

Monterey Bay Section of the California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Monterey Bay 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 determined by the Association.
- 1.2 Present boundaries include Monterey, Santa Cruz and San Benito counties, plus the portion of Santa Clara County south of Coyote.

2.0 AFFILIATION

- 2.1 The Section shall be a member of the Association and shall participate in its activities. It is intended that the Constitution and Bylaws of this Section shall be in harmony with the Constitution and Bylaws of the Association.

3.0 MISSION STATEMENT

- 3.1 The purpose of this Section is to enhance the education and technology to protect the quality of our water resources and to promote the ecological balance with the environment's other resources such as land and air.

4.0 OBJECTIVES

- 4.1 Advance the fundamental knowledge of the water environment, its basic qualities, and 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 Advance the knowledge and technology in the design, construction, management and operation of water quality control systems and facilities.
- 4.3 Increase knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.
- 4.4 Implement the objectives previously stated through an exchange of information and experience among its members, and other interested persons, by an annual meeting of its members.
- 4.5 Publish and distribute information relating to the water quality control field.
- 4.6 Promote public understanding and encourage sound regional policy in matters relating to the water quality control field.
- 4.7 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.

- 4.8 Stimulate public awareness of the relationship of water resources to the public welfare and the need for pollution prevention, resource recovery, preservation, conservation, and the reuse of water resources.

5.0 MEMBERSHIP

- 5.1 Membership shall consist of Active, Student, Corporate, Association, Retired, Life, or Professional Wastewater Operators Division (PWOD) members of the Association who have paid a subscription fee to 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 non-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.

7.0 OFFICERS

- 7.1 The officers of this Section shall be President, Vice-President, Secretary, Treasurer, First Year Director and Second Year Director. These officers constitute the Board of Directors.
- 7.2 The normal progression of officers is First Year Director, Second Year Director, Vice-President and President, however, nominations will be considered under Section 4.0 of the Section Bylaws.

8.0 AMENDMENTS

8.1 Initiation

- 8.11 Amendments to the Constitution and/or Bylaws may be proposed by a majority of the Board, or by petition by 20% of the eligible voting members. All proposed amendments shall be referred to the Association's Constitution and Bylaws Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.
- 8.21 Amendments to the Constitution and/or Bylaws may be made by a majority vote of the members present at the next regular meeting following the meeting at which the Amendments are introduced. All such Amendments are void if disapproved by the Association.

9.0 DISPOSITION OF ASSETS UPON DISSOLUTION

- 9.1 In the event of dissolution of the Section, the property and assets, after providing or all obligations and liabilities of the Section, shall revert to the Association.

BYLAWS

1.0 MEMBERSHIP AND SUBSCRIPTION FEES

- 1.1 The Board shall establish the membership and subscription fees for Active, Corporate, and subscribing categories. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures. The fee structure shall be that the Active rate is less than the Subscriber rate.
- 1.2 Retired/Life members shall be exempt from the payment of the membership and/or subscriber fees.
- 1.3 Retired members, exempted from the payment of subscription fees, shall be entitled to free meals at Section functions.
- 1.4 Membership and subscription fees are due and payable on July 31 for the following year. Any person who has not paid as of one month after mailing of the second renewal notice shall be dropped from Section lists. Names will be reinstated upon payment of fees.

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 Northern (or 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 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 special committees as may be required to accomplish the objectives of the Section. The President shall act as a representative to the Northern Regional Committee.
- 2.3 The Vice President shall assist in the performance of the President's duties and act in the absence of the President. In the event of a vacancy in the office of President, the Vice President shall assume the duties and title of that office for the remainder of that term.

- 2.4 The Secretary-Treasurer shall perform the following duties:
- a. Attend and record those present at all Section and Board meetings.
 - b. Attend to the collection of all assessments due the Section.
 - c. Pay all claims against the Section.
 - d. For claims in excess of \$200, the Secretary-Treasurer shall obtain approval from the Board prior to payment.
 - e. Report the Section's financial condition at each regular meeting or at any other time requested by the President.
 - f. Present the Section's financial condition at each regular meeting or at any other time requested by the President.
 - g. Prepare the Annual Report to the Association regarding Section activities and finances. This report shall be submitted to the Executive Director of the Association no later than August 1.
- 2.5 The Director(s) shall assist the President as necessary to accomplish the objectives of the Section.
- 2.6 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 Treasury.

3.0 TERMS OF OFFICE

- 3.1 The terms of office for the officers shall be one (1) year and commence with the installation of officers at the Section Annual Banquet Meeting, normally held in February.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of officers shall be taken at the next to last regular meeting of the calendar year (normally September). Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed, and election held at the last regular meeting of the calendar year (normally November).
- 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 resubmitted immediately for consideration.
- 4.4 In the event of a vacancy, other than the President, the Board shall appoint a replacement for the balance of the term.

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.
- 5.13 Committee Representation: Each agency which has members of the Section shall be entitled to one representative on each committee. Each committee should have one member attend State and Regional meetings.

5.2 Standing Committees

- 5.21 Standing Committees may be established or dissolved by the Board. The name and purpose of all Standing Committees are as described herein.
- 5.22 The following Standing Committees have been established by, and are responsible to, the Board.

A. Membership

- 1) Shall develop and implement programs to increase membership in all categories of membership and assure that member needs are recognized and met by the Section.
- 2) Shall assist Newsletter Committee Chair in harvesting corporate members to advertise in the Section's newsletter.

B. Program

- 1) Shall be Chaired by second year Director.
- 2) Shall arrange for program topics and speakers for regular Section meetings.

C. Operator Certification

- 1) Shall serve as facilitator for operation examinations.
- 2) Shall assist the Section in making operator certification examination preparation training available to all Section members.

D. Technical Certification

- 1) Shall serve as facilitator for technical certification examinations.

- 2) Shall assist the Section in making technical certification examination preparation training available to all Section members.

E. Awards and Nominations

- 1) Shall be chaired by the immediate past Section President.
- 2) Shall receive and consider nominations for all officers to be elected by the members and shall present such nominations to the Section at its second to last regular meeting of the calendar year.
- 3) Shall annually recommend to the Board of Directors, nominees to receive various Section awards.

F. Public Education

- 1) Shall develop, recommend, and assist in conducting public education programs designed to improve the public's understanding of water environment preservation.
- 2) Shall recommend to the Board methods of publicizing the activities of the Section and assist in implementing such dissemination of information.
- 3) Shall seek methods to involve the public more directly in Section activities.

G. Newsletter

- 1) Shall be responsible for publishing and mailing the Section's newsletter to all members and subscribers.
- 2) The newsletter shall serve as notice of all regular meetings and shall be sent to all members and subscribers at least two weeks in advance of the meeting date.

H. Safety

- 1) Shall coordinate and oversee the educational safety programs conducted by the Section.

I. Training and Education

- 1) In cooperation with other committees, shall plan and conduct educational programs to enhance the skills and knowledge of the Section's water environment professionals.

J. Supergroup

5.3 Ad Hoc Committees

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

5.32 Examples of Ad Hoc Committees are:

Collection System
Industrial and Hazardous Waste
Laboratory
Maintenance
Operations

5.4 Joint Committees

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

6.0 MEETINGS

6.1 There shall be regular meetings held at such time and place as is determined by the Program Chair and approved by the Board. Meetings during the months of the annual Association Conference and the Northern Regional Training Conference, or for other special reasons, may be suspended under direction of the Board.

6.2 Notice of all meetings shall be sent to all members and subscribers at least two weeks in advance of the meeting date.

6.3 An annual banquet meeting of the Section shall be held for the installation of officers and presentation of awards.

6.4 All indoor meetings shall be designated non smoking.

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 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, the bank shall be directed to forward copies of all statements and other bank generated correspondence directly 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 quarterly, while monthly statements are preferred.
- 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.
- 8.5 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.

ACCEPTANCE BY SECTION: Scott Hamby DATE: 9/26/96
PRESIDENT

APPROVED BY CWEA: Maria J. Hogan DATE: 1-18-97
PRESIDENT

ATTESTED: Judsey Roberts DATE: 1/18/97
CWEA EXECUTIVE DIRECTOR