

Northern Sacramento Valley Section of the California Water Environment Association (CWEA)

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Northern Sacramento Valley 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 its activities. It is intended that the Constitution and Bylaws of this Section shall be in harmony with the Constitution and Bylaws of the Association. This section and CWEA are non-profit organizations. This Section is affiliated with the Water Environment Federation (WEF) through the CWEA.

3.0 MISSION STATEMENT

- 3.1 The purpose of this Section is to enhance the 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 a subscription fee to this 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 and two Directors. These officers constitute the Board of Directors.
- 7.2 Officers shall be members of the Association.

8.0 AMENDMENTS

- 8.1 Initiation
 - 8.11 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.

8.21 Amendments to the Constitution and/or Bylaws may be made by a majority 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 The Board shall establish the membership and subscription fees for Active, Corporate and subscribing grades. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.

1.2 Retired/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 January 1 for the current 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

2.1 The Board of Directors shall consist of the President, Vice President, Secretary-Treasurer, 2-year Director, and 1-year Director. 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 Northern Regional Committee. The President shall be responsible for the section meeting locations and programs.
- 2.3 The **Vice President** shall assist in the performance of the President's duties and act in the absence of the President. The Vice President shall maintain the section historical records. The Vice president shall prepare a quarterly report of the Sections activities for inclusion in the CWEA Bulletin. This report shall be completed and submitted to the CWEA office prior to the deadline for Bulletin submittal. 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-Treasurer** 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.
 - c. Pay all claims against the Section.
 - d. For claims in excess of \$200, the Secretary-Treasurer shall obtain approval from the Board prior to payment.
 - e. Report the Section's financial condition at each regular meeting or at any other time requested by the President.
 - f. Present the Section's financial condition at each regular meeting or at any other time requested by the President.
 - g. Prepare the Annual Report to the Association regarding Section activities and finances. This report shall be submitted to the Association Manager of the Association no later than **August 1**.
 - h. Mail the Section's meeting announcements to all subscribers.
- 2.5 The 2 year Director shall be the section's delegate to the Northern regional Committee. The Director(s) shall assist the President as necessary to accomplish the objectives of the Section.

- 2.6 No officer of the Section shall incur any liability on behalf of the Section except with the approval of the Association 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 with the installation of officers at the Section Annual Banquet Meeting, normally held in January.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of officers shall be taken at the September regular meeting. Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed and election held at the November 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 (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

- 5.11 All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.
- 5.12 Standing and Joint Committee Chair shall be appointed by the President subject to the approval of the Board.

5.2 Standing Committees

- 5.21 Standing Committees may be established or dissolved by the Board. The name and purpose of all Standing Committees are as described herein.
- 5.22 The following Standing Committees have been established by and are responsible to the Board.

A. Technical Certification Program Committee

This Committee shall administer the Technical Certification Program (TCP) in accordance with the CWEA regulations. The Committee shall keep members informed on certification procedures and opportunities. Shall interface with the Association's Standing Committees and assist in promoting programs relevant to the committee's purpose.

B. Safety Committee

This Committee is responsible for presenting safety topics and discussions to the membership, a bi-monthly safety article in the newsletter, and represent the section on the CWEA Safety Committee.

C. Individual Awards Committee

This Committee shall be responsible for:

1. Selecting and recommending to the Board of Directors candidates for local section awards.
2. Recommending to the CWEA candidates for State and Federation Honors and Awards.
3. Encouraging and assisting Section members in access to Association and Federation Awards.

D. Plant of the Year Committee

The Committee shall be responsible for:

1. Selecting and recommending to the Board of Directors agencies for Plant of the Year Awards.
2. Recommending to the CWEA, agencies for the State Award.
3. Encouraging and assisting Section members in access to Association awards.

E. Hazardous and Industrial Waste Committee

This Committee is responsible for presenting hazardous and industrial waste topics and act as a liaison between the Local Section and the CWEA Hazardous and Industrial Waste Committee.

F. Public Education

This Committee will be responsible for presenting public education topics. They shall also be responsible for all public education activities of the Section and act as liaison between the Section and the CWEA Committee.

G. Laboratory Committee

This Committee is responsible for presenting Laboratory topics and act as a liaison between the Local Section and the CWEA laboratory Committee.

H. Collection Systems Committee

This Committee is responsible for presenting collection system topics. The Chairmen of the Collection Systems Committee shall be the delegate to the Greater Central Valley Collections Systems committee.

I. Professional Development

This Committee shall coordinate training prior to the state operator certification and technical certification examinations. If possible, the Professional Development Chair should be a 1-year or 2-year director.

j. Operator Training

This committee is responsible for presenting operator training topics at section meetings.

K. Maintenance

This committee is responsible for presenting maintenance training topics at section meetings.

L. Membership

This committee is responsible for soliciting new members to the CWEA and the Northern Sacramento Valley Section.

5.3 Ad Hoc Committees

5.31 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.

5.4 Joint Committees

5.41 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 bimonthly meetings held at such time and place as is determined by the Section 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.

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

8.41 Bank account(s) maintained by the Section and/or its Committees have been expressly authorized by the Association Board.

8.42 The Association Manager 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.

8.43 The Section shall verbally report within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00 to the Association Manager.

8.44 Statements of reconciliation are to be sent to the Association Office not less than quarterly, while monthly statements are preferred.

8.45 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 MANAGER

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October 11, 1995