**LIVESTOCK INSECT WORKERS CONFERENCE**

**BY-LAWS**

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**ARTICLE ONE – NAME**

The name of this professional scientific society organization is the Livestock Insect Workers’ Conference (LIWC).

**ARTICLE TWO –PURPOSE**

The Livestock Insect Workers Conference is a professional scientific society of veterinary entomologists whose purpose is to support scientific research and extension of scientific knowledge related to arthropod pests of animals. The LIWC organizes and supports an annual meeting to share and discuss research and extension activities of interest to members.

**ARTICLE THREE – MEMBERSHIP**

Section 1. General membership in this organization shall be open to persons who register for and attend the LIWC Annual Meeting.

Section 2. Active members are those members in attendance at a business meeting held following the scientific sessions of the LIWC Annual Meeting. Only active members may serve as officers for the organization.

Section 3. The organization also may enroll honorary members who are not required to register or attend the annual meeting, but these members may not vote on matters before this organization.

**ARTICLE FOUR – OFFICERS**

Section 1. The officers of the organization shall consist of:

1. Advisory Board comprised of 4 Co-Chairs representing 1) University Research, 2) Federal Research, 3) Extension, and 4) Industry.
2. Co-Treasurers with signature authority for the organization.
3. Local Arrangements Chair

Section 2. Elections for members of the Advisory Board will be held every three years (or as needed to fill a vacancy) during a business meeting to be held during the LIWC Annual Meeting. Advisory Board members shall be active members of LIWC elected following nomination from the general membership, with the person receiving the highest number of votes for each Co-Chair position elected to that office. Advisory Board members serve a 3-year term.

Section 3. In case of vacancy on the Advisory Board, the vacancy shall be filled by election at the next regular meeting of the organization as per the procedure outlined above, with the newly elected member serving only to fill the vacated term.

Section 4. Co-Treasurers shall be active members of LIWC nominated by the LIWC Advisory Board and approved by a majority vote of the general membership during the LIWC business meeting. Treasurers serve at the pleasure of the Advisory Board.

Section 5. The Local Arrangements Chair shall be an active member of LIWC nominated by the LIWC Advisory Board and approved by a majority vote of the general membership during the LIWC business meeting. The Local Arrangements Chair serves at the pleasure of the Advisory Board.

Section 6. Officers may be removed for cause, including violation of the by-laws or dereliction of duty, by a majority of the members present at a regular business meeting of the organization, provided that the officer to be removed has been notified in writing of the proposed removal at least thirty (30) days before the meeting.

**ARTICLE FIVE – DUTIES OF OFFICERS**

Section 1. The duties of the Advisory Board shall be to oversee the Annual Meeting, to organize and run a business meeting during the Annual Meeting, to call special meetings as needed, to serve as spokespersons for the organization, to review and approve financial decisions for the organization, and to direct the LIWC awards program.

Section 2. The duties of the Co-Treasurers shall be to disburse funds as directed by the Advisory Board, to keep proper financial records, and to report the financial status during business meetings of the organization. *Co-Treasurers are the only officers of the organization authorized to sign contracts or to commit funds on behalf of the organization.*

Section 3. The duties of the Local Arrangements Chair shall be to organize the Annual Meeting. Specifically, duties are to: 1) negotiate contracts with hotels, transportation, or travel companies in support of the Annual Meeting (*contracts must be approved by the Advisory Board and signed by a Treasurer before they take effect*), 2) determine appropriate meeting registration fees and a develop a means for members to register for the Annual Meeting and supporting activities, 3) develop the meeting agenda and publish a program of presentation abstracts, 4) lead the Annual Meeting, 5) take minutes during the business meeting following the Annual Meeting and submit minutes to the Advisory Board within 15 days of the meeting.

**ARTICLE SIX – MEETINGS**

Section 1. The LIWC will host an annual scientific conference (Annual Meeting) each year. The Annual Meeting is held at a location and date designated by the Local Arrangements Chair with the approval of the Advisory Board.

Section 2. A business meeting will be held during the Annual Meeting. All actions requiring a vote of the general membership (e.g., officer elections, motions to alter the By-Laws) will occur at this meeting.

**ARTICLE SEVEN – COMMITTEES AND PROGRAMS**

Section 1. Committees and programs that support the aims and purposes of this organization shall be established by majority vote of members during a business meeting.

Section 2. Committee Chairpersons shall be appointed by and serve at the pleasure of the Advisory Board.

**ARTICLE EIGHT – MEETING PROCEDURE**

Unless the membership shall adopt by majority vote some other procedure for a specific business meeting, all business meetings of this organization are governed by Robert’s Rules of Order.

**ARTICLE NINE – AMENDMENTS**

The By-Laws of this organization may be amended by a majority vote at any business meeting of the organization.