



Dear Prospective Member:

This letter is to invite you to become a member of the Oregon Pest Control Association. OPCA is a non-profit organization comprised of pest control operators, home inspectors and affiliated industries. We hold quarterly business meetings plus educational seminars. I have enclosed a membership application and some pertinent information about OPCA and NPMA, the National Pest Management Association.

Our membership year is July 1 through June 30. Membership dues are \$175.00 per year; however, if you join during the year, the dues are prorated to the nearest quarter. In addition, there is a one-time new member processing fee of \$30.00

There are two basic categories of membership. Active membership includes full membership in the National Pest Management Association (NPMA) as well as OPCA. The dues structure to NPMA is outlined on the enclosed application and includes OPCA dues. If you do not wish to participate in NPMA, you may elect to join as a Limited member. Limited members enjoy the same privileges as Active members, except they may not vote, may not hold an elected office or chair a committee. However, a Limited Member may serve on the Board of Directors as a Member-at-Large.

Thank you for your interest. We look forward to receiving your application and seeing you as a member of this active organization. If you have any questions, please do not hesitate to call me.

Sincerely,

Sue Fisher  
Secretary/Treasurer  
Enclosures



## CERTIFICATION

This is to certify that I have read and understand the *Code of Ethics* and the *Bylaws* of the *Oregon Pest Control Association* and agree to abide by same.

By joining as an Active member I understand that I will also be joining the *National Pest Management Association* and *Oregonians for Food and Shelter*.

By joining as an Active or Limited member, I understand that I will also be joining *Oregonians for Food and Shelter*.

I further understand that the *Oregon Pest Control Association Uniform Structural Wood Destroying Organism Inspection Report* and various other forms of the corporation are protected by copyright laws of the United States of America and may not be copied, reproduced, altered or modified, in whole or in part without the express written permission of the *Oregon Pest Control Association*. Members in good standing of the *Oregon Pest Control Association* are entitled to use copyrighted forms of the corporation.

Limited Member Dues: \$175.00

Active Members use the following Schedule:

<u>For Companies with Annual Sales Volume of:</u>	<u>Your Annual Dues Are:</u>
\$0 - \$200,000	\$285
\$200,001 - \$500,000	\$355
\$500,001 - \$1,000,000	\$645
\$1,000,001 - \$2,500,000	\$890
Over \$2,500,001	Call for dues schedule

Both Active and Limited Members: Please add a \$30.00 one-time new member fee to the above dues schedule.

Total dues for Limited members = \$205.00

Total dues for Active members = use the above schedule, plus add the \$30.00 fee

TOTAL DUES ENCLOSED: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Designated Representative  
or Manager/Principal

\_\_\_\_\_  
Date



## **CONSTITUTION AND BYLAWS Oregon Pest Control Association**

### **ARTICLE I NAME**

The name of the Corporation shall be Pest Control Operators of Oregon, Incorporated; hereinafter referred to as "the corporation" and shall do business as the Oregon Pest Control Association.

### **ARTICLE II OBJECTIVES AND PURPOSE**

The objectives and purposes for which this association is formed are:

1. To promote and welfare of the pest management industry, particularly in the State of Oregon.
2. To unite any and all firms, corporations, associations or persons in the State of Oregon, the United States of America, North America, or Internationally, who provide for the welfare of mankind by protecting health, food, shelter and the environment from vertebrate and invertebrates pests as well as fungi and parasites which may be considered pests, by use of non-chemical or chemical means or a combination of both
3. To foster the profession of pest management and to create a greater spirit of cooperation and friendly feeling among members.
4. To foster educational and business relations of the members; to broaden their interest and skill in the pursuit of their profession; and to continually improve the standards of the industry
5. To foster the relationship between the pest management industry and local, state, federal and international regulators.
6. To promote and encourage these purposes among members by training, education and common commitment.
7. To do everything necessary, suitable and proper either alone or in association with other corporations, firms or individuals, for the accomplishment of any of the purposes or attainment of any of the objectives set forth herein, and to have all the rights, powers and privileges now or hereafter conferred by the laws of the State of Oregon in reference to not-for-profit corporations.
8. To promote and maintain, in their business practices, a higher standard of conduct and ethics and to encourage pursuit of such high standards among members.
9. To continuously improve relations between the consuming public, members of the association and the industry as a whole.

### **ARTICLE III MEMBERSHIP**

**Section 1: Membership in the organization shall be of the following classes:**

- A. **Voting Membership:** Only active Members shall be eligible to vote or serve as officers on the Board of Directors:

**Active Membership:** Any firm licensed under the State of Oregon to perform pest control inspection, application and /or corrective/repair services directly for consumers as a Pest Control Operator, or as a Wildlife Control Operator (WCO) permitted by the State of Oregon, is eligible to one Active Membership. Active Membership shall be a joint membership with the National Pest Management Association and Oregonians for Food & Shelter. There shall not be more than one (1) Active Membership per firm. In the case of wholly-owned subsidiaries, there shall be only one (1) Active Membership per parent organization.

Membership in the Association belongs to the firm or organization, rather than to the individual. However, each Active Member firm shall designate one (1) individual to represent it for a period of one (1) membership year. The Designated Representative must be licensed as a pesticide applicator by the state of Oregon and shall be a full time employee, owner or officer of the member firm. In no case may one (1) individual represent more than one Active Member.

An optional Alternate representative” may be also register with the Corporation to represent the Active Member firm in the absence of the Designated Representative for the purpose of voting at Corporation meetings only. Registration of an Alternate Representative must meet the same criteria as the Designated Representative.

A firm may change its Designated and/or alternate Representative by giving written notice to the Secretary/Treasurer.

B. **Non-Voting Membership:** The following membership categories shall have non-voting membership and shall not be eligible to serve as officers on the Board of Directors.

1. **Limited Membership:** Any firm licensed under the State of Oregon to perform pest control inspection, application and/or corrective/repair services directly for consumers as a Pest Control Operator, or as a wildlife control operator (WCO) permitted by the State of Oregon and is otherwise eligible to Active Membership, but does not choose to be an Active Member, is eligible for Limited Membership. Limited Membership shall include joint membership with Oregonians for Food & Shelter but shall not include joint membership with the National Pest Management Association.

(a) **Application Form for Active or Limited Membership:** An application form for Active or Limited Membership may only be received on an approved application form provided by the Corporation which shall contain a complete copy of the Bylaws and Code of Ethics and an authorized signature of the applicant pledging compliance with these by laws and any grievance and arbitration plan which may be adopted by the Corporation as a condition of acceptance.

(b) **Publication of Applicants:** The name of the firm and declared individual representative applying for an Active or Limited Membership shall be published to the membership (30) thirty days prior to the acceptance of any applicant by the Board of Directors at the next scheduled board meeting. Any member wishing to provide information relative to the acceptance of an Active Membership application must do so in writing to the Corporation office within (15) fifteen days from the receipt of such publication.

(c) **Acceptance into Active or Limited Membership:** A firm shall become an Active or Limited Member after meeting the required qualifications for Active or Limited Membership listed above, and upon payment of one (1) year's annual dues in advance, completion of the application in full, completion of applicant publication as per (b) above, and an affirmative vote of the Board of Directors.

2. **Associate Membership:** Any person, firm, corporation or other organization who is ineligible for membership in any other membership category or any other person interested in the welfare of the pest control industry and who is otherwise ineligible for other membership is eligible for Associate Membership. A person or firm shall become an Associate Member upon payment of one (1) year's annual dues in advance and completion of an application form provided by the Corporation.

3. **Allied Membership:** Any person, firm or corporation who manufactures or supplies products, equipment and/or other materials or services to the pest control industry shall be eligible for Allied Membership.

**4. Honorary Membership:** Honorary Membership may be conferred upon individuals who have made outstanding contribution to the pest control industry or to the Association. Honorary Members may be elected at any Annual Meeting by a two-thirds (2/3) majority vote of those present and voting. Honorary Members may not vote or hold office and shall not be charged dues. They shall be entitled to all other benefits of membership.

**5. Lifetime Membership:** An individual who has been an Active member for a period of 20 years or longer or who has served as President of the Association shall be eligible for Lifetime Membership. Lifetime Members may not vote and shall not be charged dues. Lifetime members may be elected at any Annual Meeting by a two-third (2/3) majority vote of those present and voting. If a Lifetime Member wishes to maintain his vote, he/she does have the option to pay dues and keep his/her voting rights.

## **Section 2: Termination or Rejection of Membership**

Membership may be terminated or rejected upon the occurrence of one or more of the following grounds for termination:

- (a) By death of a member.
- (b) By written resignation of the member.
- (c) By sale of the member company to another company
- (d) By termination of business license by the state
- (e) When a member's annual dues have not been paid as of the first day of the fourth month of the membership year for which dues are assessed.
- (f) At the discretion of the Board of Directors upon the recommendation of the Grievance Committee, for failure by the member to resolve any open and /or active Consumer Complaint on record with the Oregon Department of Justice within 90 days of the date of written notification to the member from the Grievance Committee. A review of the member's or applicant's records with the Oregon Department of Agriculture for disciplinary action may also be used in determining the qualification for membership.

(g) At the discretion of the Board of Directors upon the recommendation of the Grievance Committee in accordance with Article V of these by-laws for:

- (1) Failure to comply with the Code of Ethics.
- (2) Failure to comply with any grievance or arbitration plan currently in effect.
- (3) Failure to comply with the judgment orders of any grievance or arbitration hearing.
- (4) Activity detrimental to the interests of the public or the welfare of the Corporation.
- (5) Making false or fraudulent claims.
- (6) Applying worthless or improper materials or procedures
- (7) Chronically operating faulty or unsafe apparatus.
- (8) Operating without a valid Oregon State Pesticide Applicator's and/or Operator's license and/or Construction Contractor Board Registration as required by law.
- (9) Chronically operating substantially below the standards of the industry.
- (10) Conviction of a felony by a legal court convened under the laws of the State of Oregon and/or the United States of America.
- (11) Revocation of Oregon State Pesticide Applicator's or Operator's license and/or Construction Contractors Board Registration as required by law.

## **Section 3: Membership Year**

The membership year shall be July 1 of each calendar year until June 30 of the following calendar year.

## **ARTICLE IV MEMBERS' RIGHTS**

### **Section 1: Voting:**

- a. Each Active Member shall be entitled to one (1) vote. Only the Designated Representative or registered alternate may vote on behalf of a member firm.
- b. Each Active Member entitled to vote may do so by proxy; provided, however, that the instrument authorizing such proxy to act shall have been executed in writing by the member himself or by his/her attorney-in-fact thereunto duly authorized in writing. No proxy shall be valid after the expiration of eleven months from the date of its execution, unless the persons executing it shall have specified herein the length of time it is to continue in force. Such instrument shall be exhibited to the Secretary at the meeting and shall be filed with the records of the association.

### **Section 2: Association Logo**

Only Active, Associate, Allied, Limited and Honorary members in good standing shall be entitled to use and advertise with the Corporation Logo.

### **Section 3: Attendance at Functions**

All members in good standing have the right to attend all regular meetings, functions, conferences, educational seminars and social events of the Association.

### **Section 4: Cooperative Programs**

All members in good standing shall have the right to participate in any cooperative programs which may be developed for the benefit of the Corporation, except that joint membership with the National Pest Management Association shall be limited to Active Members only.

### **Section 5: Committees and Officers**

All Designated Representatives and employees of Active and Limited Members, and all Associate and Honorary Members in good standing shall be eligible to serve on committees. Only the designated representative or Alternate Representative of Active Member firms may hold office or serve on the nominating committee or chair committees except as otherwise permitted in these bylaws.

### **Section 6: Copyrighted Materials**

Only members in good standing may use copyrighted materials of the corporation except as permitted by majority vote of the Active Members at any duly constituted membership meeting at which a quorum was present.

### **Section 7: Rights & Privileges of Joint Membership**

Only Active Members in good standing will be eligible for any rights and privileges of National Pest Management Association membership which includes the use and display of the logo of the National Pest Management Association; or any other rights and privileges of National that includes, but is not limited to: services, purchases of publications, forms, training programs, etc. at member rates.

## **ARTICLE V GRIEVANCE AND DISCIPLINARY ACTION**

### **Section 1: General**

The conduct of all classes of members of this Corporation shall be expected, at all times, to be in accordance with the provisions of the Code of Ethics, these Bylaws and the policies adopted by the Corporation.

### **Section 2: Initiation of Complaints**

A complaint against any member of the Corporation by a customer or another member may be filed informally with the Chairman of the Standards and Ethics Committee. The complaint shall be in writing and be required only to set forth the facts of the complaint in general terms for the following informal method of dealing with complaints.

### **Section 3: Investigation and Resolving of Complaints**

When a complaint is received by the Chairman of the Standards and Ethics Committee from any source, it shall be investigated immediately. If the Chairman resolves the complaint to the satisfaction of both the member and the complainant, and the resolution is not subject to a confidentiality agreement reached between the member and the complainant, then such information concerning the complaint and how it was resolved shall be subject to disclosure to the consuming public upon inquiry. The Chairman and his or her designee shall only disclose the following information concerning the complaint and resolution, and such disclosure shall not be made if the member is no longer a member of the corporation:

- (a) Date of the complaint;
- (b) Identity of the member complained of;
- (c) Brief description of the complained of conduct;
- (d) That the member and the complainant resolved the matter to their mutual satisfaction.

### **Section 4: Unreasonable and/or Trivial Complaints**

(a) In the event the Chairman is unable to resolve the complaint, he *or* she shall report his *or* her findings to the President in writing. If the President determines that the complaint is improper on the grounds of triviality, then the complaint shall not be subject to disclosure to the public except upon service of subpoena or other court order. The president shall have the power to determine that the complaint shall be improper on the grounds of triviality.

(b) If the president determines that the complaint is of sufficient gravity to warrant disciplinary action, he/she will appoint a Grievance Committee to conduct a hearing on the subject.

(c) The grievance committee shall be composed of the first and second vice presidents and at least two (2) designated representatives of Active Members in good standing, whose businesses shall, as much as possible, be sufficiently remote from the accused to ensure against a possible ultimate judgment by a direct competitor.

(d) The Chairman shall chair the grievance committee unless he or she voluntarily relinquishes the chair to an appointed member of the grievance committee or unless he or she is removed from the chair by the unanimous vote of the remaining committee members present.

### **Section 5: Grievance Committee Hearing**

(a) Written notice of the hearing will be given by certified mail at least fifteen (15) days prior thereto.

(b) Unless the grievance committee decides otherwise, the hearing shall be held in the home city of the accused. The hearing shall be informal and the grievance committee shall have the sole power to determine the character of the evidence to be heard and the manner of its presentation. In no event shall the accused be denied the right to be heard if its representative and its witnesses, if any, are present at the time and place of the hearing.

**Section 6: Judgments of the Grievance Committee:** After a hearing based on a complaint, whether or not the accused member is represented at the hearing, the grievance committee may, by a majority vote, make any one of the following determinations:

(a) That the complaint is totally unfounded, in which case the complaint may be dismissed. In such an instance, the complaint shall not be subject to disclosure to the public except upon service of subpoena or other court order.

(b) That the complaint is sustained in part, in which case the grievance committee may order the accused to correct the sustained part of the complaint or suffer such disciplinary action as the grievance committee may determine.

(c) That the complaint is wholly sustained by the evidence and by the reasonable deductions and inferences drawn from the evidence, in which case the Committee may determine the punishment of the accused.

(1) Punishment may be any of the following:

(aa) a simple letter of warning to be kept in the convicted members file;

(bb) or an official reprimand of the accused (published to all members);

(cc) or an official reprimand published to all members plus suspension from all rights of membership for a period of one year.

(dd) or an official reprimand, published to all members plus permanent expulsion from the Corporation.

(2) If the judgment of the grievance committee is a letter of warning or official reprimand or suspension, it shall be accompanied by an order directing the accused to cease and desist from that conduct which was found to be in violation of the Code of Ethics or policies of the Corporation.

(3) Judgment of the grievance committee may also include, when appropriate, an order of reasonable restitution to a wronged party. Such restitution may include reimbursement for expenses incurred, partial or full refunds of monies paid to the accused, and/or the completion of pest control services at no charge or a reduced charge.

(4) If any order of the grievance committee is not obeyed within the time frame established by the order, such disobedience shall constitute a separate offense which shall be cause for the reconvening of the grievance committee for such action as shall be necessary and proper under the circumstances.

#### **Section 7: Hearing Report:**

After the hearing, the grievance committee shall produce a "hearing report" and transmit same to the President as soon as practical. It shall then be the duty of the President to report the findings to the membership.

#### **Section 8: Appeals:**

In the event the accused member wishes to appeal the decision of the grievance committee, the accused firm shall have the right to petition the Board of Directors for a review. If a review is granted, according to such rules that the Board themselves may determine, the Board of Directors may sustain, reverse or modify the decision of the grievance committee.

#### **Section 9: Disclosure of Grievance Committee Findings, Official Reprimands, and Hearing Reports**

(a) With regard to the findings of the Grievance Committee that a complaint is sustained in whole or in part, then the following information shall be subject to disclosure to the consuming public regarding current members:

- (1) Date of the complaint;
- (2) Identity of the member complained of;
- (3) Brief description of the complained conduct;
- (4) Ultimate action taken against the member or manner in which complaint was ultimately resolved.

(b) If the President, his or her designee, or other OPCA officer or director is aware that the inquiry is being made by an attorney, agent acting on behalf of an attorney, an investigator of any kind, or is otherwise aware that the disclosure is likely to be used in a court proceeding against a current member, then any disclosure made as provided for in this section shall be made only upon written request.

#### **Section 10: Hearing Costs, Expulsion Cost**

The Grievance Committee, upon a finding of guilt against the accused, shall have the right to determine reasonable costs of the hearing to the Corporation, and may require the accused to pay such costs in connection with any other

punishment or order of restitution that may be ordered. In case of such determination of costs in connection with an order of expulsion, the payment thereof shall constitute a condition precedent to any reinstatement of membership to the Corporation.

### **Section 11: Reinstatement of Membership**

In the event a member is expelled, a petition for reinstatement shall not be entertained by the Board of Directors until a full year has lapsed from the date of the final order of expulsion, and if reinstatement is permitted, it shall be under such terms and conditions as the Board of Directors shall see fit, but not inconsistent with these Bylaws.

## **ARTICLE VI DUES**

### **Section 1: Schedule of Support**

(a) The annual dues for Active Members shall include Oregon Pest Control Association dues, determined by a majority vote of the membership at a duly constituted meeting. National Pest Management Association dues are determined by agreement with the National Pest Management Association, and Oregonians for Food & Shelter dues by agreement with Oregonians for Food & Shelter.

(b) The annual dues for Limited, Associate, Allied, and Associate Membership dues shall include Oregon Pest Control Association dues to be determined by a majority vote of the membership at a duly constituted meeting and Oregonians for Food & Shelter dues by agreement with Oregonians for Food & Shelter.

### **Section 2: Dues Payable**

Annual dues shall become due on the first day of each membership year.

### **Section 3: Processing Fee**

A new member processing fee, not to exceed 20% of the corporation annual dues (excludes portion of dues payable to the National Pest Management Association) shall be assessed to all new Active, Associate and Limited members during the first year of membership. The processing fee will be determined by a majority vote of the Board of Directors.

### **Section 4: New Member Dues**

Membership dues for new members shall be prorated to the nearest full quarter of the membership year.

## **ARTICLE VII CORPORATION OFFICE AND MEETINGS**

### **Section 1: Business address**

The principal place of business of the Corporation shall be the business address of the Secretary/Treasurer.

**Section 2: Regular Meetings:** Regular meetings shall be held at a location designated by the Board of Directors, at the option of the Board but not less than four (4) per year.

### **Section 3: Annual Meeting**

An annual meeting shall be held during the second quarter of the calendar year, at which new officers shall be elected.

### **Section 4: Special Meetings**

Special meetings of the membership may be called for any purpose or purposes by the Board of Directors. A special meeting may also be called by the President upon the written request of one-third (1/3) of the membership.

### **Section 5: Notice**

Notice of all meetings shall be mailed to the membership at least 15 calendar days prior to each meeting. Notices of

meetings and their locations, as well as other Association affairs which require written notice, shall be sent first class mail or e-mail to the last recorded address of each member. Each member shall be responsible for sending the Secretary/Treasurer any changes of the address for his/her record.

**Section 6: Quorum:**

At any regular or annual meeting of the Corporation, one-third (1/3) of the Active Members in good standing shall constitute a quorum. In the event that there should be less than one-third (1/3) present, the Presiding Officer may adjourn the meeting until such time as a quorum is present.

**Section 7: Rules of Order**

The order of business as established by the Board of Directors may be altered or suspended at any meeting by a majority vote of the Active Members present in good standing. The usual parliamentary rules in "Robert's Rules of Order" shall govern all deliberations, when not in conflict with these Bylaws.

**ARTICLE VIII  
BOARD OF DIRECTORS**

**Section 1: Board of Directors**

The Board of Directors shall consist of the elected officers, and members-at-large of the Corporation.

**Section 2: Powers and Duties**

The Board of Directors shall manage the affairs, property and funds of the Corporation. No director, officer, or member, or any agent of any such person, shall authorize or allow any Corporation funds to be expended for purpose other than as set forth in the Articles of Incorporation and no funds shall be expended for the support or opposition of any candidate for public office or to support or oppose any political party organization. The Board of Directors shall approve or reject budgets as presented by Committee Chairmen from time to time.

(a) The Board of Directors may establish a scholarship program for the purpose of funding educational opportunities for the recipient.

(b) A scholarship committee may be established to develop the program parameters, procedures, and funding mechanism for the scholarship(s). The chairman of the Scholarship Committee will submit the request to the Board of Directors for final approval.

**Section 3: Meetings**

Except that the Board shall have a regular meeting at the time and place of the annual meeting, the Board shall meet upon call of the President. The Board may also be called to meet upon demand of a majority of its members, at such time and place as it may designate. All regularly scheduled board meetings will be announced to the general membership.

**Section 4: Quorum**

Two-thirds (2/3) of the members of the Board shall constitute a quorum to transact business of the Corporation at any meeting of the Board of Directors. Any less number may adjourn until a quorum is present.

**Section 5: Voting**

The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. In the event that there should be less than 1/3 present, the presiding officer may adjourn the meeting until such time as a quorum is present. Meetings may be held by conference call or other electronic device.

## ARTICLE IX OFFICERS AND COMMITTEES

### Section 1: General

The officers of the Corporation shall be a President, First Vice-President, Second Vice-President, Secretary/Treasurer, and Past-President. All of these officers shall remain members of the Board of Directors during their terms of office.

#### (a) **Officers**

Officers of the Corporation shall commit to a three-year term in which they move from Second Vice-President to First Vice-President and ending with President. In this manner they learn the operations of the Association as they increase in office.

#### (b) **Members-at-large**

Members-at-large shall be elected positions of the Corporation, and shall serve on the Board of Directors during his/her term of office. The Members-at-Large shall serve as Members of the Board of Directors; however, they are not Officers of the Corporation.

### Section 2: Powers and Duties:

(a) **President:** The President shall be the principal elective officer of the Corporation. He/she shall serve as Chairman of the Board of Directors. He/she shall perform such duties as are necessarily incident to the office of President or as prescribed by the Board of Directors and shall be first signatory on all checks issued by the Corporation. The President shall assume the office of Past-President for the membership year immediately following the expiration of his/her term as President.

(b) **First Vice-President:** The First Vice-President may be delegated by the President to perform his/her duties, in the event of his/her temporary disability or absence from meetings, and shall have such other duties as specified in Article V of these Bylaws and as the President or the Board may assign.

(c) **Second Vice-President:** The second Vice-President shall assume all duties of the First-Vice President during his/her absence, or at any other time as directed by the President. He/she shall perform those duties as specified in Article V of these By-laws.

(d) **Secretary / Treasurer:** The Secretary/Treasurer shall perform all of the administrative and bookkeeping duties of the Corporation including but not limited to:

- (1) Keep minutes of all meetings of the Corporation;
- (2) See that all notices are duly given in accordance with provisions of these bylaws;
- (3) Keep the books and financial records of the Corporation;
- (4) Report the financial condition of the Corporation at all meetings of the Board of Directors and at other times when called upon by the President;
- (5) Shall be the second signatory on all checks issued by the Corporation.

(e) **Past-President:** The Past-President shall serve as a member of the Board of Directors and will carry out such other duties as may be assigned by the President.

### Section 3: Election of Officers, Members-at-Large, and Terms of Office:

(a) Election of the office of President, First Vice-President, Second Vice-President, Secretary/Treasurer and Members-at-Large shall take place at the Annual Meeting of the Corporation.

(b) Elected Officers shall assume their duties immediately upon the first day of the membership year for which the officers were elected.

(c) Each term of office shall be one (1) year.

(d) A nominating committee of three (3) Designated Representatives of Active Members shall be appointed by the Board of Directors at the regular meeting prior to the annual meeting in which elections are to be held. Their purpose is to submit names to the membership for the election of Second Vice-President and Members-at-Large. The committee shall have two months in which to submit the list of nominees.

**Section 4:** No person may hold more than one office at a time.

**Section 5:** The office of President and Secretary / Treasurer may not be held by members of the same firm or by persons in the same family at the same time. "Family" as defined herein shall mean husband and wife, parents and children, brothers and sisters, brothers-in-law and sisters-in-law. In addition, at no time shall more than one (1) officer be of the same firm.

**Section 6: Vacancies:**

(a) Any vacancy of any office with the exception of Past-President shall be filled by a vote of the Board of Directors. The newly appointed Officers shall serve the remaining portion of the term of office vacated.

(b) The Board of Directors shall nominate one or more candidates to fill a vacancy in the office of any elected office of Member-at-Large. A vacancy any of these positions shall be filled from the slate of nominees provided by the Board of Directors by a majority vote of the general membership at the next duly constituted general meeting at which a quorum is present. Nominations to fill a vacancy in any of these positions may also be received from the general membership at the time of the election.

(c) A vacancy in the office of Past-President shall remain unfilled for the remainder of the un-expired term.

**Section 7:**

Only the Designated Representative or Alternate Representative of Active Members in good standing is eligible to the elective offices provided in the Constitution and Bylaws, with the exception of the Secretary/Treasurer. The office of the Secretary/Treasurer may be filled by any person in any membership category. The Secretary/Treasurer will automatically become an Associate Member by virtue of his/her election to office if he/she is not already a member. The Secretary/Treasurer will not vote in matters pertaining to the general membership unless he/she is the Designated Representative of an Active Member in good standing, but will have a vote on the Board of Directors regardless of status.

**Section 8: Committees:**

(a) The President shall appoint such Committee Chairpersons as may be required. There shall be no less than two (2) persons on any given committee. All Committee meetings shall be open. However, only the committee members shall have a vote on any committee. The committee chairman may limit the participation of any non-committee members at any open committee meeting.

(b) A Professional Standards and Ethics Committee shall be a permanent standing committee of the Corporation. This committee shall have the responsibility to determine recommended and acceptable procedures and business practices in the State of Oregon relative to the operation of a pest control business by Members. The chairman of this committee shall be a member of the Board of Directors, and shall be appointed by the President. The chairman may choose non-board, but Active Members as members of this committee.

In any instance where the Professional Standards & Ethics Committee proposes guidelines for future use by the pest control industry, such guidelines must be approved by a two-thirds (2/3) vote at any regular membership meeting at which a quorum was present.

**ARTICLE X  
FINANCIAL REVIEW**

The Board of Directors or its appointed representative(s) shall conduct a review of the books and minutes of the past fiscal year. A report must be made ready for the Board of Directors by the October monthly meeting.

**ARTICLE XI  
AMENDMENTS**

This Constitution and Bylaws, and such Constitution and Bylaws as may hereafter be adopted, may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) vote of any regularly scheduled meeting of the Corporation at which a quorum was present, provided the proposed changes are submitted by first class mail to the last recorded address of each Active Member at least fifteen (15) days before the date of the meeting at which the changes are to be considered.

Adopted December 3, 1988  
Amended June 2, 1990  
Amended June 20, 1992  
Amended June 18, 1994  
Amended April 15, 1996 (effective July 1, 1996)  
Amended June 8, 1996  
Amended June 7, 1997  
Amended November 15, 2007

Amended September 1, 1998  
Amended June 9, 2001  
Amended September 23, 2002  
Amended June 7, 2003  
Amended March 4, 2005  
Amended September 23, 2005  
Amended March 2, 2007  
Amended March 6, 2009



## **CODE OF ETHICS**

### **ARTICLE I**

Each member of the Oregon Pest Control Association (herein referred to as "the Corporation") shall operate his/her business in a professional manner; inform customers openly and honestly of the consequences to health and property of potential and existing pest infestations; and prescribe corrective and preventive measures that are in accordance with the current professional standards of the industry in a manner that conforms with all good business practices.

### **ARTICLE II**

Each member shall endeavor to be informed of all laws, proposed legislation, and government regulations pertaining to a pest control business in the State of Oregon in order to perform his/her services and advise customers properly.

### **ARTICLE III**

It is the duty of each member to protect the public against fraud, misrepresentation and unethical practices in his/her community which could be damaging to the public or bring discredit to the pest control industry.

### **ARTICLE IV**

A member shall avoid exaggeration, misrepresentation, or concealment of any pertinent facts and he/she has an obligation to practice fairness, frankness and honesty in all advertising and all business transactions.

### **ARTICLE V**

A member shall not deny equal professional services to any person for reasons of race, creed, sex or country of national origin.

### **ARTICLE VI**

A member shall provide a level of competent service in keeping with current applicable sciences and standards of practice in those fields in which he/she customarily engages. This is not limited to, but includes the OPCA Good Practice Statements and the recommendations of the OPCA Professional Standards and Ethics Committee.

### **ARTICLE VII**

A member shall respect the reputation of other pest control firms. He/she shall not publicly disparage the business of a competitor. If his/her opinion is sought and if the member deems it appropriate to respond, such opinion shall be rendered with strict professional integrity and courtesy.

### **ARTICLE VIII**

A member shall have the responsibility to report to the Corporation in a professional manner any conduct in the pest control industry which he/she feels is illegal, unprofessional or unethical.

### **ARTICLE IX**

Each member shall contribute to and support the Corporation and shall uphold the Bylaws and Code of Ethics of the Corporation.

### **ARTICLE X**

If a member is charged with activity contrary to the principles of intent of the Code of Ethics or the Articles of the Bylaws of the Corporation, he/she shall cooperate in placing all pertinent facts before the designated representatives of the Oregon Pest Control Association, Inc.