

Redwood Empire Section of the California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Redwood Empire Section, hereinafter referred to as the “Section”, of the California Water Environment Association, hereinafter referred to as the “Association”.
- 1.2 The Boundaries of the Section have been determined by the Association to include the California counties of Lake, Mann. Napa, and Sonoma, plus portions of Mendocino County south of Highway 20, and the portion of Solano County west of Highway 680 and north of Highway 12 and those areas south of Highway 12 that are within the incorporated areas of the City of Fairfield and Suisun City, but is open to all interested parties regardless of their residence, working area or membership in any other section of the Association.

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 the Redwood Empire Section is to enhance the education and effectiveness of its members through training, dissemination of technical information, promotion and support of CWEA policies to benefit society through protection and enhancement of the water environment.

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, operation and management of water 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 conducting meetings for 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. 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 are not voting members.
- 5.3 Any interested person may attend Section meetings.

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 A quorum of the Board shall consist of any four Board members. A quorum must be present for a vote to be taken, each Board member shall have one vote.

7.0 OFFICERS

- 7.1 The officers of this section shall be President, Vice-President, Secretary, Treasurer, and three Directors. These officers constitute the Board of Directors.
- 7.2 Officers shall be members of the Association.

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 Associations Constitution and Bylaws Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.
 - 8.12 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 Section membership and subscription fees. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.
- 1.2 Life members shall be exempt from payment of the Section membership and/or subscriber fees.

Life members and their spouse/guest will be invited to the Section's Annual Awards and Installation Banquet as guests of the Section. A member may be appointed to life membership status by the Board provided the following qualifications are met:

The member has been a Section member for the past ten (10) years

The member is retired

The member has participated in Section activities

- 1.3 Membership and subscription fees are due in advance, and are payable on or before the first meeting of the calendar year. Any person who has not paid as of April 1 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. The Vice-President shall be the Program Chair, and shall act as a representative to the Northern Regional Committee in the absence of the President.
- 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. Prepare an annual budget for the Section each year. Send a copy of the budget to the Association office by April 30 once it has been approved and adopted by the Board.
 - g. Prepare an annual reserve fund report for the Section each year. Send a copy of the report to the Association office by April 30 once it has been approved by the Board.
 - h. Keep a record of the Tax Payer ID numbers for all unincorporated firms that receive Section checks in amounts of \$600 or more. These shall be reported on form 1099 to the Association office each year.

- i. Send copies of all check registers, receipts and deposit slips to the Association Financial each calendar month. Check the Monthly and Annual Financial Reports received from the Association each month.
- 2.5 The Directors shall assist the President as necessary to accomplish the objectives of the Section.
- a. Director at Large shall be the Awards Chair.
 - b. Second Year Director shall serve on the Awards Committee and shall be the Picnic Chair.
 - c. First Year Director shall prepare and distribute minutes for each Board and Section Meeting, and shall serve on both the Awards and Picnic Committees.
- 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, normally held in November.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of officers shall be taken at the Awards Banquet. Nominees and Officers shall be Association members.
- 4.2 The nomination of officers shall be closed and the election held at the Awards Banquet.
- 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, 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 or 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 are described herein.
 - 5.22 The following Standing Committees have been established by, and are responsible to, the Board:
 - a. Certification Committee

Shall be responsible for administering the Technical Certification Program for the Section.

b. Collection System Committee

Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the wastewater collection system design and maintenance. The committee may be requested by the Board to plan one dinner meeting each year.

c. Laboratory Committee

Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the laboratory and at the request of the Board may plan one dinner meeting each year.

d. Editor/Publisher

Shall collect articles for the Section newsletters, design layout, and arrange the distribution of newsletters to all Section members and the Association office.

e. Membership Committee

Shall promote, solicit and keep records of the membership.

f. Industrial Waste Committee

Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of Industrial Waste and at the request of the Board may plan one dinner meeting each year.

g. Door Prize Committee

Shall conduct the Door Prize at dinner meetings and other functions.

h. Maintenance Committee

Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of treatment plant maintenance and at the request of the Board may plan one dinner meeting each year. The Committee Chair shall be an active member of the Operations and Maintenance Committee.

i. Electrical and Instrumentation Committee Shall develop and implement educational programs to transfer technical and practical electrical and instrumentation information among those involved in any aspect of treatment plant maintenance and may be requested by the Board to plan one dinner meeting each year. The Committee Chair shall be an active member of the Operations and Maintenance Committee.

j. Safety Committee

Shall develop and implement educational programs to transfer technical and practical safety information among those involved in any aspect of the water quality field and may be requested by the Board to plan one dinner meeting each year.

k. Operations Committee

Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the operation of wastewater facilities and may be requested by the Board to plan one dinner meeting each year. The Committee Chair shall be an active member of the Operations and Maintenance Committee.

l. Operations and Maintenance Tour Committee Shall develop and implement educational tours of wastewater facilities to transfer technical and practical information among those involved in any aspect of the operation and maintenance of wastewater facilities.

m. Public Relations Committee

Shall attend all functions and document activities with photographs that shall be displayed at Section dinner meetings. With the approval of the President, the Committee shall be responsible for submitting Section articles to the Association for publication in the Bulletin.

n Nominations Committee

The Committee Chair shall be the most recent past President of the Section. The Committee shall make recommendations for one candidate for each office to be filed at the Section's Annual Awards and Installation Banquet. After presentation to the membership, the Committee Chair shall accept any nominations from the floor for any or all offices. The Committee Chair shall then conduct the election of officers immediately following the close of nominations.

o. Awards Committee

The Committee shall accept and evaluate all applications for Section awards. This committee shall select a recipient for each award after evaluation of all applicants, provided they feel one of the applicants is deserving of the awards. Recipients of Section awards will be forwarded to the State Awards Committee only if the award recipient is an Association member. The Awards Committee will accept nominations for the following awards each year:

1. Murrey McKinnie Award

This award, established in 1975, shall include a \$100 cash award. This is awarded to an Operator-in-Training or a Grade I Operator to help pay for their further education. The recipient does not have to be an Association Member but must be a subscriber to the Section.

2. Supervisor of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

3. Operator of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

4. Collection System Person of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

5. Laboratory Analyst of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

6. Industrial Waste Inspector of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

7. Mechanical Technologist of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

8. Electrical/Instrumentation Person of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

9. Reclamation Operator of the Year

The recipient does not have to be an Association Member but must be a subscriber to the Section.

10. Collection System of the Year

The facility must be within the boundaries of the Section.

11. Safety Program of the Year

The facility must be within the boundaries of the Section.

12. Plant of the Year Award

The facility must be within the boundaries of the Section.

13. Stan Roskowski Award

This is an award for outstanding service to the Section. The recipient does not have to be an Association member but must be a subscriber to the Section.

14. Vendor of the Year

15. Mascot of the Year

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 Association Board, Committees may be formed jointly with other sections and/or organizations.

6.0 MEETINGS

6.1 There shall be regular bi-monthly 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 Southern/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.

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 Association Members present.

8.4 Financial Procedures

- 8.41 Bank account(s) maintained by the Section have been expressly authorized by the Association Board.
 - 8.42 The Executive Director shall be signatory to all said bank accounts. The Section Secretary/Treasurer shall forward copies of all statements and other bank generated correspondence directly to the Association office in Oakland.
 - 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 Executive Director.
 - 8.44 Financial reports are to be sent to the Association office on a monthly basis.
 - 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 Statement of the Association.

ACCEPTANCE BY SECTION: _____
PRESIDENT

DATE: _____

APPROVED BY CWEA: _____
PRESIDENT

DATE: _____

ATTESTED: _____
EXECUTIVE DIRECTOR

DATE: _____