

**San Diego Section of the
California Water Environment Association (CWEA)**

CONSTITUTION

1.0 NAME AND BOUNDARIES

1.1 The name of this section shall be the San Diego 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 enhance the education and effectiveness of California's 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 and to further the mission, aims, and objectives of the Association.

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 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 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 may, however, attend local-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.

7.0 **OFFICERS**

- 7.1 The officers of this Section shall be immediate Past President, President, Vice-President, Treasurer, Secretary, First Director, and Second Director. These officers constitute the Board of Directors.

8.0 **AMENDMENTS**

- 8.1 Initiation
- 8.1.1 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 Membership & External Relations Board Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.
- 8.1.2 Amendments to the Constitution and/or Bylaws may be made by a two-thirds vote of the Section's members at the next regular Section 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 fees are as set by the Association, with Local Section fees recommended by the Northern and Southern Regional Committees.
- 1.2 Subscription fees are as set by the Local Section Board.

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 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 **Immediate Past President** shall perform the following duties:
 - a. Chair the Section Awards Program.
- 2.3 The **President** shall perform the following duties:
 - a. Provide general supervision of the affairs of the Section, subject to the direction of the board, and in accordance with the recommendations of the Association President.
 - b. Preside at all meetings of the Board and Section.
 - c. Appoint such Special Committees as may be required to accomplish the objectives of the Section.
 - d. Act as a representative of the Section to the Southern Regional Committee and attend Southern Regional Committee meetings.
- 2.4 The **Vice President** shall perform the following duties:
 - a. Assist in the performance of the President's duties and act in the absence of the President. Preside at all meetings of the Board and Section.
 - b. Be responsible for the program at each of the Section and Joint Section meetings.
 - c. 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.
 - d. 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.
 - e. Attend the regional committee meetings of the Association and act as one of two representatives of the Section.

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 \$1,000, the Treasurer shall obtain approval from the Board prior to payment.
- d. Present the Section's financial condition at each regular meeting or at any other time requested by the President.
- e. Prepare the Section's annual operating budget. Submit this budget to the Association's Executive Director no later than April 30.
- f. Prepare the Annual Report to the Association regarding Section activities and finances, including physical property inventory. Submit this report to the Association's Executive Director no later than August 1.
- g. Prepare and submit all other financial reports required by the Association on a timely basis, including monthly financial reports.

2.6 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's Executive Director.
- d. Submit to the Association any correspondence on Section letterhead.

2.7 The **First and Second Directors** 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.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of the Second Director shall be taken at the September regular meeting. Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed and election held at the November regular 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 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 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 5.7 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 Chair shall be appointed by the President subject to the approval of the Board.
- 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 is responsible for selecting and recommending to the Board of Directors recommendations and candidates for local section, State, and Federation Honors and Awards. Also, the committee shall assist Local Section members in applying for awards.
 2. Biosolids
This committee is responsible for presenting recycling and biosolids topics and discussions to the membership, and acting as liaison between the Local Section and the Association Committee.
 3. Collection Systems
This Committee is responsible for conducting collection system benchmarking sessions to the membership, and acting as liaison between the Local Section and the Association Committee.
 4. Engineering & Research
This committee is responsible for presenting engineering and research topics and discussions to the membership, and acting as liaison between the Local Section and the Association Committee
 5. Golf Tournament
This committee is responsible for organizing the annual Local Section fundraiser golf tournament.
 6. Government Affairs
This committee is responsible for informing the members and other water environment professionals of pending and newly adopted laws and regulations, and act as a liaison between the Local Section and the Association Committee. The Committee may be asked to review and comment on proposed laws and regulations and provide technical advice/education if needed.
 7. History
This committee is responsible for collecting publications and articles, photographs and other memorabilia of sections, committees, programs and Leaders. The Committee will organize, catalog and archive materials. Also, it seeks to enhance the reputation of the Association through material memorializing the Association.
 8. Laboratory Training
This Committee is responsible for presenting Laboratory topics and acting as a liaison between the Local Section and the Association Laboratory Committee.
 9. Membership

- This committee is responsible for maintaining the membership list, updating the local section Board on trends in membership count, and may contact members that have not renewed memberships.
10. Operator and 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 Local Section and the Association Committee.
 11. Pretreatment Pollution Prevention & Stormwater (P3S)
This committee is responsible for presenting pretreatment, pollution prevention and stormwater topics and discussions to the membership, and acting as liaison between the Local Section and the Association Committee.
 12. Programs
This committee is responsible for planning and implementing all of the local section events.
 13. Publications
This committee is responsible for coordinating newsletters and other media that the Local Section publishes.
 14. Public Education
This committee is 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 Local Section and the Association Committee
 15. Safety
This committee is responsible for presenting safety topics and discussions to the membership, and acting as liaison between the Local Section and the Association Committee.
 16. Scholarship
This committee shall advertise and seek nominations for The Kirt Brooks Scholarship Committee during the annual application period, and act as a liaison between the Local Section and the Association Committee.
 17. Students & Young Professionals
This committee is responsible for organizing events directed at encouraging high school students, college students, and young professionals to attend CWEA events. The committee chair shall also act as a liaison between the Local Section and the Association Committee.
 18. Supergroup
This committee is responsible for developing and implementing educational programs for supervisory and management personnel in all aspects of the water pollution control field, and acting as a liaison between the Local Section and the Association Committee.
 19. Technical Certification
This 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 Local Section and the Association Committee.
 20. Vendor Fair
This committee shall be responsible for organizing and administering

the Local Section's annual vendor fair.

21. Wake Up to Wastewater

This committee shall be responsible for organizing and administering periodic local wastewater treatment plant tours. The intent of these tours is to provide free or low cost educational opportunities to the membership, with contact hours being available.

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 held every other month at such time and place as is determined by the President 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.

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 policies and 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.
- f. 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.

9.5 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: _____ **DATE:** _____
PRESIDENT

APPROVED BY CWEA: _____ **DATE:** _____
PRESIDENT

ATTESTED: _____ **DATE:** _____
EXECUTIVE DIRECTOR