

**SANTA ANA RIVER BASIN SECTION (SARBS)  
OF THE  
CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA)  
CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**1.0 NAME AND BOUNDARIES**

- 1.1 The name of this section shall be the Santa Ana River Basin 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's 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, and 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 Advance the fundamental knowledge of the water environment, its basic qualities and physical laws governing its interaction with other aspects of the environment with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 4.2 Enhance education and effectiveness of wastewater professionals through training and certification.
- 4.3 Advance the knowledge and technology in the design, construction, and management of water quality control systems and facilities.
- 4.4 Increase knowledge and understanding of the earth's water environment.

- 4.5 Implement the objectives previously stated through an exchange of information and experience among its members and other interested persons, by conducting meetings of its members.
- 4.6 Publish and distribute information relating to the water quality control field.
- 4.7 Promote public understanding and encourage sound regional policy in matters relating to the water quality control field.
- 4.8 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 4.9 Stimulate public awareness of the relationship of water resources to public health and the water environment, and the need for wastewater treatment, pollution prevention, resource recovery, preservation, conservation, and the 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. Membership shall be as defined in the Association's Constitution. As the Association's Constitution may be amended, relevant current articles are attached to the Section's Constitution & Bylaws as Exhibit A. Any interested person, however, may attend Section meetings. Each member shall have one 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 of the Association

## **7.0 OFFICERS**

- 7.1 The Officers of this Section shall be President, Vice President, Secretary, Treasurer, Corporate Director, and no more than Five (5) Directors-at-Large and the immediate Past President. Not more than three of the elective officers shall be employed by the same agency.

## **8.0 QUORUM**

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

## **9.0 AMENDMENTS**

- 9.1 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 Association's Membership and External Relations Board Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.

- 9.2 Amendments to the Constitution and/or Bylaws may be made by a majority vote of the members at the next regular meeting following the publication or meeting introducing the Amendments. All such Amendments are void if disapproved by the Association.

#### **10.0 ADMINISTRATIVE CORRECTION AND CHANGES**

- 10.1 Administrative corrections, changes and/or additions may be made by a majority vote of the Board and not be required to be submitted to the membership for approval.
- 10.2 Are to be submitted to the Association Executive Director and the Association's Membership and External Relations Board Committee to determine that they are in harmony with the Association Constitution and Bylaws.
- 10.3 The Board cannot make changes to the Constitution and Bylaws that change the Board composition and election, name, objectives, membership rights and privileges with the approval of the membership as specified in Section 9.0.

#### **11.0 DISPOSITION OF ASSETS UPON DISSOLUTION**

- 11.1 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 FEES**

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

### **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 six (6) 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 of those present, after a quorum is established.
- 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 special 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 The **Vice President** shall assist in the performance of the President's duties and act in the absence of the President. The Vice President shall act as the Program Chair for the Section and perform such duties as may be assigned by the Board. 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** shall perform the following duties:
  - 2.4.1 Attend and record those present at all Section and Board meetings.
  - 2.4.2 Take minutes at Board meetings and prepare for distribution including sending minutes to the Association.
  - 2.4.3 Ensure that the Section's meeting announcements are mailed to all members, including the Association's Executive Director.
  - 2.4.4 Submit to the Association any correspondence on Section letterhead.
- 2.5 The **Treasurer** shall perform the following duties:
  - 2.5.1 Attend to the collection of all assessments due the Section.
  - 2.5.2 Pay all legitimate claims against the Section.
  - 2.5.3 Report the Section's financial condition at each regular meeting or at any other time

requested by the President.

2.5.4 Prepare the Section's annual operating budget. Submit this budget to the appropriate Association officer as designated by the Association's Executive Director no later than April 30.

2.5.5 Prepare and submit all other financial reports required by the Association on a timely basis

2.6 The **Corporate Director** shall be responsible for the recruiting of new Corporate Members, obtaining corporate donations for the Section and serving as a liaison between the Corporate Members and the Board.

2.7 The **Directors-at-Large** shall assist in the performance of the Secretary's and/or Treasurer's duties, be responsible for the recruiting of new Members and act in the absence of the Secretary and/or Treasurer.

2.8 The Director(s) shall assist the Board as necessary to accomplish the objectives of the Section.

2.9 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 Awards and Installation Meeting.

3.2 The first Board meeting following the Awards and Installation Dinner Meeting will be designated "The Transition" Board meeting. Both old and new Board members will attend to facilitate transition.

### **4.0 NOMINATION AND ELECTION OF OFFICERS**

4.1 The nomination of officers shall be taken not less than sixty days before the Awards and Installation Meeting. Nominees and officers shall be Association members. The position of President shall be filled by succession from Vice President. The slate of officers will be provided to the membership at least 30 days prior to the elections.

4.2 The nomination of officers shall be closed and election held at the Annual Awards and Installation Banquet 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 (at the same meeting, or the meeting immediately following the vote) 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.



- 4.5 Association Delegates shall be assigned to represent the Local Section at Southern Regional Committee Meetings.

## **5.0 COMMITTEES**

### **5.1 General**

- 5.1.1 All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.
- 5.1.2 Standing and Joint Committee Chairs shall be appointed by the President subject to the approval of the Board.
- 5.1.3 All Committees shall provide quarterly reports to the Board on their activities.

### **5.2 Standing Committees**

- 5.2.1 Standing Committees may be established or dissolved by a majority vote of the Board. The name and purpose of all Standing Committees shall be listed in the Bylaws.
- 5.2.2 The Chair of each Standing Committee shall be a member of the Association in good standing. The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of their Committee.
- 5.2.3 The following Standing Committees have been established by and are responsible to the Board:

a. Technical Certification Committee

This Committee shall administer the Certification Program in accordance with Association regulations and assist the Association in the conduct of the Certification Program. The Committee shall keep members informed on certification procedures and opportunities and act as liaison to the Association Committee.

b. Safety Committee

This Committee is responsible for presenting safety topics and discussions to the membership.

c. Program and Arrangements Committee

This Committee is responsible for arranging the Luncheon and Evening Section Meetings.

d. Professional Development Committee

This Committee is responsible for scheduling and organizing training programs furthering knowledge in the water environment fields.

e. Awards Committee

This Committee is responsible for planning and executing the Section Awards Program. The Committee also encourages and assists Section members in applying for Association, Federation, and other awards.

f. Vocation Committees

Vocation Committees schedule and organize training programs furthering knowledge in their specialized field. Vocation Committees include Laboratory, Public Education and Source Control.

### 5.3 Ad Hoc Committees

- 5.3.1 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

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

## 6.0 MEMBERSHIP MEETINGS

- 6.1 There shall be regular meetings held at such time and place as determined by the Program and Arrangements committee and approved by the Board. Meetings during the months of the annual Association 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 There shall be at least six (6) regular meetings of the Section each year.

## 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 in conjunction with the fiscal year of the Association.

## 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 a majority vote of members present.

8.4 Financial Procedures

8.4.1 Bank account(s), including checking, savings, CDs, and other such accounts, maintained by the Section and/or its Committees shall be expressly authorized by the Association Board.

8.4.2 The Association Executive Director shall be signatory to all said bank account(s)

8.4.3 The Section shall report to the Association Executive Director within twenty-four (24) hours, all checks or payments issued in amounts in excess of \$5,000.00

8.4.4 Statements of reconciliation and other financial reports required by Association policy are to be sent to the Association office not less than monthly.

8.4.5 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 Constitution and Bylaws.

8.4.6 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.

ACCEPTANCE BY SECTION:

  
PRESIDENT

DATE: 3/21/19

APPROVED BY CWEA:

  
PRESIDENT

DATE: 4/8/19

ATTESTED:

  
EXECUTIVE DIRECTOR

DATE: 4/8/19