

**CONSTITUTION AND BYLAWS  
FOR THE SAN FRANCISCO BAY SECTION OF THE  
CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

**CONSTITUTION**

**1.0 NAME AND BOUNDARIES**

- 1.1 The name of this section shall be the San Francisco Bay 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 the counties of Contra Costa, San Francisco, Alameda, plus that portion of San Mateo County north of an east-west line from the Pacific Ocean to the Alameda County boundary just north of Milbrae.

**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 this Section is to enhance the education and technology of our members, to protect the quality of our water resources and to promote the ecological balance with the environment's other resources such as land and air.

**4.0 OBJECTIVES**

- 4.1 Advance the fundamental knowledge of the water environment, its basic qualities, and the 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 practical knowledge in the technology, design, construction, operation, and management of water quality control systems and facilities.
- 4.3 Increase the understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.
- 4.4 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.
- 4.5 Publish and distribute information relating to the water quality control field.
- 4.6 Promote public understanding and the encouragement of 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. 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.

#### **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 and 2 Directors (first and second year) and past President. These officers constitute the Board of Directors.

#### **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 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 annual dues for members and subscription fees for subscribers to cover the cost of administering the activities of the Section. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.
- 1.2 Membership and subscription fees are due and payable on the anniversary of joining for the following year. Any person who has not paid as of one month after mailing of the second renewal notice 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 Association Nominating 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.
- 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 the Annual Report to the Association regarding Section activities and finances. This report shall be submitted to the Executive Officer no later than August 1.
- 2.5 The immediate Past President shall be one of the three members of the Nominating Committee and shall serve as Chairperson of the Awards Committee.
- 2.6 The First Year Director shall assist the President as necessary to accomplish the objectives of the Section

- 2.7 The Second-Year Director shall be the Chairperson of the Program Committee.
- 2.8 No officer of the Section shall incur any liability on behalf of the Section except with the approval of the Section 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 Awards Meeting, normally held in February.

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

- 4.1 The nomination of officers shall be taken at the November regular meeting. Nominees and officers shall be Association members. At the November regular meeting, the Nominating Committee shall place in nomination the names of three candidates who are members in good standing for the office of Second-Year Director, whose term shall be one year. The President shall call for additional nominations from the floor. After nominations are closed, the Secretary/Treasurer shall mail a ballot listing all candidates for the office of Second-Year Director to each member of the Section in good standing. The members shall mark their ballot and return them to the Secretary/Treasurer on or before the first business day in January. The ballots shall be tabulated and the results announced at the January meeting.
- 4.2 The person elected to the office of Second-Year Director shall progress through the offices of First-Year Director, Vice President, President and immediate Past President in successive years immediately following the year in which they served as Second-Year Director.
- 4.3 In the event of a vacancy, other than the President, the Board shall appoint a replacement for the balance of the term and that person shall progress through the offices as described above in Article 4.2.
- 4.4 The Secretary/Treasurer shall be elected by the Membership at the same time as the Second-Year Director and may be re-elected in successive years

### **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 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 as described herein.
  - 5.22 The following Standing Committees have been established by and are responsible to the Board.

**A. Awards**

1. Shall develop and implement the Section Awards Program to recognize outstanding achievements by Bay Section members.
2. Shall interface with the Association's Awards Standing Committee and assist in promoting State level Awards program.

**B. Collection System**

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.
2. Shall interface with the Association's Collection Systems Standing Committee and assist in promoting programs relevant to the committee's purpose

**C. Public Education**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the Public Education on water quality.
2. Shall develop and implement speaker's bureaus and other means to promote the public understanding in matters relating to the water quality control field.
3. Shall interface with the Association's Public Education Standing Committee and assist in promoting programs relevant to the committee's purpose

**D. Professional Development**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the water quality control field.

**E. Industrial Waste**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the industrial waste monitoring, treatment, and regulation.
2. Shall interface with the Association's Industrial Waste Standing Committee and assist in promoting programs relevant to the committee's purpose

**F. Laboratory**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of water quality control laboratories.

2. Shall interface with the Association's Laboratory Standing Committee and assist in promoting programs relevant to the committee's purpose

**G. Plant Operation and Maintenance**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the water quality control plant operation and maintenance.
2. Shall interface with the Association's Operations and Maintenance Committee and assist in promoting programs relevant to the committee's purpose

**H. Nominating**

1. Shall identify and screen candidates for the office of Second-Year Director and present three candidates at the regular November meeting of the membership.

**I. Laboratory Quality Assurance**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect laboratory quality assurance or quality control.

**J. Safety**

1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the safety at water quality control facilities.
2. Shall interface with the Association's Safety Committee and assist in promoting programs relevant to the committee's purpose

**K. Technical Certification**

1. Shall develop and implement the statewide Technical Certification Program for the Section. Including
  - Publicizing the program
  - Receiving and reviewing applications for Technical Certification
  - Administering the Technical Certification Exams
2. The Chairperson of the Section Certification Committee shall represent the Section at the Association's Technical Certification Committee
3. Shall interface with the Association's Technical Certification Committee and assist in promoting programs relevant to the committee's purpose

**L. Membership**

1. Shall develop, inform, recruit, and promote membership in The San Francisco Bay Section.

M. University of California Berkeley Student Chapter (Chapter)

1. Shall provide 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.

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

**6.0 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 Financial Procedures
- 8.31 Bank accounts maintained by the Section and/or its Committees have been expressly authorized by the Association Board.
- 8.32 The Association Manager shall be signatory to all said bank accounts, and as such, the bank shall be directed to forward copies of all statements and other bank generated correspondence directly to the Association Office.
- 8.33 The Section shall verbally report within twenty-four(24) hours, all checks issued in amounts in excess of \$5,000.00 to the Association Manager.
- 8.34 Statements of reconciliation are to be sent to the Association Office not less than quarterly, while monthly statements are preferred.
- 8.35 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.
- 8.4 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.
- 8.5 All matters of decision by the Section shall be decided by majority vote of members present.

**DATE OF ACCEPTANCE BY SECTION:**

WITNESS: Katherine Suty ATTESTED: David R Williams  
PRESIDENT SECRETARY/TREASURER

APPROVED BY CWEA: Michael J. Hagan DATE: 9-21-96  
PRESIDENT

ATTESTED: Lyndsey Roberts DATE: 9/30/96  
EXECUTIVE OFFICER