

Tri-Counties Section of the California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

1.1 The name of this section shall be the Tri-Counties 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 a member of the Association and shall participate in it's 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 education and technology 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 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 Active, Student, Corporate, Association, Retired, Life or Professional Wastewater Operators Division (PWOD) members of the Association who have paid dues to the Association for membership in the Tri-Counties 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, one Member-at-Large, one Two-year Director and the immediate Past-President. These officers constitute the Board of Directors.
- 7.2 Officers shall be members of the Association.

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 by 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.
 - 8.1.2 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 SUBSCRIPTION FEES

- 1.1 The Board shall establish the subscription fees. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.
- 1.2 Life membership shall be awarded at the discretion of the Board and members so awarded shall be exempt from the payment of local Section dues and subscriber fees.
- 1.3 Subscription fees are due and payable annually. Any person who has not paid as of one month after mailing of the second renewal notice shall be dropped from Section subscription list. 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 Northern or Southern Regional Committee candidate 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 Southern 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. The Vice President shall act as a representative to the Southern Regional Committee.
- 2.4 The **Secretary** shall perform the following duties:
 - a. Attend and record proceedings of all Section and Board meetings.
 - b. Mail the Section's meeting announcements to all subscribers.
 - c. Prepare, publish and mail the Section's newsletter at least six times each year.
 - d. Forward copies of minutes, agendas and all related material to Association's Executive Director.
- 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. Report the Section's financial condition at each regular meeting or at any other time when requested by the President.
 - d. Prepare the quarterly and annual reports to the Association regarding Section activities and finances. The annual report shall be submitted to the Executive Director of the Association no later than September 1st.
- 2.6 The **Two-Year Director** shall assist in the performance of the Secretary's and/or Treasurer's duties and act in the absence of the Secretary and/or Treasurer. The Two-Year Director should be a Past President of the Section.
- 2.7 The **Member-at-Large** shall assist in the performance of the Secretary's and/or Treasurer's duties.
- 2.8 The **Past President** shall assist the President in his or her duties and serve as the Awards Chair.
- 2.9 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 from April to April with the Treasurer staying on as the Acting Treasurer until July 1 to facilitate the closing of the year-end books and to mentor the new Treasurer. The term for the Two-Year Director shall be two years.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of Officers shall be received at the Turkey of the Year meeting. Nominees and Officers shall be Association members.
- 4.2 The nomination of Officers shall be closed and election held at the Turkey of the Year 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 **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, 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 are as described herein.
- 5.2.2 The following Standing Committees have been established by and are responsible to the Board.

5.2.2.1 **Technical Certification Committee**

This committee shall administer the Certification Program in accordance with CWEA regulations and assist the CWEA in the conduct of the Certification Program. The committee shall keep members informed on certification procedures and opportunities, and act as liaison to the State CWEA Committee.

5.2.2.2 **Safety Committee**

This committee is responsible for presenting safety topics and discussion to the membership.

5.2.2.3 **Professional Development Committee**

This committee is responsible for scheduling and organizing training programs furthering knowledge in the water environment fields, obtaining corporate donations for the Section, and serving as liaison between corporate members and the Board.

5.2.2.4 **Nominations and Awards Committee**

This committee shall be responsible for recommending candidates for State and Federation Honors and Awards to the CWEA; encouraging and assisting Section members in awards; presenting nominations for officers at the next-to-the-last regular Section meeting of the Calendar year. Additional nominations will be accepted as presented by the membership at that time.

The Committee shall consist of the Section Immediate Past-President (as Chairperson) and the standing Board.

5.2.2.5 Collection System Committee

This committee 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.

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

5.2.2.6 Laboratory Committee

This committee is responsible for organizing and presenting training programs pertaining to process and regulatory monitoring programs and quality assurance.

5.2.2.7 Pretreatment Pollution Prevention and Stormwater (P3S) Committee

This committee is responsible for organizing and presenting training programs pertaining to pretreatment, pollution prevention and stormwater monitoring, regulation and technology.

5.2.2.8 Operations and Operator's Challenge Committee

This committee is responsible for organizing and presenting training programs pertaining to operational needs of wastewater treatment facilities.

This committee shall organize and present an annual Operator's Challenge for the Section.

5.2.2.9 Maintenance and Instrumentation Committee

This committee is responsible for organizing and presenting training programs pertaining to the maintenance and instrumentation needs of water and wastewater facilities.

5.2.2.10 Public Education Committee

This committee is responsible for enhancing the public image and awareness of the wastewater industry.

5.2.2.11 Membership Committee

This committee is responsible for seeking new members, monitoring current membership status and updating corporate memberships.

5.2.2.12 **Super Group Committee**

This committee is responsible for organizing and presenting training programs pertaining to educating and training lead people, supervisors and managers.

5.2.2.13 **Turkey-of-the-Year Committee**

This committee is responsible for organizing and presenting the annual Turkey-of-the-Year presentation at the regular meeting in November.

5.2.2.14 **Past President's Picnic Committee**

This committee is responsible for organizing and presenting the annual Past President's Picnic in July. The committee is composed of the Immediate Past President, Vice-President and the Member-at-Large.

5.2.2.15 **History Committee**

This committee is responsible for collecting articles, photographs, and other memorabilia of the Section and maintaining an archive. The committee shall research and develop the history of the Section and its Officers and shall make periodic reports to the Board on the status of the committee.

The committee Chair shall serve as liaison to the Association's History Standing Committee. The Chair shall be appointed by the President, or if none, shall be chaired by the Two-Year Director.

5.3 Other Committees

5.3.1 The President shall appoint such other Committees as required or as deemed necessary by the Board.

5.4 Ad Hoc Committees

5.4.1 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 (1) year.

5.5 Joint Committees

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

6.0 **MEETINGS**

6.1 There shall be regular bi-monthly meetings held 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 Southern/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. Meeting notices shall be in writing, which form shall include fax, electronic mail or publication in the Section's newsletter.
- 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
 - 8.4.1 Bank account(s) maintained by the Section and/or its Committees have been expressly authorized by the Association Board.
 - 8.4.2 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.
 - 8.4.3 The Section shall orally report within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00 to the Association Executive Director.
 - 8.4.4 Statements of reconciliation are to be sent to the Association Office not less than quarterly, while monthly statements are preferred.
 - 8.4.5 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.
- 8.5 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: _____
ASSOCIATION EXECUTIVE DIRECTOR