

CONSTITUTION AND BYLAWS FOR THE
NORTHERN SAN JOAQUIN SECTION OF THE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION, INC.

Northern San Joaquin Section of the
California Water Environment Association, Inc. (CWEA)

BYLAWS

1. MEMBERSHIP AND SUBSCRIPTION FEES

1.1. **Categories**

- a. Active Member
- b. Subscriber
- c. Life Subscription

1.2. **Member**

- a. Shall be an Association member and has a paid membership in the Section.
- b. Is an eligible voting member of the Section.
- c. Is entitled to hold office on the Section Board, and to chair and serve on committees.

1.3. **Subscribers**

- a. Shall pay a subscription fee to the Section to receive the monthly newsletter.

1.4. **Life Subscription members**

- a. Shall be exempt from payment of Local Section membership fees.
- b. At the request of a Active Member to the Board, a request for a life subscription will be considered if all of the following is met:
 - i. Twenty years of continuous and faithful service to the Section.
 - ii. Having held office in the Section and/or served on a committee.
 - iii. Ten years continuous membership in the Association.

1.5. The Board shall establish the membership and subscription fees for Active Members.

- a. The rates may be adjusted by majority vote of the Board as is necessary to meet the Section's expenditures.
- b. All fees are due and payable in January for the following year.
- c. Any person who has not paid as of one month after mailing the second renewal notice shall be dropped from Section lists. Names will be reinstated upon payment of fees.

2. BOARD OF DIRECTORS

- 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.
- 2.2. The Board may nominate to the Northern or Southern Regional Committee candidates for the Association and Federation Offices.
- 2.3. 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.
- 2.4. No elective officer, except the Treasurer, shall be permitted to succeed him/herself in office.
- 2.5. A quorum of the 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.
- 2.6. 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. DUTIES AND FUNCTIONS OF BOARD OFFICERS

- 3.1. President:
 - a. General supervision of the affairs of the Section, subject to the direction of the Board.
 - b. Preside at all meetings of the Board and Section.
 - c. Be one of the signatories for the banking accounts of the Section.
 - d. Appoint such special committees as may be required to accomplish the objective of the Section.
 - e. Act as the Section's representative to the Northern Regional Committee and attend its meetings.
 - i. May appoint one alternate, normally the Vice-President.
 - ii. The Section representative may be entitled to reimbursement for actual and necessary expenses incurred while representing the Section at these meetings. Such reimbursement shall be at the discretion of the Board.
- 3.2. Vice-President
 - a. Assist in the performance of the President's duties and act in the absence of the President.
 - b. 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.
 - c. Chair the Membership committee.
 - d. Act as the alternate representative on the Northern Regional Committee

- 3.3. One-Year Director
 - a. Assist the President as necessary to accomplish the objectives of the Section.
 - b. At all Board meetings: record those present, take notes of the proceedings, prepare and distribute a summary of the meeting to the Board.
 - c. Responsible for distributing the monthly meeting announcements to the Section, failing the timely distribution of the Effluent (section's newsletter) by the newsletter Editor.
- 3.4. Two-Year Director
 - a. Assist the President as necessary to accomplish the objectives of the Section.
 - b. Chair the Program Committee for the monthly dinner training meetings, arranging for the speakers and the restaurant facilities.
- 3.5. Past-President
 - a. Assist the President as necessary to accomplish the objectives of the Section.
 - b. Chair the Awards & Nomination Committee
- 3.6. Treasurer
 - a. An individual shall not hold this position for more than three consecutive one-year terms at a time.
 - b. The position will be elected at the November meeting, but the term of office shall be July 1 through June 30. From January thru June, the Treasurer-elect will be cross-trained by the current Treasurer.
 - c. Shall Attend to the collection of all assessments due the Section.
 - d. Pay all claims against the Section.
 - e. For claims in excess of \$1000.00, the Treasurer shall obtain approval from the Board prior to payment.
 - f. Report the Section's financial condition at each regular meeting or at any other time requested by the President.
 - g. Follow all Financial Policies and Procedures for reporting and conducting of business as directed by the Association.

4. TERMS OF OFFICE

- 4.1. The terms of office for the officers shall be one (1) year in each position and commence with the installation of officers at the Section Annual Banquet Meeting, normally held in December.
- 4.2. A person is elected as the Two-Year Director and moves through the offices yearly; progressing to One-Year Director, Vice-President, President, and then Past-President.
- 4.3. The Treasurer is not included in the progression through the offices.

5. NOMINATION AND ELECTION OF OFFICERS

- 5.1. The nominations of Two-Year Director and Treasurer shall be taken from the nominating committee and from the floor at the October regular meeting. The nominees shall be both Association members and Active Members of the Section.
- 5.2. At the November meeting, nominations may be made from the floor. The nominations are then closed and the election is held:
 - a. Voting shall only be by those members in good standing of the Association member and an Active Member of the Section.
 - b. 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.
- 5.3. In the event of a vacancy, other than the President, the Board shall appoint a replacement for the balance of the term.

6. COMMITTEES

- 6.1. All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.
- 6.2. Standing and Joint Committee Chairs shall be appointed by the President subject to the approval of the Board.
- 6.3. Standing Committees shall consist of at least three members and may be established or dissolved by the Board.
 - a. The name and purpose of all Standing Committees shall be listed in the Bylaws.
 - b. Standing Committee members shall serve concurrently with the appointing President.
 - c. Standing Committees shall be evaluated at the end of each year by the outgoing Board members in order to recommend changes to the incoming Board members. This should be done at the November/December meeting.
- 6.4. The following Standing Committees have been established by and are responsible to the Board.
 - a. **Awards & Nominations Committee**
 - i. Solicits candidates, supplies applications, and selects local section winners for the various awards as outlined by the Association and Local Section Board.
 - ii. Nominates the Local Section winners to the Association Awards Committee for state and federal awards.
 - iii. Arranges to procure the award plaques for local section winners. (The Association may furnish a limited number at no cost to local section.)
 - iv. Nominate qualified candidates for Section offices at the October meeting.
 - v. Conduct the elections at the November meeting.

vi. At the direction of the Board the committee will recommend to the Board nominations for Association and/or Water Environment Federation office.

b. **Membership**

i. Promote and recruit membership in the Local Section.

ii. Normally chaired by the Vice President.

c. **Program Committee**

i. Responsible for arranging all regular monthly dinner meetings and the programs.

ii. Normally be chaired by the Two-Year Director.

d. **Reporting/Photographing Committee**

The committee is responsible for submitting articles and photographs of the Section activities to the Association Bulletin editor.

e. **Safety Committee**

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

f. **Technical Certification Program (TCP) Committee**

i. Shall keep the Section members informed about the TCP program(s).

ii. Responsible for reviewing and forwarding to the TCP program administrator applications for exams from applicants within Section boundaries.

iii. Responsible for setting up the location for and proctoring of TCP exams.

g. **Training**

i. Provide education and training opportunities to section.

ii. Arrange an All Day Training Session.

6.5. Other Committees - The President may appoint such other committees as are deemed necessary by the President or the Board.

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.

b. Joint committees may be established with approval of the Board. Committees may be formed with other Sections and/or organizations.

7. MEETINGS

7.1. There shall be regular Monthly meetings held the third Wednesday of each month and at such time and place as is determined by the Program Committee.

7.2. For special reasons, meetings may be suspended or rescheduled under direction of the Board.

- 7.3. Notice of all meetings shall be sent to all subscribers at least two weeks in advance of the meeting date.
- 7.4. An annual banquet meeting, in December, shall be held for the installation of officers and presentation of awards.
- 7.5. The Organizational meeting of the Section shall be in January at a time and place selected by the incoming Section President.

8. FISCAL YEAR

- 8.1. The fiscal year of the Section shall cover the period beginning July 1 on one year thorough June 30 of the next year.

9. OPERATING PROCEDURES

- 9.1. The Section shall comply with all 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 Active members present.
- 9.4. Financial Procedures
 - a. Bank account(s) maintained by the Section and/or its Committees have been 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.

10. AMENDMENTS

- 10.1. Amendments to the By-laws 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 Constitution and Bylaws Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.
- 10.2. Amendments to the By-laws may be approved 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.