**Students and Young Professionals Committee of the**

**California Water Environment Association (CWEA)**

**STANDING RULES**

1. MISSION STATEMENT
	1. The Students and Young Professionals Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Directors, hereinafter referred to as the Board. The Committee's mission is to recognize the important role students and young professionals play in the future of our Association by developing and promoting programs for students and young professionals, providing a voice for academia, and encouraging student and young professional participation and membership in CWEA.
2. OBJECTIVES
	1. Promote CWEA and Water Environment Federation (WEF) student and young professional programs.
	2. Maintain an effective communication network between CWEA and state and private colleges, universities, and vocational schools that have environmental curriculum and/or technical programs associated with the water quality field.
	3. Plan, organize, and implement, activities that promote the mission of the Committee.
	4. Coordinate student and young professional activities, related programs and events with the program Committees of the annual and regional conferences.
3. MEMBERSHIP
	1. The membership of the Committee shall consist of a Chair, 1st-Year and 2nd-Year Vice-Chairs, a Past-Chair, a Treasurer and representatives from local sections. Membership on the Committee will be comprised of individuals who are members of the Association.
	2. The Association President shall appoint the Chair and vice chairs within thirty (30) days after the annual business meeting. The Association President may appoint a replacement Chair in the event he/she cannot fulfill their term. The Committee shall submit to the Association President-Elect, by the first of March, the name of the nominees to serve as Chair and vice chairs of the Students and Young Professional Committee.
	3. No Chair or Vice-Chair shall serve more than two (2) years in the same position.
	4. The Chair shall have the right to attend meetings of the Board with full privilege of discussion of matters involving the work of their Committee.
4. DUTIES AND FUNCTIONS
	1. Chair
		1. General supervision of the affairs of the Committee.
		2. Preside over Committee meetings.
		3. Appoint Committee Vice-Chair(s).
		4. Appoint subcommittees as required.
		5. Submit a quarterly report to the Association Executive Director for presentation to the Board, by the date requested by the Association. The Committee report will contain activities, recommendations, or other information of importance relating to the activities of the committee or Association.
		6. Communicate or appoint liaisons with the WEF Student and Young Professionals Committee and other CWEA Committee’s whose objectives and programs may overlap with the Student and Young Professionals Committee (i.e., membership, scholarship, Annual Conference, etc.).
		7. Progress automatically to Past-Chair position after one year of service as Chair.
	2. Vice-Chairs
		1. 1st-Year Vice Chair
			1. In alternating years, the 1st-Year Vice Chair shall be a representative from the northern region and the southern region, opposite of the 2nd-Year Vice Chair.
			2. The 1st-Year Vice Chair shall submit Committee reports/articles to the editor of CWEA member publications for regular publication as assigned by the Chair
			3. The 1st-Year Vice Chair shall serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.
			4. Attend subcommittee meetings as directed.
			5. Provide overall Committee support to the Chair as needed.
			6. Record minutes of Committee meetings and Association meetings and distribute to Committee.
			7. Progress automatically to Chair position after once year of service as 1st-Year Vice Chair.
		2. 2nd-Year Vice Chair
			1. In alternating years, the 2nd-Year Vice Chair shall be a representative from the northern region and the southern region, opposite of the 1st-Year Vice Chair.
			2. Attend subcommittee meetings as directed.
			3. Provide overall Committee support to the Chair as needed.
			4. Record minutes of Committee meetings and Association meetings and distribute to Committee when the 1st-Year Vice Chair is unavailable.
			5. Progress automatically to 1st-Year Vice Chair after one year of service as 2nd-Year Vice Chair.
	3. Past-Chair
		1. Serve as chair of the judging panel for the Outstanding Young Professional of the Year award.
		2. Provide overall Committee support to the Chair, Vice-Chairs, and Treasurer as needed.
	4. Treasurer
		1. Coordinate the timely submittal of a Committee budget to the Association Treasurer and interface with the Association Treasurer regarding check requests and expense reports for committee expenses.
		2. Track Committee income and expenses and provide quarterly budget reports to the Committee.
5. OPERATING PROCEDURES
	1. The Committee shall comply with all procedural requirements established from time to time by the Board.
	2. The Committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, the Association Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
	3. Neither the Committee nor its members shall represent or purport to represent any official position of policy statement of the Association without prior approval of the Board.
	4. All matters of decision by the Committee shall be decided by majority vote of members present.
	5. To avoid a conflict of interest yet maintain consistency from year to year, the Committee shall approve the judging panel for the Outstanding Young Professional of the Year Award, which, whenever possible, shall be comprised of three or five members of the Committee, diversified between the northern and southern regions.
	6. The Committee shall interface with the Association Treasurer and submit a Committee budget following the policies and procedures of the Association. All financial transactions will be conducted through the Association Treasury with authorization by the Association Executive Director. The Committee may not retain an independent bank account unless authorized by the Board.
	7. The Committee shall pursue activities that would promote programs related to the mission of the Committee.
6. BOARD LIAISON
	1. The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual business meeting.
	2. The Board Liaison shall attend, when possible, all Committee meetings and serve as a representative of the Board.
7. AMENDMENTS
	1. Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Association Membership and External Relations Committee for certification as to being in harmony with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

ACCEPTANCE BY COMMITTEE: DATE:

APPROVED BY CWEA: DATE:

ATTESTED: DATE: