

**Southern Sections Collection Systems Committee
of the California Water Environment Association**

STANDING RULES

1.0 MISSION STATEMENT

- 1.1 The Southern Sections Collection Systems Committee (SSCS) is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association. 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 described by the Local Section boundary map as the Southern Section.

2.0 OBJECTIVES

- 2.1 The Committee is responsible to coordinate Southern Sections 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

- 4.4 Chair
- 4.11 General supervision of the affairs of the Committee.
- 4.12 Preside over Committee meetings.

- 4.13 Appoint sub-Committees as required.
- 4.4 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.
- 4.5 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 Co-ordinates financial needs of the Committee with the Executive Director.
 - 4.42 Forwards fiscal accounting records, detailing all receipts and disbursements to the Executive Director.
 - 4.43 Prepares check requests for the Committee for timely payment by the Executive Director of all invoices.

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.

