

Constitution and Bylaws of
Santa Clara Valley Section of the
California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Santa Clara Valley 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 determined by the Association.

2.0 AFFILIATION

- 2.1 The Section shall be a voluntarily affiliated local section 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 effectiveness of California wastewater professionals through training, certification, dissemination of technical information, and promotion of sound policies to benefit society through protection and enhancement of the water environment.

4.0 OBJECTIVES

- 4.1 Enhance the education and effectiveness of wastewater professionals through training and certification.
- 4.2 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment.
- 4.3 Advance the knowledge and technology in the planning, design, construction, operation and management of wastewater treatment systems and facilities.
- 4.4 Improve the professional status of all personnel working in the wastewater industry and related fields.
- 4.5 Encourage sound policy in matters relating to the water quality control field.
- 4.6 Advance the knowledge and understanding of the water environment and its interaction with other aspects of the environment.
- 4.7 Stimulate public awareness of the importance of wastewater treatment to public health and the water environment.

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.
- 5.3 The Section, its agents, and its partner organizations shall not deny membership, membership privileges, or other products or services on the basis of race, gender, ethnicity, color, creed, religion, physical ability, sexual orientation, age, national origin or language.

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 six elected officers and one Past Chair.

7.0 OFFICERS

- 7.1 The officers of this Section shall be Chairperson, Vice-Chairperson, Treasurer, Secretary, two Directors, and the immediate Past Chairperson. The Chairperson becomes the immediate past Chairperson and is an ex officio member of the board. The Chairperson and the Vice-Chair, or their appointee, shall represent the Section at CWEA Northern Regional Committee. These seven officers constitute the Board of Directors.
- 7.2 Officers shall be members of the Association.
- 7.3 The Chairperson of the Section shall be the Presiding Officer of the Board of Directors.
- 7.4 A quorum of the Governing Board shall consist of four officers. In no case shall any individual cast more than one vote. No vote shall be taken unless a quorum is present.

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 Association Membership and External Relations 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 majority 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 Association Board shall establish the membership and subscription fees for all membership categories, with the Section portion to be established at the annual Joint Regional Committee meeting..
- 1.2 Subscription fees will be levied in advance for the calendar year and will be payable on or before the 15th of January each year to the Treasurer of the Section. Any subscriber who has not paid as of one month after mailing of the second renewal notice, around March 15th shall be dropped from Section lists. Names will be reinstated upon payment of fees. Subscribers shall not receive membership benefits other than the Newsletter.

2.0 BOARD OF DIRECTORS AND OFFICERS

- 2.1 The Board shall have full control of the affairs of the Section, subject to the wishes of the Section and in accordance with recommendations, policies, and guidelines of the Association. The Board may nominate to the Northern Regional Committee a candidate for the Association and Federation Offices. The Board shall meet not less than four (4) times a year at the call of the Chairperson or a majority of the Board. All matters of decision shall be decided by a majority vote of those present, once a quorum is established. A quorum shall be a minimum of four (4) Board officers.
- 2.2 The **Chairperson** 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 Chairperson 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 Chairperson shall act as a representative to the Northern Regional Committee.
- 2.3 The **Vice Chairperson** shall assist in the performance of the Chairperson's duties and act in the absence of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties and title of that office for the remainder of that term. The Vice Chairperson shall be the Chairperson of the program committee, and may appoint as many members as necessary to assist them in developing the program. The Vice-Chairperson shall act as a representative to the Northern Regional Committee.
- 2.4 The **Past Chairperson** shall assist the Chairperson and Vice Chairperson as necessary. The Past Chairperson shall serve as the Chair of the Awards Committee, and may appoint as many members as necessary to assist them in completion of the awards program.
- 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 Treasurer shall obtain approval from the Board prior to payment.

- d. Report the Section's financial condition at each regular board meeting or at any other time requested by the Chairperson.
 - e. Report, in written form, the Section's financial condition to the Association's Financial Manager by the end of each reporting month and year, in accordance with Association financial policies and procedures.
- 2.5 The **Secretary** shall perform the following duties:
- a. Attend and record those present and the actions taken at all Section and Board meetings.
 - b. Prepare the Annual Report to the Association regarding Section activities. This report shall be submitted to the Executive Director of the Association in accordance with Association policy.
- 2.6 The Director(s) shall assist the Chairperson 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 term of office for the Chairperson, Vice Chairperson, Past Chairperson, Secretary, and Treasurer positions is one year. The Vice Chairperson automatically succeeds to the Chair position. The Chair automatically succeeds to the Past Chair position. The term of office for Director positions is three years. One Director is newly elected each year. The second-year Director automatically succeeds to the Secretary position (to serve the third year of their term). All terms shall start with the January meeting, and continue through the calendar year. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall act in their place for the balance of the unexpired term. Other vacancies shall be filled by action of the Board of Directors. Such appointees shall hold office until the next annual election, on the last meeting of the calendar year.
- 3.2 No elective officer, except the Treasurer, shall be permitted to succeed themselves in office, but any officer shall be eligible for any other office.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of officers shall be taken at the October regular meeting. Nominees and officers shall be Association members. Officers of the Section shall be elected from members in good standing.
- 4.2 The nomination of officers shall be opened in September, with the appointment of the Nominating Committee, and a slate announced at the second-to-last meeting of the calendar year (usually in November). The nomination of officers shall be closed and election shall occur at the last meeting of the calendar year. Installation of officers shall occur at the regular January 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 Chairperson, 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 Chair shall be appointed by the Chairperson 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 Committees shall consist of at least three members.
- 5.23 All committee members shall be members of the Association and the local section.
- 5.24 Committees shall be appointed for one full year with the exception of the Ad Hoc committees.
- 5.25 The following Standing Committees have been established by and are responsible to the Board.

A. Safety Committee

- 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the wastewater profession.
- 2. Shall be responsible for conducting and selecting the annual winner of the section's safety award through the awards committee.

B. Maintenance Committee

- 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the maintenance of the wastewater profession.

C. Professional Development Committee

1. Shall be responsible for preparing training sessions, and other professional development activities.
- D. Pretreatment, Pollution Prevention and Stormwater Committee
1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of industrial/hazardous waste inspections and/or treatment.
- E. Laboratory Committee
1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of laboratory operations in the wastewater profession.
- F. Collection System Committee
1. 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.
- G. Technical Certification Committee
1. This committee shall, in cooperation with the Association, be responsible for certification awareness, test dates, eligibility, training etc. This committee will receive application for all disciplines, screen and audit them, and forward them to the Association staff.
- H. Program Committee
1. Responsible for arranging all monthly section meetings.
- I. Nominating Committee
1. Shall be appointed by September 1st each year. The report of the Nominating Committee shall be presented to the Membership at the next to last meeting of the year. Additional nominations, if any, will be received from the membership at that time. All nominations shall be published in the meeting announcement prior to the election.
- J. Newsletter Committee
1. Responsible for preparation and distribution of periodicals, and newsletters to the general membership.
- K. Awards Committee
1. Chaired by the Past Chairperson. Chair is responsible for soliciting nominees for Section and Association awards. Selects winners based on established criteria. Forwards winning names and applications to the

Association staff. Chair is responsible for preparation of plaques and certificates for Section awards.

L. Public Education Committee

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in public education for the water quality profession.

M. Student Chapter Committees: (Stanford University, San Jose State University, and Santa Clara University)

1. Shall promote graduate and undergraduate student interest in the engineering and science of the water environment.
2. Shall provide an avenue for the exchange of information and ideas through networking and mentorship between students, faculty and members of the Section, Association, and the Water Environment Federation (WEF).
3. Shall promote academic excellence and leadership in environmental science and engineering.
4. Shall operate under a Constitution and Bylaws that is in conformance with the WEF model and has been approved by the Association.
5. Shall annually submit a written report describing the programs organized by the Chapter during the previous twelve months. This report must be submitted to the Chair of the WEF Student Activities Committee, the Association, and the Section by May 1 of each year.

O. Web Page Committee

1. Shall be responsible for the creation, updating, and ongoing maintenance of the Section web page.
2. Shall regularly monitor the usage of the Section webpage and make monthly reports to the Board on the status and any problems that are occurring.

5.3 Ad Hoc Committees

- 5.31 AD Hoc Committees may be established at any time by the Chairperson (with the approval of the Board) 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 TRAINING & OTHER SECTION 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.

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 accounts(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 monthly.
 - 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 the Objectives of the Association's Constitution and Bylaws, policies, and procedural guidelines.
- 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

