern, Western, Central/Eastern Regional Directors- Promotes coordination of training, meetings, and assists with specific location needs.

A simple majority of the Executive Committee shall constitute a quorum necessary for the discharge of business at the annual meeting.

The Executive Committee may vote upon any issue submitted to the President, either in person, by mail, by any electronic form of communication, , or by telephone. All issues sent must be received by the President 72 hours prior to the commencement of the Executive Committee meeting in which each issue will be voted and acted upon.

3. **Special Committees**- Special committees shall be formed as necessary by majority vote of the Executive Committee. Any special committee members shall be appointed by the Executive Committee but shall not be considered members of the Executive Committee.

Article VII ELECTION OF PRESIDENT

The only elected officer shall be the President, who in turn shall appoint the following positions: (1) Vice President, and (2) Treasurer/Secretary.

Eligibility for Office: To be eligible as a Executive Committee member of MACA, the candidate must be a regular member and have been a regular member in good standing for a period of at least two (2) years.

Article VIII NOMINATIONS

Nominations for the slate of officers shall be submitted to: Maine Animal Control Association, 60 Community Drive, Augusta, Maine 04330. Nominations must be postmarked and received 15 days in advance of the ANNUAL MEETING. Names submitted after 15 days will not be considered for election and are disqualified from the election process.

Article IX ASSOCIATION MEETINGS

There shall be an Annual Meeting for the purpose of electing the President and to conduct other business. The Annual Meeting shall be held the first week of April each year. The Annual Meeting must be chaired by the President, Executive Committee or their designee. Statewide MACA meetings may be held by Regional Directors to address local issues. An Executive Committee member must chair these meetings in order to be recognized and accepted by the MACA. The Regional Director will report directly to the President and/or Executive Committee.

Article X FINANCIAL RESPONSIBILITY

No individual or committee of MACA shall be authorized to create any financial liability until the Executive Committee has approved its purpose and amount.

Article XI NEWSLETTERS/WEBSITE/SOCIAL MEDIA

1. Newsletter and Website

A bi-annual newsletter or as time allows will be sent to all members of the Association. The purpose of the newsletter will be to keep everyone informed on the events around the state and of any laws that will have an effect on MACA members and their community. The MACA website is available and maintained by contract with MMA, and maintained by a person appointed by the President. The purpose of the site will be to inform members of events, proposed legislative changes and to conduct surveys as needed. The site is an informational connection.

2. Social Media

See Exhibit 1 attached

Article XII PARLIAMENARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised will govern MACA in all cases to which they are applicable and in which they may not inconsistent with these bylaws and any special rules of order MACA may adopt.

Article XIII AMENDMENTS

A copy of each proposed amendment to these bylaws must be distributed to every member of MACA fifteen (15) days before the next annual meeting. The amendments may be discussed and modified before a vote at the annual meeting. Proposed and revised amendments to the by-laws become effective when approved by a simple majority of members present at the annual meeting.

Article XIV EXECUTIVE COMMITTEE MEETINGS

The President may call a meeting of the Executive Committee at any reasonable time to conduct business and to take up other issue that may arise. Notification of these meetings to the general membership is not required and attendance at these meetings is not required. Any member may attend these meetings. Members will have the responsibility to contact the President for scheduling of Executive Committee Meetings.

Article XV NECESSARY REQUIREMENT TO SERVE AS PRESIDENT

At the time of election, and throughout the term of the President, the individual must be employed and working as an ACO for a municipality within the State of Maine. If for any reason the President is no longer employed as an ACO and is not working for a municipality within the State of Maine, the President shall submit their resignation of the Executive Committee at once. In the event of this happening, refer to Article XVI-A.

Article XVI REPLACEMENT OF THE PRESIDENT

- A. If the President is unable to fulfill the duties of the office the Vice-President will fill the position of the President until the next Annual Meeting.
- B. If the Vice President is unable to fill the position the Executive Committee members will fulfill replacement of the President until such time of the annual meeting.

Article XVII CODE OF CONDUCT

TO BE VOTED UPON