

CONSTITUTION AND BYLAWS  
NORTH COAST SECTION  
CALIFORNIA WATER POLLUTION CONTROL ASSOCIATION

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the North Coast Section, hereinafter referred to as the "Section", of the California Water Pollution Control Association, hereinafter referred to as the "Association". The Boundries of the Section shall be as determined by the Association and include Humboldt and Del Norte counties.

2.0 AFFILIATION

- 2.1 The Section shall be a member of the Association and shall participate in it's 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 The advancement of fundamental knowledge of the water environment, its basic qualities, 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 advancement of practical knowledge in the technology, design, construction, operation, and management of water quality control system and facilities.
- 4.3 The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.

- 4.4 The implementation of the objectives previously stated through an exchange of information and experience among its members, and other interested persons, by conducting meetings of its members.
- 4.5 The publication and distribution of information relating to the water quality control field.
- 4.6 The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.
- 4.7 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, management, and operation of water quality control systems.
- 4.8 The stimulation of public awareness of the relationship of water 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 Active, Student, Corporate, Affiliate, 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, standing committee chairs and the appointed delegate to the Northern Regional Committee of the Association.

**7.0 OFFICERS**

7.0 The officers of this Section shall be the Chairman, Vice-Chair, Secretary, Treasurer, Delegate to the Northern Regional Committee of the Association and the chairman of the following standing committees; Awards, Membership, Nominating, Safety, Technical Certification, and Program. These officers constitute the Board of Directors.

**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 petition by 20% of the eligible voting members. All proposed amendments shall be referred to the Associations 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 two-thirds 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.

**9.0 DISPOSITION OF ASSETS UPON DISSOLUTION**

9.1 In the event of dissolution of the Section, the property and assets, after providing for 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 grades. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.
- 1.2 Retired/Life members shall be exempt from the payment of the membership and/or subscriber fees.
- 1.3 Membership and subscription fees are due and payable on the 1st day of January 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 Regional Committee candidate(s) for the Association and Federation Offices. The Board shall meet not less than four (4) times a year at the call of the Chairman or a majority of the Board. All matters of decision shall be decided by a majority vote.
- 2.2 The Chairman 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 Chairman 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 Chairman shall act as a representative to the Northern Regional Committee.
- 2.3 The Vice-Chair shall assist in the performance of the Chair's duties and act in the absence of the Chairman. In the event of a vacancy in the office of Chairman, the Vice-Chair shall assume the duties and title of that office for the remainder of that term.
- 2.4 The Secretary shall perform the following duties:
  - a. Attend and record those present at all Section and Board meetings.
  - b. Record proceedings of all Board meetings.
  - c. Mail the Section's meeting announcements to all members.
  - d. Maintain a list of names of the Section members which shall be submitted to the Section Board at the annual meeting.
- 2.5 The Treasurer shall perform the following duties:
  - a. Attend to the collection of all assessments due the Section.
  - b. Pay all claims against the Section.
  - c. For claims in excess of \$200, the Secretary-Treasurer shall obtain approval from the Board prior to payment.

- d. Report the Section's financial condition at each regular meeting or at any other time requested by the President.
  - e. Present the Section's financial condition at each regular meeting or at any other time requested by the President.
  - f. Prepare the Annual Report to the Association regarding Section finances. This report shall be submitted to the Association Manager of the Association no later than August 1.
- 2.6 The Director(s) shall assist the Chairman as necessary to accomplish the objectives of the Section.
- 2.7 No officer of the Section shall incur any liability on behalf of the Section except with the approval of the Board, in any case, the amount shall not exceed that available in the 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 November.

### 4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of officers shall be solicited by the Nominating Committee no later than the 1st day of September and shall be closed by the 1st day of October of each year. Nominees and officers shall be Association members.
- 4.2 The Nominating Committee shall check each nominee submitted for membership qualification, interest and commitment for the position. The Committee will present *a* slate of all qualified nominees in ballot form that includes a place for write-in candidates to the Secretary.
- 4.3 The Secretary shall mail ballots to all members of the Section by 15th day of October of each year. All ballots returned to the Secretary within one week will be counted by the Secretary in the presence of the Section Chairman.
- 4.4 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 presented at the November Annual meeting for consideration.

- 4.5 In the event of a vacancy, other than the Chair, 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 Committee Chairs except those described in Section 7.0 of this Constitution which are nominated and elected by the general membership shall be appointed by the Section Chair subject to the approval of the Board.

5.13 All Joint Committee Chairs shall be appointed by the Section Chair 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 Committee

Shall develop and implement the Section Awards program, including soliciting nominations for Section and Association Awards and selecting Section Award winners.

#### B. Technical Certification Committee

Shall administer the Certification Program in accordance with the regulations of the Association. The Committee shall keep members informed on certification procedures and test dates and act as liason between the Association TCP Committee.

#### C. Membership Committee

Shall be responsible for promoting new members and encouraging membership participation in Section and Association activities.

#### D. Nominating Committee

Shall consist of the immediate past Section Chairman as Chair and two other members appointed by the current Section Chairman. The Committee shall solicit, develop and submit a list of candidates for office each year as described in these Bylaws.

E. Program Committee

Shall be responsible for developing the Section meeting programs and training sessions.

F. Safety Committee

Shall be responsible for developing and presenting safety topics and discussions to the membership and act as liason to the Association Safety Committee.

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.

5.4 Joint Committees

5.41 With 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 held at least 6 times per year at such time and place as is determined by the Program Committee 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 one week 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.

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.

DATE OF ACCEPTANCE BY SECTION: \_\_\_\_\_

WITNESS: \_\_\_\_\_ ATTESTED: \_\_\_\_\_  
PRESIDENT SECRETARY

APPROVED BY CWPCA: [Signature] DATE: April 21, 1993  
PRESIDENT

ATTESTED: [Signature] DATE: April 21, 1993  
ASSOCIATION MANAGER