

The Sierra Section of the
California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Sierra 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

- 1.1 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

- 2.1 The purpose of this Section is to enhance education and technology of the Section's 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

- 3.1 The advancement of 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 The advancement of practical knowledge in the technology, design, construction, operation, and management of water quality control systems and facilities.
- 4.3 The increased understanding of the nature and functions of the earth's natural waterways, surface, subsurface, and atmosphere; and encouragement and promotion of action necessary to preserve and enhance them.
- 4.4 The implementation of the objectives, previously stated, through an exchange of information and experience among its members, and other interested persons; by providing training for its members.
- 4.5 The publication and distribution of information relating to the water quality control field.
- 4.6 The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.

- 4.7 The improvement of the professional status of all personnel engaged in any aspect of the water quality control field including, but not limited to, the design, management, and operation of water quality control systems.
- 4.8 The stimulation of public awareness of the relationship of water resources to the general public welfare, and the need for preservation and reuse of water resources.

5.0 MEMBERSHIP

- 4.1 Membership shall consist of active, student, corporate, or affiliate members of the Association who have paid a membership fee to this Section. 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.

7.0 OFFICERS

- 7.1 The officers of this Section shall be President, Vice President, Secretary, Treasurer and In-coming Directors. The Board shall normally consist of 5 officers, but roles may be combined, due to a shortage of officers nominated (i.e. Secretary-Treasurer). These officers constitute the Board.
- 7.2 A quorum, for the Board, will be defined as 50 percent or more officers present.
- 7.3 The "Past President" will not be an officer on the Board, but will have a consulting role for officers of the Board.

8.0 AMENDMENTS

8.1 Initiation

- 8.1.1. Amendments to the constitution and/or bylaws may be proposed by a majority of the Board, or petition by twenty percent of the eligible voting members. All proposed amendments shall be referred to the Association's Membership and External Relations 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 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 Membership fees are set by the Association, with Section fees recommended by the Northern and Southern Regional Committees.
- 2.1 Subscription fees are set by the Board of the Section.
- 1.2 Life members shall be exempt from the payment of the membership and/or subscriber fees.
- 1.3 Membership and subscription fees are due and payable on the first renewal notice 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

- 3.1 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 Regional Committee candidate for the Association and Federation offices. The Board shall meet not less than four 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, 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 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 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.
- 2.5 The Treasurer shall perform the following duties:
 - a. Pay all legitimate claims against the Section.
 - b. Report the Section's financial condition at each regular meeting, or, at any other time, requested by the President.
 - c. Prepare the Section's annual operating budget. The budget will be submitted to the appropriate Association officer, as designated by the Association's Executive Director, no later than April 30th of the calendar year.
 - d. Prepare and submit all other financial reports, required by the Association, on a timely basis.
- 2.6 The Director(s) shall assist the President 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

4.1 The terms of office for the officers shall be one year, and commence with the installation of officers at the Section annual banquet 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.

4.2 The nomination of officers shall be closed and elections shall held at the January 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 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 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, and joint.

5.1.2. Standing and joint committee chair shall be appointed by the President, subject to the approval of the Board.

5.2 Standing Committees

5.2.1. Standing committees may be established or dissolved by the Board. The name and purpose of all standing committees shall be listed in the Bylaws.

5.2.2. The following Standing Committees have been established by and are responsible to the Board.

COMMITTEES

A. **Awards Committee:**

Position filled by Past Presidents; shall choose qualified section members through nomination applications and select winners

B. **Publication Committee:**

Responsible for newsletter publication and membership.

C. **Education Committee:**

Responsible for developing and implementing an educational program. The program will attempt to educate the public of the importance of the water/wastewater industry.

D. **Technical Certification Committee:**

Shall be responsible for certification awareness, test dates, legibility, training, proctor tests, etc. This committee will receive application for all disciplines, and forward them to the Northern Regional Disciplines Chairperson; who will screen them and send them to the Association Manager.

E. **Safety Committee:**

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

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 year.

5.4 Joint Committees

5.4.1. 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 (monthly) meetings held at such time and place, as is determined and approved by the Board. Meetings during the months of the annual Association Annual Conference and the Southern/Northern Regional Training Conference, or for other special reasons, may be suspended under direction of the Board.

6.2 An annual banquet meeting of the Section shall be held for the installation of officers and presentation of awards.

7.0 FISCAL YEAR

7.0 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 policies and procedural requirements established by the Association.

8.2 Neither the Section, the Board, or, 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.

9.0 FINANCIAL PROCEDURES

- 9.1 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.
- 9.2 Bank account(s), maintained by the Section, shall be expressly authorized by the Association Board.
- 9.3 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.

DATE OF ACCEPTANCE BY SECTION: December 14, 2017

WITNESS: [Signature] PRESIDENT ATTESTED: [Signature] SECRETARY

APPROVED BY CWEA: [Signature] PRESIDENT DATE: 2-5-18

ATTESTED: Elizabeth Allen DATE: 2/5/18