

Desert And Mountain Section of the California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this Section shall be the Desert and Mountain Section, hereinafter referred to as the “Section”, of the California Water Environment Association, hereinafter referred to as the “Association”. The boundaries of the Section shall be as defined by CWEA Local Section Policy.

2.0 AFFILIATION

- 2.1 The Section shall be a member of the Association, a California nonprofit public benefit corporation, tax-exempt under section 501(c)(3) of the Internal Revenue Code and its California counterpart, and shall participate in its activities. The Section does not have separate legal or tax status, but rather operates as a program of the Association. It is intended that the Constitution and Bylaws of this Section shall be in harmony with the Constitution and Bylaws of the Association. All Section activities shall be consistent with the policies and procedures of the Association. All Section activities shall be under the ultimate direction and control of the Association’s Board of Directors. This Section is affiliated with the Water Environment Federation (WEF) through the Association.

3.0 MISSION STATEMENT

- 3.1 The purpose of this Section is to enhance the education and effectiveness of California's Wastewater Professionals through training, certification, dissemination of technical information and promotion of sound policies to benefit society through protection and enhancement of the water environment and to further the mission, aims, and objectives of the Association.

4.0 OBJECTIVES

- 4.1 The advancement of fundamental knowledge of the water environment, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth’s inhabitants.
- 4.2 The enhanced education and effectiveness of wastewater professionals through training and certification.
- 4.3 The advancement of practical knowledge in the technology, design, construction, maintenance, operation, and management of water quality control systems and facilities.

- 4.4 The increased understanding of the nature and function of the earth's natural water-ways, surface, subsurface, and atmosphere.
- 4.5 The implementation of the objectives previously stated through an exchange of information and experience among its members, and other interested persons, by conducted meetings of its members.
- 4.6 The publication and distribution of information relating to the water quality control field.
- 4.7 The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.
- 4.8 The improvement of the professional status of all personnel engaged in any aspect of the water quality control field including, but not limited to, the design, maintenance, management, and operation of water quality control systems.
- 4.9 The stimulation of public awareness of the relationship of waste resources to the general public welfare, and the need for preservation and reuse of water resources.

5.0 MEMBERSHIP

- 5.1 Membership shall consist of members of the Association who have paid a membership fee for this section. Any interested person, however, may attend Section meetings. Each member shall have one vote.
- 5.2 Subscribers shall consist of persons who are not members of the Association who have paid subscription fees to receive Section Publications. Subscribers shall not vote.

6.0 BOARD OF DIRECTORS

- 6.1 The affairs of the Section shall be managed by a Board of Directors, hereinafter referred to as the Board, under such rules as the Board may determine, subject to the specific conditions of this Constitution and Bylaws.
- 6.2 The Board shall consist of elected officers.
- 6.3 All members of the Board shall be members in good standing in the California Water Environment Association.

7.0 OFFICERS

- 7.1 The Officers of this Section shall be President, Vice President, Secretary, Treasurer, Three 3-year Directors, Three 1-year Directors and the Immediate Past President.

8.0 QUORUM

8.1 A quorum of the Board shall consist of a simple majority of its members.

9.0 AMENDMENTS

9.11 Amendments to the Constitution and/or Bylaws may be proposed by a majority of the Board, or by petition of 20% of the eligible voting members. All proposed amendments shall be referred to the Association's Membership and External Relations Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.

9.12 Amendments to the Constitution and/or Bylaws may be made by a majority vote of the members at the next regular meeting following the meeting at which the Amendments are introduced. All such amendments are void if disapproved by the Association.

10.0 DISPOSITION OF ASSETS UPON DISSOLUTION

10.1 In the event of the dissolution of the Section, the property and assets, after providing for all obligations and liabilities of the Section, revert to the Association.

BYLAWS

1.0 MEMBERSHIP AND SUBSCRIPTION FEES

1.1 Membership fees are as set by the Association, with Section fees recommended by the Northern and Southern Regional Committees.

1.2 Life members shall be exempt from the payment of the membership and/or subscriber fees.

1.3 Subscription fees are as set by the Section Board.

1.3

2.0 BOARD OF DIRECTORS AND OFFICERS

2.1 The Board as denoted in the Constitution shall have full control of the affairs of the Section, subject to the wishes of the Section and in accordance with recommendations of the Association. The Board may nominate to the Southern Regional Committee, candidates for the Association and Federation Offices. The Board shall meet not less than four (4) times a year at the call of the President or a majority of the Board. All matters of decision shall be decided by a majority vote.

- 2.2 **President.** The President shall have general supervision of the affairs of the section, subject to the direction of the Board, and in accordance with the recommendations of the Association. The President shall preside at all meetings of the Board and Section, and shall appoint such committees as may be required to accomplish the objectives of the Section. The President shall act as a representative to the Southern Regional Committee and attend Southern Regional Committee meetings.
- 2.3 **Vice President.** The Vice President shall assist in the performance of the President's duties and act in the absence of the President. In addition to these duties the Vice President shall be the Chair of the Program Committee.
- 2.4 **Immediate Past President.** The Immediate Past President shall be chairman of the Awards Committee.
- 2.5 **Secretary.** The Secretary shall perform the following duties:
- a. Attend and record those present at all Section and Board meetings.
 - b. Take meeting minutes at Board meetings and prepare for distribution including sending minutes to the Association.
 - c. Prepare agendas for and record the proceedings of the meetings.
 - d. Keep up to date record of correspondence, reports and membership rolls.
 - e. Assist with communicating Section events to the membership.
 - f. Other duties as directed by the President or Board.
- 2.6 **Treasurer.** The Treasurer shall perform the following duties:
- a. Be the custodian of all moneys owned by the Section and shall account to the Board for money collected or disbursed.
 - b. Attend to the collection of all assessments due the Section.
 - c. Pay all claims against the Section as authorized by the Board.
 - d. Report the Section's financial condition at each Board meeting.
 - e. Prepare the Annual Report to the Association regarding Section activities and finances. After approval by the Board, this report shall be submitted to the Executive Director of the Association no later than August 1.

- f. Prepare the Section's annual operating budget. Submit this budget to the Association's Executive Director no later than April 30th.
- g. Prepare and submit all other financial reports required by the Association on a timely basis, including monthly financial reports.

2.7 **Directors.** The Directors shall assist the President as necessary to accomplish the objectives of the Section. In addition, the Directors will serve as the coordinator of Annual Section events as follows:

- a. 3 Year Director # 1: Coordinate planning and delivery of the Annual October Collection System Maintenance Training Day.
- b. 3 Year Director # 2: Coordinate planning and delivery of the Annual August Vendor Fair, Air Pack Derby, and BBQ Picnic.
- c. 3 Year Director # 3: Coordinate planning and delivery of the Annual March Technical Tour and Training Event.
- d. 1 Year Director # 1: Coordinate planning and delivery of the Annual June Training and Installation Luncheon.
- e. 1 Year Director # 2: Assist TCP Chair with the planning and delivery of the Annual TCP Exam Review Sessions.
- f. 1 Year Director # 3: Will be termed the "Director of Communications" and be responsible for communicating Section events and information to the membership. This can include updating the Section website and calendar, posting Section information and updates to the Association E-Bulletin and website calendar, and distributing materials and notifications to members.

2.8 No officer of the Section shall incur any liability on behalf of the Section except with the approval of the Association Board, in any case, the amount shall not exceed that available in the Section's Treasury.

3.0 **TERMS OF OFFICE**

3.1 The terms for the officers shall be one (1) year, except that the term of the office for the Three Year Directors will be three years, . These terms will commence with the installation of officers at the Section's Annual Installation Meeting, normally held in June. The Vice President automatically becomes the President the following year and the President automatically becomes the Immediate Past President the following year.

4.0 **NOMINATION AND ELECTION OF OFFICERS**

4.1 The nomination of any position shall be taken at the March Meeting. Nominees and officers shall be Association members.

4.2 The nomination of officers shall be closed and Board election held at the May meeting.

4.3 Should any nominee for office not receive a majority of the votes cast for that office, the names of the two (2) nominees receiving the greatest number of votes shall be re-submitted immediately for consideration.

4.4 In the event of a vacancy, the Board shall appoint a replacement for the balance of the year.

5.0 COMMITTEES

5.1 General

5.11 All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.

5.12 Standing and Joint Committee Chairs shall be appointed by the President subject to the approval of the Board.

5.2 Standing Committees

5.21 Standing Committees may be established or dissolved by the Board. The name and purpose of all Standing Committees shall be listed in the Bylaws.

5.22 The following Standing Committees have been established by and are responsible to the Board:

- A. AWARDS - To strive for and encourage excellence, using judged competition with others, for public recognition on both personal and agency levels.
- B. CORPORATE - To encourage corporate vendors to participate in the Section's activities, this will provide members with the vendors latest product information and through paid advertisement in the newsletter or donations at the meetings will help to defray some of the Section's costs.
- C. MEMBERSHIP - Actively pursue the goal of increasing the membership of the Section through all available means.
- D. PROGRAM - To provide comprehensive mini training seminars at our meetings and to encourage an atmosphere of idea exchange with fellow members.
- E. TECHNICAL CERTIFICATION - To provide all section members with the latest information on various training and certification programs including the T.C.P. program.

F. Student and Young Professionals Committee - To recognize the important role students and young professionals play in the future of our Association by developing and promoting training events and programs for students and young professionals, providing a voice for academia, and encouraging student participation and young professional participation and membership in the Association and Section.

5.3 Ad Hoc Committees may be established at any time by the President, with approval of the Board, to perform a specific assignment or task which usually can be completed within one (1) year.

5.4 Joint Committees

5.41 With the approval of the Board, Committees may be formed jointly with other Sections and/or organizations.

6.0 MEETINGS

6.1 There shall be regular meetings, during the months of March, June, August, October and December, at such time and place determined by the Program Committee and approved by the Board.

6.2 Notice of all meetings shall be posted, via the website, to at least two weeks in advance of the meeting date.

7.0 FISCAL YEAR

7.1 The fiscal year of the section shall cover the period beginning July 1 of one year through June 30 of the next year.

8.0 OPERATING PROCEDURES

8.1 The Section shall comply with all procedural requirements established from time to time by the Association.

8.2 Neither the Section, its Officers, nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Association Board of Directors.

- 8.3 All matters of decision by the Section shall be decided by majority vote of the members present.
- 8.4 Financial Procedures
 - 8.41 Bank account(s) maintained by the Section and/or its Committees have been expressly authorized by the Association Board.
 - 8.42 The Association Executive Director shall be signatory to all said bank account(s) and as such, copies of all statements and other bank generated correspondence shall be forwarded by the Section Treasurer or directly from the bank to the Association Office.
 - 8.43 The Section shall verbally report within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00 to the Association Executive Director.
 - 8.44 Statements of reconciliation are to be sent to the Association Office not less than monthly.
 - 8.45 All revenue and expenses of the Section and its Committees shall be in a manner that is consistent with the Mission Statement and Objectives of the Association's Constitution and Bylaws.
 - 8.46 The Section shall report any physical property valued over \$500 to the Association's Executive Director when purchased and annually as part of annual inventory.
- 8.5 The Section shall pursue activities such as meetings, seminars, conferences, publications and newsletters that would promote activities and training related to the mission of the Association.

DATE OF ACCEPTANCE BY SECTION: _____

WITNESS: _____
PRESIDENT

ATTESTED: _____
SECRETARY

APPROVED BY CWEA: _____
PRESIDENT

DATE: _____

ATTESTED: _____
EXECUTIVE DIRECTOR

DATE: _____