

**Greater Central Valley Collection Systems Committee  
of the California Water Environment Association**

**STANDING RULES**

**1.0 MISSION STATEMENT**

- 1.1 The Greater Central Valley Collection Systems Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Directors, hereinafter referred to as the Board. The Committee was created to disseminate fundamental and practical training and knowledge concerning the collection system and mechanical appurtenances used in wastewater collection systems, and the design, construction, maintenance, rehabilitation and management of collection systems and the mechanical equipment of a wastewater collection system in collaboration with the Collections Systems Committee within the geographical area consisting of the Greater Central Valley including the Association's Central and Northern San Joaquin Sections.

**2.0 OBJECTIVES**

- 2.1 The Committee is responsible to coordinate Greater Central Valley Collection Systems related programs with the program Committees of the annual and regional conferences.
- 2.2 Plan and organize other such seminars or meetings to promote the mission of the Committee.

**3.0 MEMBERSHIP**

- 3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary, Treasurer (or Secretary-Treasurer), and other members the Chair so decides. Membership on the Committee should comprise of but not be limited to individuals who are collection systems professionals and who are members of the Association.
- 3.2 The Association President shall appoint the Chair and Vice-Chair of the Committee to a one-year term within thirty (30) days after the annual business meeting. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in case when they cannot fulfill his/her full term. The Committee shall submit to the Association President-Elect by the first of March the name of a nominee to serve as chair of the Committee.
- 3.3 No Chair shall serve more than two (2) consecutive terms.
- 3.4 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.

## **4.0 DUTIES AND FUNCTIONS**

### 4.1 Chair

- 4.11 General supervision of the affairs of the Committee.
- 4.12 Preside over Committee meetings.
- 4.13 Appoint sub-Committees as required.
- 4.14 Submit a quarterly report to the Executive Director for presentation to the Board. The Committee report will contain activities, recommendations, or other information of importance relating to the activities of the Committee or Association.
- 4.4 Serve as a voting member of the Northern Regional Committee.

### 4.2 Vice-Chair

- 4.4 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.
- 4.5 Attend sub-Committee meetings as directed.
- 4.6 Serve as a voting member of the Northern Regional Committee.

### 4.3 Secretary

- 4.31 Prepare and distribute the agendas and minutes of all meetings in a timely manner.
- 4.32 Keep historical and current records of Committee.

### 4.4 Treasurer

- 4.41 Maintains Committee bank accounts (checking and savings) if authorized by the Association Board.
- 4.42 Makes disbursements of funds as directed by the Committee.
- 4.43 Maintains fiscal accounting records, detailing all receipts and disbursements.
- 4.44 Prepares financial reports for the Committee and CWEA Board of Directors in compliance with Association reporting requirements.

## **5.0 OPERATING PROCEDURES**

- 5.1 The Committee shall comply with all procedural requirements established from time to time by the Board.
- 5.2 The Committee shall hold such meetings as it deems necessary to carry out its function. All interested parties, the Executive Director, Board Liaison and active Committee members shall be notified in writing of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Board.
- 5.4 All matters of decision by the Committee shall be decided by majority vote of members present.
- 5.5 The Committee shall interface with the Executive Director and submit a Committee budget following the policies and procedures of the Association. All financial transactions will be conducted through the Association Treasury with authorization by the Executive Director. The Committee may not retain an independent bank account unless authorized by the Board.
- 5.6 Financial Procedures
  - 5.61 The bank account maintained by the Committee shall be expressly authorized by the Board.
  - 5.62 The Executive Director shall be signatory to said bank account, and as such, the bank shall be directed to forward copies of all statements and other bank generated correspondence directly to the Association Office.
  - 5.63 The Committee shall verbally report within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00 to the Executive Director.
  - 5.64 Statements of reconciliation are to be sent to the Association Office not less than monthly.
  - 5.65 The Committee shall prepare an Annual Report to the Association regarding Committee activities and finances. This report shall be submitted to the Executive Director no later than August 1.
  - 5.66 All revenue and expenses of the Committee shall be in a manner that is consistent with the Mission Statement and Objectives of the Association's Constitution and Bylaws.
- 5.7 The Committee shall pursue activities such as meetings, seminars, and conferences that would promote activities and training related to the mission of the Committee.

5.8 The Committee shall coordinate with the Annual and Northern Regional, and Specialty Conference program Committees to facilitate training programs for collection systems professionals.

**6.0 BOARD LIAISON**

6.1 The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual business meeting.

6.2 The Board Liaison shall attend when possible all Committee meetings and serve as a representative of the Board.

**7.0 AMENDMENTS**

7.1 Amendments to these Standing Rules may be proposed by a majority of the Committee. All proposed amendments shall be referred to the Association Membership and External Relations Committee for certification as to being in conformance with the Constitution and Bylaws of the Association. Amendments to the Standing Rules shall be considered adopted with the approval of the Board.

**ACCEPTANCE BY COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CHAIR**

**APPROVED BY CWEA:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRESIDENT**

**ATTESTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**EXECUTIVE DIRECTOR**