

# **CONSTITUTION AND BYLAWS**

of the

**SACRAMENTO AREA SECTION**

of the

**CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

Revised 2/76, 12/77, 2/79, 3/80, 3/90, 4/91, 12/92, 4/94, 6/95, 4/97, 2/09, 5/16

**Sacramento Area Section of the  
California Water Environment Association (CWEA)**

**CONSTITUTION**

**1.0 NAME AND BOUNDARIES**

- 1.1 The name of this section shall be the Sacramento Area 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.

**2.0 AFFILIATION**

- 2.1 The Section shall be affiliated with 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 the Association’s 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 educate water quality professionals, disseminate technical information, promote sound policies to benefit society through protection and enhancement of our 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 and with the aesthetic, economic, and biological needs of the earth’s inhabitants.
- 4.2 Advance the knowledge and technology in the design, construction 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 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 members of the Association who have paid a membership fee for this section. Membership shall be as defined in the Association's Constitution. Any interested person may, however, attend local-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.

## **7.0 OFFICERS**

7.1 The officers of this Section shall be President, Vice-President, Secretary, Treasurer, Immediate Past President, and up to four Directors. These officers constitute the Board of Directors.

## **8.0 AMENDMENTS**

8.1 Initiation

- a. Amendments to the Constitution and/or Bylaws may be proposed to the Board by a majority of the Board, or by petition by 20% of the eligible voting members of the Section. 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.
- b. Amendments to the Constitution and/or Bylaws may be made by a two-thirds vote of the Section's members at the next regular meeting following the Board meeting at which the Amendments are introduced. All such Amendments are void if disapproved by the Association.

## BYLAWS

### **1.0 MEMBERSHIP AND SUBSCRIPTION FEES**

1.1 Membership and subscription fees are as set by the Association.

### **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 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 such special committees as may be required to accomplish the objectives of the Section. The President shall attend the Northern Regional Committee meetings of the Association and act as one of two representatives 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. The Vice President shall be responsible for the program at each of the Section and joint section meetings. The Vice President shall prepare a quarterly report of the Section's activities for inclusion in the Association publications. The report shall be completed and submitted to the Association office prior to the deadline for publication submittal.

2.4 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. Mail the Section's meeting announcements to all members and subscribers, including the Association.
- d. Submit to the Association any correspondence on Section letterhead.

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 Section's annual operating budget. Submit this budget to the Association no later than April 30.
  - g. Prepare the Annual Report to the Association regarding Section activities and finances. Submit this Report to the Association Executive Director no later than August 1.
  - h. Prepare and submit all other financial reports required by the Association on a timely basis, including monthly financial reports.
- 2.6 The Immediate Past President shall perform the following duties:
- a. Attend the Northern Regional Committee meetings of the Association and act as one of two representatives of the Section.
  - b. Chair the Section Awards Program
- 2.7 The Director(s) shall assist the President as necessary to accomplish the objectives of the Section.
- 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 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 January. The Secretary is automatically nominated to become the Vice-President the following year, the Vice-President is automatically nominated to become 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 the Vice-President, Secretary, Treasurer, and up to four Directors shall be taken at an event or meeting during the second quarter of the fiscal year. Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed and election held at an event or meeting during the second quarter of the fiscal year..
- 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 on the Board of Directors and Officers, the Board shall appoint a replacement for the balance of the term.

### **BOARD MEETINGS**

- 5.1 A quorum of the board shall consist of majority of the eligible voting officers.
- 5.2 Meetings may be convened by the President or at the request of a majority of the Board.
- 5.3 Members of the Board or any committee may participate in a meeting of the Board or committee by

means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence at the meeting.

- 5.4 For voting purposes votes may be held at regular meetings, conference calls or by electronic mail.
- 5.5 A minimum of two weeks' notice shall be required for any meeting of the Board, unless the President declares the meeting to be of an urgent nature. Meeting notice shall be in writing, which form can include fax, or electronic email.
- 5.6 Board members are expected to attend all duly convened meetings of the Board.
- 5.7 If an Officer fails to attend at least 75% of Board meetings each year of office, or is absent from 2 consecutive meetings, the Board may declare the position vacant.
- 5.8 At the discretion of the President, the imposition of paragraph 5.6 may be waived due to extenuating circumstances. The minutes shall reflect any excused absence.

## **6.0 COMMITTEES**

### 6.1 General

- a. All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.
- b. Standing and Joint Committee Chairs shall be appointed by the President subject to the approval of the Board. Committees shall serve concurrently with the appointed Chairperson.
- c. All Committees shall provide quarterly reports to the Board on their activities.

### 6.2 Standing Committees

- a. Standing Committees may be established or dissolved by the Board. The name and purpose of all Standing Committees are as described herein.
- b. The incoming President shall appoint the Chair(s) (if required) of each standing committee within thirty (30) days of the November nomination meeting.
- c. 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.
- d. The following Standing Committees have been established by and are responsible to the Board:

- 1. Awards

This Committee shall be responsible for:

- Selecting and recommending to the Board of Directors candidates for all local section awards.
- Recommending to the Association candidates for State and Federation Honors and Awards.
- Encouraging and assisting Section members in applying for Association, Federation, and other awards such as the Reynolds Award.

## 2. Collection Systems

This Committee is responsible for conducting collection system benchmarking sessions to the membership, and acting as liaison between the Section and the Association Collection System Committee.

## 3. Engineering and Research

This committee is responsible for presenting engineering and research topics and discussions to the membership, and acting as liaison between the Section and the Association Engineering and Research Committee.

## 4. Laboratory

This Committee is responsible for presenting Laboratory topics and acting as a liaison between the Local Section and the Association Laboratory Committee.

## 5. Plant Operator & Maintenance Training

This Committee is responsible for planning and conducting educational programs to enhance the skills and knowledge of wastewater treatment plant operators and all maintenance and electrical instrumentation personnel and acting as a liaison between the Section and the Association Plant Operator & Maintenance Training Committee.

## 5. Pretreatment, Pollution Prevention and Stormwater Committee (P3S)

This committee is responsible for presenting pretreatment, pollution prevention and stormwater topics and discussions to the membership, and acting as liaison between the Section and the Association Pretreatment, Pollution Prevention and Stormwater Committee (P3S).

## 6. Public Education

This Committee will be responsible for presenting public relations topics. They shall also be responsible for all public relation activities of the Section and acting as a liaison between the Section and the Association Committee.

## 7. Recycling / Biosolids

This committee is responsible for presenting recycling and biosolids topics and discussions to the membership, and acting as liaison between the Section and the Association Biosolids Committee.

## 8. Safety

The Committee is responsible for presenting safety topics and discussions to the membership, and acting as liaison between the Section and the Association Safety Committee.

## 9. Student Activities/Young Professionals

This Committee shall be responsible for:

- Coordinating with the Association Student Activities
- Organizing an annual Student Night meeting.
- Providing outreach to high school students.
- Acting as liaison between the Section and the Association Student Activities/Young Professionals Committee.

## 10. Technical Certification Program

The Committee shall support the Technical Certification Program (TCP) in accordance with Association regulations. The Committee shall keep members informed on certification procedures and opportunities and act as liaison between the Section and the Association TCP Committee.

### 6.3 Ad Hoc Committees

- a. 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.

### 6.4 Joint Committees

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

## 7.0 SECTION MEETINGS

- 7.1 There shall be regular section meetings and events held at such time and place as is determined by the Vice President and approved by the Board.
- 7.2 Notice of all meetings shall be sent to all members and subscribers at least two weeks in advance of the meeting date.
- 7.3 An annual banquet meeting of the Section shall be held for the installation of officers and presentation of awards.

## 8.0 FISCAL YEAR

- 8.1 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.

## 9.0 OPERATING PROCEDURES

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



- 9.2 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.
- 9.3 All matters of decision by the Section shall be decided by majority vote of members present.
- 9.4 Financial Procedures
- a. 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.
  - b. 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.
  - c. 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.
  - d. Statements of reconciliation and other financial reports required by Association policy are to be sent to the Association Office not less than monthly.
  - e. 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.
- 9.5 The Section shall pursue activities such as meetings, seminars, conferences, publications and newsletters that will promote activities and training related to the mission of the Association.

ACCEPTANCE BY SECTION: \_\_\_\_\_  
**Ben Herston, PRESIDENT**

DATE: \_\_\_\_\_

APPROVED BY CWEA: \_\_\_\_\_  
**Garry Parker, PRESIDENT**

DATE: \_\_\_\_\_

ATTESTED: \_\_\_\_\_  
**Elizabeth Allan, ASSOCIATION EXECUTIVE DIRECTOR**

DATE: \_\_\_\_\_