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Article I

This association shall be known as Michigan Pest Control Association, Incorporated. The purpose of the corporation shall be as follows:

1. To promote, attain, and maintain a high standard of ethics in the pest control industry.
2. To foster research and diffusion of knowledge of the industry and to promote education and training among its members.
3. To promote safety in application of pesticides for the protection of the environment.
4. To promote the social welfare of its members.
5. To foster, promote, maintain, and encourage the civic, social, and industrial welfare of the industry.
6. To do charitable acts.
7. To cooperate with existing governmental authorities for the good of the community and industry.
8. To endeavor to bring about a condition where:
 - a. The members in their advertising or solicitation of business shall not use any misleading, or fraudulent methods.
 - b. That members will not accept a contract or service agreement without rendering skilled, intelligent, conscientious service.
 - c. A thorough analysis of the requirements of clients and a conscientious recommendation by the operator of the best means suitable to the client's needs.

Article II

Membership & Qualification for Membership

Section 1. Classes of Membership

There shall be six (6) classes of Membership.

- 1a. **ACTIVE MEMBERS:** Any pest control firm, who, in the opinion of the Board of Directors, is in sympathy with and adheres to the purposes of the association, complies with all the provisions of the by-laws, passes an association membership approval, and who is licensed by the appropriate regulatory agency, shall be eligible for active membership and entitled to one (1) vote.

- 1b. Membership in the association belongs to the firm, rather than to the individual. However, the firm shall designate the "VOTING MEMBER" on the membership application. Each firm is allowed 1 vote subject to Article III voting privileges.

The membership of a firm shall be approved or rejected on the basis of the qualifications, integrity, character, and activities of the owner or manager and the individuals who work under his/her supervision. In the event the "OWNERSHIP" of a firm shall change, the new owner or manager shall immediately submit a membership application to the Board of Directors for continued membership under the new management.

2. **ASSOCIATE MEMBERS:** An associate member shall be a certified non-licensed pesticide applicator in the State of Michigan who is certified and any pest control firm operating in Canada or a neighboring state. Election to membership shall be by a majority vote of the Board of Directors. Associate members shall pay the dues and

1 assessments of active members, but shall not be eligible for an elective office and shall
2 not have the power to vote. An associate member shall be able to serve on association
3 committees.
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6 3. ALLIED MEMBERS: Any person, firm, or corporation not regularly engaged in pest
7 control service work, but who primarily manufactures or supplies product, equipment
8 and any material to the pest control industry, shall be eligible for membership.
9 (Election to membership shall be by a majority vote of the Board of Directors.) Allied
10 members shall pay the same dues and assessments as active members, but shall not be
11 eligible for an elective office and shall not have the power to vote. An allied member
12 may serve on committees.
13

14 4. HONORARY MEMBERS: A person who is not actively engaged in pest control, but
15 who has made outstanding contribution to the pest control industry or to the
16 association shall be eligible for honorary membership. Honorary membership is
17 conferred after recommendation by a majority of the Board of Directors, and approved
18 by two-thirds of the members present at the next General Membership Meeting.
19 Honorary members shall not be liable for dues or assessments.
20

21 5. LIFE MEMBERSHIP: An individual who has been the authorized representative of an
22 active member may upon retirement from the industry be eligible for life membership.
23 Life membership is conferred after recommendation by a majority of the Board of
24 Directors, and approved by two-thirds of the members present at the next General
25 Membership Meeting. Life members shall not be liable for dues or assessments.
26

27 6. LIMITED MEMBERSHIP: Any Pest Control Firm which states that it is in sympathy
28 with purposes of the Michigan Pest Control Association but does not fulfill all the
29 requirements for Active Membership with voting rights as designated in Article III,
30 Section 1, 1. Limited member firms shall pay the same dues and assessments as active
31 members but shall not be eligible for any elective office and shall not have the power
32 vote.
33

34 7. COOPERATIVE MEMBERSHIP: An individual who is the authorized representative
35 of a non-profit organization. Election to membership shall be by a majority vote of the
36 Board of Directors; with reciprocal membership granted from said non-profit
37 organization. Cooperative members shall not be liable for dues, fees or assessments
38 and shall not be eligible for an elective office. Cooperative members shall not have the
39 power to vote. Cooperative members may serve only on select committees at the
40 discretion of the President of the MPCA.
41

42 8. ACADEMIC MEMBERSHIP: A person who is not actively engaged in pest control and
43 "Not for Hire", but is an Associate, Student, Associate Professor or Professor with an
44 Academic Association (ex. University, College). A person who is in agreement with the
45 published mission and purpose of the MPCA. Election to membership shall be by a
46 majority vote of the Board of Directors. Academic Members shall be liable for the
47 published membership rates. Academic Members shall not be eligible for an elective
48 office and shall not have the power to vote. An Academic Member may serve on
49 committees: however, they may not make up a majority of any committee, except in the
50 case of an ad hoc committee.
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1 Section 2. Membership
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3 1. PROCEDURES: Election to membership in the Michigan Pest Control Association
4 shall be as follows. An application, accompanied by dues payment, shall be submitted
5 to the Executive Secretary of the Association in writing. Said secretary shall publish
6 the application request to the membership. If no protests are received in writing within
7 thirty days of publication, said secretary will submit the application to the Board of
8 Directors for consideration. If an application is protested in writing by any member of
9 the association, a full investigation of the applicant shall be conducted by the
10 membership committee. This report along with the members protest shall be
11 submitted to the Board of Directors. Said Directors shall approve or reject membership
12 of the applicant by majority vote of those present at any meeting of Said Directors.
13

14
15 2. REMOVAL: Members of any classification may be removed from membership by the
16 Board of Directors for cause by two-thirds vote. For any cause other than non-payment
17 of dues or assessments, removal shall occur only after the member complained against
18 has been advised of the complaint lodged against him and has been given reasonable
19 opportunity for defense (through the grievance procedure) and such member, if
20 removed, may appeal the decision of the Board to any regular or special meeting of the
21 members, providing that the notice to intent to appeal is provided in writing to the
22 Executive Secretary of the association at least ten days in advance of the meeting.
23

24 3a. GRIEVANCE PROCEDURES AND DISCIPLINARY ACTIONS: The conduct of
25 members of this association shall be expected at all times to be in accordance with the
26 purposes of the association, the interpretation of which shall be vested in the Board of
27 Directors.
28

29 3b. A complaint against any member of the association may be filed informally with the
30 president. It shall be required only to set forth the facts of the complaint in general
31 terms and the complaint shall not be ruled invalid for want of particularity. Lack of
32 formality shall be the rule of the association rather the exception, due to the informal
33 method of dealing with complaints as set forth below.
34

35 3c. When a complaint is received by the president, from any source, it will be immediately
36 investigated by the President. If the complaint appears to be valid, the president shall
37 refer the complaint to the Grievance Committee as soon as practical.
38

39 3d. In the event the president is unable to resolve the complaint, he shall instruct the
40 grievance committee to conduct a hearing on the subject. The hearing shall be informal
41 and the grievance committee shall have the sole power to determine the character of
42 the evidence to be heard and the manner of its presentation. In no event shall the
43 accused be denied the right to be heard if he presents himself and his witnesses at the
44 time and place of the hearing, notice of which will be given by registered mail at least
45 thirty (30) days prior thereto.
46

47 3e. The grievance committee shall report to the Board of Directors the results of the
48 hearing and if the Board of Directors determines that the complaint is totally
49 unfounded, it may order the dismissal of the complaint. The Board of Directors may
50 find that the complaint is sustained, in part, in which case, the Board of Directors may
51 order the accused to correct the sustained part of the complaint or suffer such
52 disciplinary action as the Board of Directors may determine. The Board of Directors
53 may also determine that the complaint is wholly sustained by the evidence and the
54 reasonable deductions and inferences drawn from the evidence, in which case the

1 Board of Directors may determine the punishment of the accused. Such punishment
2 may range from an official reprimand to permanent expulsion from the association.
3

4 3f. The Board of Directors, upon a finding of guilt against the accused, shall have the right
5 to determine the reasonable cost of the hearing to the association, and may require the
6 accused to pay such costs in connection with any penalty inflicted. In case of such
7 determination of costs, the payment thereof shall constitute a condition precedent to
8 continuation of/or reinstatement to membership in the association.
9

10 3g. In the event a member is expelled, a petition for reinstatement shall not be entertained
11 by the Board of Directors until one full year has lapsed from the date of the final order
12 of expulsion, and if reinstatement is permitted, it shall be under such terms and
13 conditions as the Board of Directors shall see fit, but not inconsistent with paragraph
14 one of this section.
15

16 3h. If an officer or director of the association is accused and convicted in the manner
17 described above, and punished by suspension or expulsion, his right to hold office shall
18 cease immediately upon conviction, and the office or directorship held by him shall
19 become immediately vacant.
20

21 4. REINSTATEMENT: Any former member (either resigned or expelled) desiring
22 reinstatement must make application in the same manner as a new applicant. The
23 application for reinstatement shall not be approved except upon condition of payment
24 of all amounts of past due obligations, other than past dues (if any) to the association.
25 This requirement may be waived by a two-thirds (2/3) vote of those present in person or
26 by proxy at any regular or special meeting of the board of directors.
27

28 5. RESIGNATIONS: Resignation of members shall be presented in writing to the
29 secretary. If any such member shall present their resignation after their dues and/or
30 assessments are payable, he shall not be relieved of liability for payment.
31
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33 Section 3. Dues 34

35 1. ESTABLISHMENT OF DUES: Membership dues shall be determined annually by
36 two-thirds vote of the members present at the annual winter meeting, provided that
37 the dues shall not exceed \$300.00 annually. For those active members who have more
38 than one office, there shall be an additional dues fee of \$50.00 for every additional
39 licensed branch office located in the state of Michigan. The membership year shall be
40 July 1st to June 30th. Dues shall be payable with membership application and
41 annually thereafter.
42

43 2. REFUNDS: No dues shall be refunded to any member whose membership terminates
44 for any reason.
45

46 3. PAYMENT: New membership applications accompanied by full annual dues payment
47 for the current year, except those submitted in the fourth quarter (April 1st to June
48 30th) which shall be considered payment of dues for the ensuing year.
49

50 4. SPECIAL ASSESSMENTS: A written notice is to be sent to all members of the Board
51 of Directors at least twenty (20) days in advance of any special or regularly called
52 meeting to consider a special assessment for the association. An assessment can be
53 levied on active members by a two-thirds vote of the Board of Directors present.

1 Assessments can be levied to discharge association obligations, special projects, or in
2 case of hardship.

3
4 5. NON-PAYMENT OF DUES AND/OR ASSESSMENTS: Non-payment of dues and/or
5 assessments shall constitute sufficient cause for expulsion from the association, when
6 in the opinion of two-thirds of the Board of Directors, such action is justified.
7 Membership privileges in any case shall be suspended if not paid within thirty (30)
8 days of the due date and shall remain so until the full payment of all dues and/or
9 assessments is made.

10
11 6. NOTIFICATION OF RECEIPT OF APPLICATION FEE: The Secretary-Treasurer
12 shall send acknowledgment of receipt of dues and application to any new applicant
13 within thirty (30) days, and state the procedure of the Association in processing new
14 applications.

15
16 ARTICLE III

17
18 Section 1. Voting, Election, and Proxies:

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20 1. VOTING: In keeping with the purposes of the MPCA as mentioned in Article I, it is
21 the intent of the association to represent each member fairly and equally. In doing so,
22 it is important that no organization or member shall unduly influence the
23 association because of its size or number of branch offices or associate firms. Therefore,
24 voting privileges shall be granted as follows:

- 25 a. One vote per single member firm.
- 26 b. One vote per member firm regardless of number of branch offices.
- 27 c. One vote per group of member companies in which any one person has
28 a substantial management and/or financial interest in these companies.

29 At all meetings of the association, each firm's "VOTING MEMBER" (as defined in
30 Article II, Section 1b.) shall have one vote to cast. In the event the "VOTING
31 MEMBER" cannot attend any meeting of the association the "VOTING MEMBER"
32 may be changed by letter from the firm's owner or manager, to the Executive Secretary
33 of the association. This letter must be in the secretary's hands prior to the convening of
34 any meeting. The "VOTING MEMBER" may also be represented by proxy (as defined
35 in Article III, Section 1-2).

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39 2. PROXIES: Any member shall be permitted to vote by proxy only when a written
40 authorization, signed by the owner or manager has been submitted to the executive
41 secretary of the association at the time of "call for proxies". Only active members shall
42 be eligible to serve as proxies. The proxy will be valid only for that general membership
43 meeting.

44
45 3. Unexcused absence from two (2) consecutive Board Meetings by any Officer/Director
46 may constitute neglect of official duties and may cause that person to be relieved of
47 his/her position by the Board of Directors. The Board of Directors shall determine if
48 the absences are deemed excusable.

49
50 4. No person shall serve more than two (2) consecutive terms in any office providing
51 willing candidates are available.

52
53 Section 2. Board of Directors

1. NUMBER AND TERM OF DIRECTORS: The business, property, and affairs of this association shall be managed by the Board of Directors as authorized by the membership. The Board of Directors shall have such authority without approval of the membership as is necessary to maintain the corporation as a separate legal entity. The Board of Directors shall be composed of (8) elected persons (which shall be composed of President, Vice-President, Secretary-Treasurer, and five (5) Directors) who shall be active members of the association. The President shall be elected to a one (1) year term and shall act as chairman of the Board but shall have no vote except in case of tie votes. The Vice-President and Secretary-Treasurer shall be elected for one (1) year each. President and Vice-President may not serve more that two (2) consecutive terms unless there is no other qualified, willing and able candidates, (ArticleIII Section 2 item 1 as Amended February 1998) Secretary-Treasurer and Directors may not serve more than two (2) consecutive terms, in any one position, at any one time. Directors will be elected to terms of : One (1) 3-year director; Two (2) 2-year directors and Two (2) 1-year directors. Directors will move down in length of remaining term. New directors will be elected to fill vacancies. In addition to the elective Board, the Immediate Past President shall automatically be appointed as a voting member for a period of one (1) year to assist the new President with the continuity of business and procedure.
2. VACANCIES: Vacancies in the Board of Directors and/or President and Vice-President shall be filled by two-thirds vote of the Board of Directors.
3. ACTION BY WRITTEN VOTES: Any action that the Board of Directors may lawfully take may be done by the written consent of the majority of the Directors which shall be as valid as though authorized at a regular meeting of the Board of Directors.
4. COMPENSATION: Directors and all officers shall serve without compensation other than legitimate expenses incurred such as attendance at board meetings held at times other than meetings of the membership.
5. QUALIFICATIONS: A voting member of the Board of Directors shall be a duly Authorized representative of an active Member Firm of this Association. To preserve the balance of representation within the Association the rules and parameter used to qualify voting members (ARTICLE III, Section 1. items # 1, 2, and 3, as amended August, 1990) shall also apply in determining a person's qualification for the Board of Directors.

Section 3. Officers

1. ELECTION: The officers shall be elected by the members of the Association at their annual or delayed annual meeting, and shall be selected from the membership of the Association and shall automatically become members of the Board of Directors for the succeeding year. The balance of the members of the Board of Directors shall be solicited in writing from the membership at least thirty (30) days prior to the annual meeting. Those nominations will be sent to the Nominating Committee who will verify eligibility and willingness to serve. Should a questionable nomination be received, it shall be the duty of the Chairman of the Nominating Committee to contact the person making the nomination. The Nominating Committee shall make an effort to obtain enough nominees to provide a choice of candidates for the membership. No nominations from the floor will be accepted unless the person placing the name in nomination assures the presiding officer that the person being nominated qualifies and will accept if elected.

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2. PRESIDENT: The President shall be the chief executive officer of the Association and shall preside over all meetings of the Board of Directors and of the members. He shall conduct all meetings according to Roberts Rules of Order. He shall have the power to sign such documents and reports as under the law he may be required to sign. He shall have such further powers only as the membership shall delegate to him.

3. VICE-PRESIDENT: One Vice-President shall be chosen who shall perform the duties and exercise the powers of the President during his absence or disability.

4. SECRETARY-TREASURER: The Secretary-Treasurer should attend all meetings of the members and of the Board of Directors and shall preserve true minutes of all such meetings. Records of the Board of Directors discussions on grievance procedures, prospective member deliberations, and misconduct proceedings shall not be recorded; however, the actions of the Board following such deliberations shall be recorded. The Secretary-Treasurer shall send a true copy of all such minutes of any Board meeting to each Board member within fifteen (15) days and minutes of all membership meetings to all members of the Association within thirty (30) days. The Secretary-Treasurer shall keep safely in his/her custody the seal of the Association, and shall have the authority to affix it to all instruments where its use is required. He/She shall give such notices as may be required by statute, by-law, or resolution. He/She shall make such reports and file them as may be required by law of the Association. He/She shall have custody of all corporate funds and shall keep a full and accurate account of all receipts and disbursements; he/she shall deposit all monies in the name of the Association in such depository as may be designated for that purpose by the Board of Directors. He/She shall disburse funds of the Association as may be directed by the membership, taking proper vouchers for such disbursements and shall render accounts of his/her proceedings at all meetings when so required. He/She shall however, have the power without special authorization to pay any routine bills or charges. He/She shall collect such dues and assessments of the members as are provided and shall notify the members promptly when such dues and/or assessments are provided. The Board shall have the power to engage in the outside services of a non member Executive Secretary to help him/her perform his/her elected duties. This Executive Secretary shall report to the Secretary/Treasurer of the Association with regards to the above mentioned duties and any other duties within the Secretary-Treasurer's responsibilities.

5. COMMITTEES: There shall be the following committees: Education, Grievance, Membership and Retention, Nominating, Public Relations, By-Laws, Government Affairs, Summer Meeting and Winter Meeting. These and any other desirable committees shall be appointed by the President; and shall report their findings and recommendations to the Board of Directors prior to submission to the membership.

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ARTICLE IV

MEETINGS AND QUORUMS

Section 1. Meetings

Any and all meetings of the members and of the Board of Directors of this Association shall be held within the State of Michigan at such place as may be designated by a Resolution of the Board of Directors or of the members; in the event of conflict, a resolution of the general membership shall control. Meetings may be held outside the State of Michigan on the approval either at a meeting or in writing of a majority of the total membership of this Association.

1. ANNUAL MEETINGS OF MEMBERS: An annual winter meeting of the members will be held in each year, one of the purposes of which shall be to elect all directors and officers. An annual summer meeting shall be held at the discretion of the Board of Directors. At least thirty (30) days' notice of the annual meeting shall be given in writing to each member entitled to vote at such meeting. If, for any reason, the annual meeting cannot be held on the day designated, it may be called and held as a Special Meeting upon the same notice as required for the annual meeting.

2. SPECIAL MEETING OF MEMBERS: A Special Meeting of the members may be called at any time by the President or by the Secretary either upon the approval of three (3) members of the Board of Directors, or upon the written request of any five (5) members of the Association. At least seven (7) days' notice shall be given of such meetings and the notice shall be in writing if time permits; and, if not, may be verbal, wire, or telephone notice.

3. MEETINGS OF THE BOARD OF DIRECTORS: Whenever possible, meetings of the Board of Directors shall be held concurrently with the meeting of the members. Any meeting of the Board of Directors may be called by the President or Secretary upon one (1) days' notice either written, verbal, or by telephone. Board of Directors' meetings may be closed to general membership by the wishes of a majority of the Board members on matters of grievance, misconduct, and proposed memberships. The entire membership shall be advised of the actions of any closed meeting of the Board of Directors.

Section 2. Quorums

1. QUORUMS OF MEMBERS: Those in attendance shall constitute a quorum at any regular or special meeting of the members.

2. QUORUM OF DIRECTORS: A majority of the Directors shall constitute a quorum.

ARTICLE V

AMENDMENTS

The by-laws may be amended, altered, changed, added to, or repealed by the affirmative vote of the majority of those members present in person or by proxy at any regular or special meeting of the members if notice of the proposed amendment is included in the notice of the meeting.

1 ARTICLE VI

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3 LIMITATIONS ON LIABILITIES

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5 Nothing herein shall constitute members of the association as partners for any purpose.

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7 No member, officer, agent, or employee of this association shall be liable for the acts or failure
8 to act on the part of any other member, officer, agent; or employee of this association, nor shall
9 any member, officer, agent, or employee be liable for his acts or failures to act under the by-
10 laws, excepting only acts or omission to act arising out of his willful misfeasance.

11
12 ARTICLE VII

13
14 DISSOLUTION: The association shall use its funds only to accomplish the objectives and
15 purposes specified in these by-laws and no part of said funds shall inure or be distributed to the
16 member of the association. On dissolution of the association, any funds remaining shall be
17 distributed to one or more regularly organized and qualified charitable, educational, scientific,
18 or philanthropic organizations to be selected by the Board of Directors.

19
20 ARTICLE VIII

21
22 MISCELLANEOUS

23
24 Section 1.

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26 All procedures not covered in these by-laws shall be governed by Roberts Rules Of Order.

27
28 Section 2.

29
30 FUNDRAISING:

31 a. Association sponsored lotteries, drawings, tournaments or any other functions that are in
32 compliance with Michigan State Law and applicable permits having been obtained, will be
33 permitted with approval of the Board of Directors.

34
35 b. Gambling on the part of an individual or group that is not in compliance with Section 2a.
36 will not be condoned. A member or members supporting, encouraging or engaging in such
37 activities is subject to expulsion from this association.

38
39 Section 3. Use of Name, Etc.

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41 No officer or member shall be privileged to use the name, stationery, seal or any insignia
42 adopted by the association without the approval of the membership given at a regularly called
43 meeting.

44
45 Section 4. Executive Secretary

46
47 Upon approval of the Board of Directors the services of someone outside the membership may
48 be engaged to serve as an Executive Secretary to the Board. The services and/or job duties will
49 be subject to Board approval with reporting responsibilities being primarily to the President
50 and/or Secretary-Treasurer. Compensation for the Executive Secretary shall be determined
51 annually prior to the winter meeting by the Board of Directors and may be adjusted or altered
52 by the new Board of Directors should the need arise.

Article VIII

Section 5. PESTICIDE ADVISORY COMMITTEE

Act 451, Part 83, Section 324.8326 created the Pesticide Advisory Committee. Pursuant to the Act, MPCA was appointed one seat on the committee. It is a three year term.

A. The appointee is nominated by the Government Affairs Committee, and is to be approved by the Board of Directors. The Chairperson of the Government Affairs Committee will serve as liaison between the PAC appointee and the Board of Directors.

B. The PAC appointee must be an active member of MPCA.

- C. The appointee is expected to:
1. serve with the best interest of MPCA in mind.
 2. report to the Board of Directors the month before, and the month following the quarterly PAC meetings.
 3. report to the Board in person or by phone as directed by the Board of Directors.
 4. forward all PAC agenda in a timely fashion.
 5. forward all minutes in a timely fashion.
 6. carry out directives of Board of Directors.

D. In the event, the appointee at anytime during his/her term is unable to serve; he/she is to inform the Chairperson of the Government Affairs Committee, who in turn will inform the Board of Directors. The Chairperson must also nominate a suitable substitute. Upon approval of the Board of Directors, the substitute will serve out the remainder of the term.

E. If the Board of Directors finds it necessary to remove the appointee for any reason, removal of the appointee from the seat must be approved by majority vote of the Board. The Chairperson of the Government Affairs Committee is responsible to inform the appointee of removal. The Government Affairs Chairperson must nominate a suitable substitute who, upon approval of the Board, will serve out the remainder of the term.

Amended February 2005

MPCA Scholarship Foundation

1 The MPCA Foundation supports and encourages individual and corporate contributions to our
2 General Scholarship and Award Programs. Our goal is to assist students in their academic
3 endeavors, and to support the professional pest management profession by helping deserving and
4 outstanding students attain their educational goals. With your help, we hope to reach many
5 students in the years to come, by creating this general scholarship and awards program. Members
6 wishing to create new scholarship/award funds honoring an individual or group, create further
7 opportunities.

8
9 Corporations, association groups or individuals may contribute to the MPCA
10 Foundation general scholarship/award fund or establish a new scholarship or award fund to honor a
11 particular group or individual. To create and award a new scholarship or award fund for the
12 upcoming year, contributors must establish an individual fund with a minimum contribution of
13 \$1,100.00 one year prior to the award date at the annual winter meeting.

14 **Creating the MPCA Foundation**

15 The MPCA President shall appoint up to 3-5 active or allied members to serve on the MPCA
16 Foundation Board for a period of 2 years. The Chairperson of the MPCA Foundation shall be elected
17 among those appointed to the Foundation. The MPCA Foundation Chairperson and its Board
18 members shall serve at the pleasure of the MPCA Board of Directors.

19 **Establishing and reviewing MPCA General Scholarship or award Fund**

20 **Criteria**

21 The MPCA Foundation shall be charged to develop, review and present to the MPCA Board of
22 Directors any criteria, criteria changes or recommendations for its approval of the General
23 Scholarship or General Award Fund.

24 **Establishing a New Donor Scholarship or Award Fund**

25 The Foundation shall receive the proposed scholarship/award name and funding plans for new
26 scholarship or award fund establishment, and a statement on rationale on the scholarship fund
27 purpose and intended use.

28 **Establishing Criteria for New Donor Scholarship or Award Fund**

29 Once a contribution is received for establishment of a new donor established scholarship or award
30 fund, the Foundation will provide the donor with a written donor checklist. (A sample is enclosed
31 with examples to help guide your choices of criteria.) After being completed by the donor, the form is
32 returned to the Foundation. The criteria are then drafted based on the donor's requests, and
33 returned for the donor's approval. Once agreement has been reached between to foundation and
34 donor on the criteria and purpose for the fund, the document is placed before the MPCA Board of
35 Directors and a motion is made to approve the establishment of a new scholarship/award fund.

36 **Differences between Scholarships and Awards**

37 The MPCA Foundation may, at its discretion, have both a General Scholarship Program, and a
38 General Awards Program. The General Scholarship Program addresses those individuals who are
39 currently pursuing educational programs ranging from undergraduate programs, internships,
40 didactic programs, graduate and PhD programs.

41 General Award funds may take several different forms. The standard awards that are granted focus
42 on individual achievement in a particular area of endeavor. Research awards and fellowships are
43 granted on the basis of research proposals. There are also educational stipends offered to pest
44 management professionals for the purpose of expanding knowledge, enhancing capabilities, and
45 pursuing excellence in their chosen area of the field of pest management.

1 **Scholarships**

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3 **Scholarship Selection Process**

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5 The MPCA Foundation reviews all scholarship applications. All scholarship applicants are
6 computer-ranked, based on scholastic ability; professional potential, financial need and other
7 establish criteria. During the Scholarship selection meeting, the foundation evaluates applicants'
8 rankings and reviews criteria established for each general and/or other established scholarship fund
9 before making any award designation.

10
11 The foundation meeting is hosted by MPCA Board of Directors in Lansing, Michigan. Prior to the
12 meeting, Foundation Board of Directors shall receive a list of scholarships to be awarded, the
13 number to be given, and amount to be awarded. Foundation members refer to the scholarship
14 criteria for a description of the awards. All applications are checked to confirm that they meet the
15 criteria, at which time the foundation determines the recipient of each award. Annually, 60 days
16 prior to the annual MPCA Winter Meeting banquet, the MPCA Foundation shall make their
17 scholarship and award recommendations, to the MPCA Board of Directors, the Individual(s) it has
18 found worthy of receiving a scholarship from the MPCA General Scholarship/Award Fund.

19
20 In addition, in accordance to the timeline noted above, the Foundation shall also make its
21 recommendations for the additional scholarship/awards for those established outside that of the
22 General Scholarship/Award fund, based on criteria previously approved by the Foundation and
23 MPCA Board of Directors. Upon receipt of the recommendations from the Foundation, a MPCA
24 Board member shall call for a motion on each individual scholarship/award recommendation of the
25 Foundation.

26
27 **Awards**

28
29 Whether a General or established award, the fellowship, research grant, or educational stipend, the
30 process for determining the recipients of awards is in many ways similar to the process used to
31 determine the recipients of scholarships. Each award is assigned an individual review committee
32 consisting of up to three members who have expertise or experience in the subject matter of the
33 award. The committees are appointed by the Foundation Chair, and serve for three years. The
34 applications are reviewed by each committee member based on the criteria of the award. Each
35 committee member assigns a score to each application, the scores are tabulated, and the recipient is
36 determined. The amounts disbursed from each award are determined at the inception of the award,
37 and may be adjusted at the discretion of the foundation for General Fund Award or by the donor for
38 an established award.

39
40 **Award Notification**

41 Individuals who receive research grants, educational stipends, and fellowships are advised of their
42 responsibilities concerning the use of their award monies. These may include reporting equirements,
43 time limits, and/or monitoring of research or program progress.

1 **Types of Scholarship and Award Funds**
2

3 The Michigan Pest Control Association Board of Directors has approved two types of funding
4 programs to which donors may contribute. These offer an array of opportunities for contributions
5 and include:
6

7 General Scholarship or General Award Fund
8

9 or
10

11 Donor Established Scholarship or Award Fund
12

13 Of these two types of funds available, there will be two types of funding available.
14

15 1. **Temporarily Restricted**– means those funds which are totally expendable for the purpose of
16 performing the primary focus of the Fund: education, research, and public service. Any individual,
17 organization or group may contribute to a General or Donor Established scholarship or award. Any
18 interest earned in these temporarily restricted funds is applied to the available balance and utilized
19 for granting awards. There is no restriction on the amount of individual restricted funds that may be
20 expended for scholarships each year. For those wishing to start a donor established fund, a
21 minimum contribution of \$1,100 will be required.
22

23 2. **Permanently Restricted**– are those funds where the principal is not expendable by the
24 Foundation. Awards are made only from the interest generated from investing the fund. The
25 foundation encourages donations up to the \$50,000 level. The minimum to establish a true
26 endowment fund is \$10,000 although up to \$20,000 may be needed to provide an annual \$1,000
27 scholarship or award.
28

29 The ultimate goal of the Foundation is to create a permanently restricted General Scholarship and
30 Award Fund. After a few years, the General Scholarship and Awards fund should become self
31 funding. Should the MPCA cease to exist for any reason. All general scholarship/award funds shall
32 be disbursed in accordance with existing MPCA bylaws in place at the time. In regards to other than
33 General established funds. The donor or their agent shall direct the foundation on the disbursement
34 of the established funds in which they have graciously donated.
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Financial Aspects of Donor Established Fund Administration

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2 Donor Established fund balance statements will be mailed annually in February, after the annual
3 winter meeting each year along with a copy of the donor established criteria sheets. It is at this time
4 that the donors should review the criteria sheet and submit any updates in contact names,
5 addresses, etc, and send corrections and changes to the Foundation Chairperson.
6

7 Funding for the Donor Established

8
9 Breakdown of Administrative Fees:

10
11 Each fund is charged an administrative fee in the amount of expenses incurred at the time of
12 disbursement.
13

14 These fees may be;

- 15 1. Administrative fees cover services such as the cost of managing the fund, investing the
16 fund, promotion, and expenses connected with the review committees and awarding the
17 funds.
- 18 2. Any interest earned is applied to the available balance and utilized for granting awards.
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SAMPLE

To be determined by the MPCA Foundation Board

Donor Checklist for Establishing New Fund

1. Type of Proposed Fund

a. Temporarily Restricted _____

Amount (minimum \$1,100, 5 yr. minimum) _____

b. Permanently Restricted _____

Amount (Minimum \$15,000) _____

2. Proposed Name of Fund

"The _____ Fund"

(Scholarship, award, etc)

3. Purpose of the Fund. To establish a fund for purpose of recognizing outstanding individuals of activities in the following categories (check as many as apply):

a. Scholarship Fund:

_____ Professional Pest Management Interns

_____ Registered Technician

_____ Certified Technicians

_____ Junior or senior student enrolled in Urban Pest Management programs

_____ Junior or senior students enrolled in Didactic Programs in Pest Management or related business discipline.

_____ Graduate Students (Must be admitted in or in present pursuit of a program of graduate study)

_____ Senior in an undergraduate program

_____ Other (please specify) _____

SAMPLE

To be determined by the MPCA Foundation Board

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4. Examples of Eligibility Criteria

- Resident of a particular State Academic Achievement
- Years of professional Experience
- RT (Registered Technician) or RT eligible
- CT (Certified Technician) or CT eligible
- Member of an organization or group, such as a MPCA
- Minimum GPA
- Must be U.S. Citizen
- No limitations
- College

Signature: _____

Name: _____

Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____