

**SECTION CONSTITUTION AND BYLAWS MODEL
SUGGESTED FORM FOR CONSTITUTION AND BYLAWS
FOR SECTIONS OF THE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

NOTE: *This model complies with the Association's Constitution and Bylaws and is offered as a guide to those proposing a new section or revising current section Constitution and Bylaws. The wording in the model is required (not necessarily verbatim, but in intent) by the Association and may be revised by the section. Proposed amendments to Section Constitution and Bylaws must be submitted to the Board's Membership & External Relations Committee.*

**{Insert Name Here} Section of the
California Water Environment Association (CWEA)**

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the *{Insert Name Here}* 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 affiliated with the Association, a California nonprofit public benefit corporation, tax-exempt under section 501(c)(3) of the Internal Revenue Code and its California counterpart, and shall participate in the Association's activities. The Section does not have separate legal or tax status, but rather operates as a program of the Association. It is intended that the Constitution and Bylaws of this Section shall be in harmony with the Constitution and Bylaws of the Association. All Section activities shall be consistent with the policies and procedures of the Association. All Section activities shall be under the ultimate direction and control of the Association's Board of Directors. This Section is affiliated with the Water Environment Federation (WEF) through the Association.

3.0 MISSION STATEMENT

- 3.1 The purpose of this Section is to enhance the education and effectiveness of California's Wastewater Professionals through training, certification, dissemination of technical information and promotion of sound policies to benefit society through protection and enhancement of the water environment and to further the mission, aims, and objectives of the Association..

4.0 OBJECTIVES

- 4.1 Enhance the education and effectiveness of wastewater professionals through training and certification.
- 4.2 Develop and implement effective delivery mechanisms to disseminate knowledge concerning the water environment.
- 4.3 Advance the knowledge and technology in the planning, design, construction, operation and management of wastewater treatment systems and facilities.
- 4.4 Improve the professional status of all personnel working in the wastewater industry and related fields.

- 4.5 Encourage sound policy in matters relating to the water quality control field.
- 4.6 Advance the knowledge and understanding of the water environment and its interaction with other aspects of the environment.
- 4.7 Stimulate public awareness of the importance of wastewater treatment to public health and the water environment.

5.0 MEMBERSHIP

- 5.1 Membership shall consist of members of the Association who have paid a membership fee for this section. Membership shall be as defined in the Association's Constitution. As the Association's Constitution may be amended, relevant current articles are attached to the Section's Constitution & Bylaws as Exhibit A. Any interested person may, however, attend local-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

7.0 The officers of this Section shall be President, Vice-President, Secretary, Treasurer, immediate Past President, and {enter number} Directors. These officers constitute the Board of Directors.

8.0 AMENDMENTS

8.1 Initiation

8.11 Amendments to the Constitution and/or Bylaws may be proposed to the Board by a majority of the Board, or by petition by 20% of the eligible voting members of the Section. All proposed amendments shall be referred to the Association's Membership & External Relations Board 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 two-thirds vote of the Section's members at the next regular Section meeting following the Board meeting at which the Amendments are introduced. All such Amendments are void if disapproved by the Association.

BYLAWS

1.0 MEMBERSHIP AND SUBSCRIPTION FEES

1.1 Membership fees are as set by the Association, with Local Section fees recommended by the Northern and Southern Regional Committees.

1.2. Subscription fees are as set by the Local Section Board.

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 / Southern] Regional Committee, candidates 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 of those present, after a quorum is established.

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 of the Section to the [Northern / Southern] Regional Committee and attend [Northern / Southern] Regional Committee meetings.

2.3 The **Vice President** shall assist in the performance of the President's duties and act in the absence of the President. [Insert other responsibilities, e.g. The Vice President shall be responsible for the program at each of the Section and joint section meetings. The Vice President shall prepare a quarterly report of the Section's activities for inclusion in the Association publications. The report shall be completed and submitted to the Association office prior to the deadline for publication 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** shall perform the following duties:

- a. Attend and record those present at all Section and Board meetings.
- b. Take meeting minutes at Board meetings and prepare for distribution including sending minutes to the Association.
- c. Mail the Section's meeting announcements to all members and subscribers, including the Association's Executive Director.
- d. Submit to the Association any correspondence on Section letterhead.

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. For claims in excess of \$200, the Treasurer shall obtain approval from the Board prior to payment.
- d. Report the Section's financial condition at each regular meeting or at any other time requested by the President.
- e. Present the Section's financial condition at each regular meeting or at any other time requested by the President.
- f. Prepare the Section's annual operating budget. Submit this budget to the Association's Executive Director no later than April 30.
- g. Prepare the Annual Report to the Association regarding Section activities and finances, including physical property inventory. Submit this report to the Association's Executive Director no later than August 1.
- h. Prepare and submit all other financial reports required by the Association on a timely basis, including monthly financial reports.

2.6 The Immediate Past President shall perform the following duties:

- a. Attend the regional committee meetings of the Association and act as one of two representatives of the Section.
- b. Chair the Section Awards Program

2.7 The Director(s) shall assist the President as necessary to accomplish the objectives of the Section.

2.8 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 {*enter month*}. The Vice-

President automatically becomes the President the following year and the President automatically becomes the Immediate Past President the following year.

4.0 NOMINATION AND ELECTION OF OFFICERS

- 4.1 The nomination of Vice-President, Treasurer, and XX Directors shall be taken at the {*enter month*} regular meeting. Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed and election held at the {*enter month*} 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 BOARD MEETINGS

- 5.1 A quorum of the board shall consist of majority of the eligible voting officers.
- 5.2 Meetings may be convened by the President or at the request of a majority of the Board.
- 5.3 Members of the Board or any committee may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence at the meeting.
- 5.4 For voting purposes votes may be held at regular meetings, conference calls or by electronic mail.
- 5.5 A minimum of two weeks' notice shall be required for any meeting of the Board, unless the President declares the meeting to be of an urgent nature. Meeting notice shall be in writing, which form can include fax, or electronic email.
- 5.6 Board members are expected to attend all duly convened meetings of the Board.
- 5.7 If an Officer fails to attend at least 75% of Board meetings each year of office, or is absent from 2 consecutive meetings, the Board may declare the position vacant.
- 5.8 At the discretion of the President, the imposition of paragraph 5.7 may be waived due to extenuating circumstances. The minutes shall reflect any excused absence.

6.0 COMMITTEES

- 61 General
 - a. All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.
 - b. Standing and Joint Committee Chair shall be appointed by the President subject to the approval of the Board.
 - c. All Committees shall provide quarterly reports to the Board on their activities

6.2 Standing Committees

- a. Standing Committees may be established or dissolved by the Board. The name and purpose of all Standing Committees are as described herein.
- b. The incoming President shall appoint the Chair(s) (if required) of each standing committee within thirty (30) days of the _____ nomination meeting.
- c. The Chair of each Standing Committee shall be a member of the Association in good standing. 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.
- d. The following Standing Committees have been established by and are responsible to the Board.

NOTE: A brief statement(s) listing the objectives of each committee should be included. For example:

A. Collection System Committee

This Committee is responsible for developing and implementing educational programs to transfer technical and practical information among those involved in any aspect of the wastewater collection system design and maintenance, acting as liaison between the Section and the Association's Collection Systems Committee, and assisting in promoting programs relevant to the committee's purpose..

(Committee Examples)

Awards
Biosolids
Collection System
Education
Engineering and Research
Finance
Instrumentation/Electrical
Laboratory
Maintenance
Manufacturers
Membership
Plant Operator & Maintenance Training
Pretreatment Pollution Prevention & Stormwater (P3S)
Program
Public Education
Publications
Safety
Student Activities / Young Professionals
Supergroup
Technical Certification

6.3 Ad Hoc Committees

6.31 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.

6.4 Joint Committees

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

7.0 SECTION MEETINGS

7.1 There shall be regular section *{enter frequency or schedule}* meetings held at such time and place as is determined by the [Insert appropriate positions, e.g. Vice President or Program Chair] and approved by the Board. Meetings during the months of the annual Association Conference and the Northern Regional Training Conference, or for other special reasons, may be suspended under direction of the Board.

7.2 Notice of all meetings shall be sent to all members and subscribers at least two weeks in advance of the meeting date.

7.3 An annual banquet meeting of the Section shall be held for the installation of officers and presentation of awards.

8.0 FISCAL YEAR

8.1 The fiscal year of the Section shall cover the period beginning July 1 of one year through June 30 of the next year in conjunction with the fiscal year of the Association.

9.0 OPERATING PROCEDURES

9.1 The Section shall comply with all policies and 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 members present.

9.4 Financial Procedures

9.41 Bank account(s), including checking, savings, CDs, and other such accounts, maintained by the Section and/or its Committees shall be expressly authorized by the Association Board.

9.42 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.

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

9.44 Statements of reconciliation and other financial reports required by Association policy are to be sent to the Association Office not less than monthly.

9.45 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.

9.46 The Section shall report any physical property valued over \$500 to the Association's Executive Director when purchased and annually as part of annual inventory.

9.5 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: _____

EXECUTIVE DIRECTOR

EXHIBIT A—CWEA Membership Categories from CWEA'S Constitution rev 04/07

7.0 MEMBERSHIP

- 7.1 The membership of the Association shall consist of persons, organizations, boards, commissions, agencies, departments, or corporations interested in any of the objectives of the Association and having such qualifications as are prescribed in this document for the various grades of membership.
- 7.2 The term "eligible voting member" as used in this document shall include all persons having the right and privileges of Active, Professional Wastewater Operations Members, or Association Members as prescribed in this document.

8.0 MEMBERSHIP, CLASSIFICATION, QUALIFICATIONS, AND PRIVILEGES

8.1 Membership Classes

- 8.1.1 Active Members
- 8.1.2 Professional Wastewater Operations (PWO) Members
- 8.1.3 Corporate Members
- 8.1.4 Utility Members
- 8.1.5 Student Members
- 8.1.6 Association Members
- 8.1.7 Retired Members
- 8.1.8 Federation Honorary and Life Members
- 8.1.9 Association Past Presidents
- 8.1.10 Local Section Lifetime Members
- 8.1.11 Local Section Retired Members
- 8.1.12 Local Section Student Members

8.2 Active Members

8.2.1. Qualifications

- 8.2.1.1. Any person professionally or technically engaged or interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

8.2.2. Rights and Privileges

- 8.2.2.1. Shall be an eligible voting member of the Association.
- 8.2.2.2. Shall have all the rights and privileges granted by the Federation and Association including the rights to hold office and serve on committees.

8.2.2.3. Shall be entitled to receive publications of the Federation, as authorized by its House of Delegates, and publications of the Association, as authorized by its Board for the Active membership class.

8.3. Professional Wastewater Operations (PWO) Members

8.3.1 Qualifications

8.3.1.1. A person who is actively employed by the responsible operating entity of the facility site on a day-to-day basis in the operation and/or maintenance of wastewater collection facilities, wastewater treatment facilities, or wastewater laboratories provided for such treatment facilities, or is an off-site private laboratory technician who routinely performs wastewater analyses, or retired therefrom.

8.3.2 Rights and Privileges

8.3.2.1. Shall be an eligible voting member of the Association.

8.3.2.2. Shall have all the rights and privileges granted to the PWO class of membership by the Federation and Association including the rights to hold office and serve on committees.

8.3.2.3. Shall be entitled to receive publications of the Federation, as authorized by its House of Delegates, and publications of the Association, as authorized by its Board, for the PWO membership class.

8.4. Corporate Members

8.4.1. Qualifications

8.4.1.1. An organization engaged in the design, construction, operation, or management of water environment systems, a government agency, an industrial organization, any other corporate body or organization engaged in or interested in at least one of the stated objectives of the Association.

8.4.2. Rights and Privileges

8.4.2.1. Shall be entitled to one representative who shall have all the rights and privileges of an Active Member and recorded as such. The representative may be changed at the discretion of the Corporate Member on written notice to the Executive Director without any action of the Board.

8.5. Utility Member

8.5.1. Qualifications

8.5.1.1. Any publicly owned Agency.

8.5.2. Rights and Privileges

8.5.2.1. Shall be entitled to one representative who shall have all the rights and privileges of an Active Member and recorded as such. The

8.6. Student Member

8.6.1. Qualifications

- 8.6.1.1. A student who is regularly enrolled in a college or university at least one-half time.
- 8.6.1.2. May not retain this class of membership beyond the first anniversary date following termination of qualifications as a Student Member.

8.6.2 Rights and Privileges

- 8.6.2.1. Shall have all the rights and privileges of an Active Member except holding Association and Federation office.
- 8.6.2.2. Shall be eligible to be a member of a Student Chapter recognized by the Association and Federation.

8.7. Association Members

8.7.1. Qualifications

- 8.7.1.1. A person employed or interested in the advancement of knowledge relating to the objectives of the Association.

8.7.2. Rights and Privileges

- 8.7.2.1. Shall have the rights and privileges of an Active Member except the right to hold office in the Association.

8.8. Retired Member

8.8.1. Qualifications

- 8.8.1.1. Any person retired from and not currently affiliated professionally or technically with the water environment field.

8.8.2. Rights and Privileges

- 8.8.2.1. Shall have all the rights and privileges of an Active Member.
- 8.8.2.2. May not retain this class of membership beyond the first anniversary date following re-employment and/or professional affiliation within the water environment field.

8.9 Association Past President Membership

8.9.1. Qualifications

- 8.9.1.1. All Past Presidents of the Association shall receive membership in the Association.

8.9.2. Rights and Privileges

- 8.9.2.1. Shall have all the rights and privileges of an active member.

8.10. Federation Honorary Members and Federation Life Members

8.10.1. Qualifications

8.10.1.1. Federation Honorary Members and Federation Life Members are eligible to apply to the Association for Association Membership if they reside in California, and if they apply for membership, and as long as they annually request renewal of their membership.

8.10.2. Rights and Privileges

8.10.2.1. A Federation Honorary Member or Federation Life Member accepted as an Association Member shall have all the rights and privileges of such membership class.

8.10.2.2. Individuals eligible for this class of membership are not precluded from being an Active Member and having all the rights and privileges of an Active Member.

8.11. Local Section Lifetime Members

8.11.1. Qualifications

8.11.1.1 An honorary membership bestowed on Local Section members for their years of service and/or outstanding contributions to the Local Section. Local Sections shall assign life membership annually and shall notify CWEA of their assignments within 30 days.

8.11.2. Rights and Privileges

8.11.2.1. Shall have all the rights and privileges of a Local Section Member, including attendance at Local Section events at the member rate.

8.11.2.2. Shall be a voting member of the Local Section if also a CWEA member.

8.11.2.3. Shall pay **no** membership dues at the Local Section.

8.11.2.4. Shall be entitled to receive publications of the Local Section.

8.11.2.5. Other benefits as outlined in the individual Local Section Constitutions.

8.12 Local Section Retired Members

8.12.1 Qualifications

8.12.1.1. Any person retired from and not currently affiliated professionally or technically with the water environment field greater than twenty hours a week.

8.12.2. Rights and Privileges

8.12.2.1. Shall have all the rights and privileges of a Local Section Member, including attendance at Local Section events at the member rate.

8.12.2.2. Shall be an eligible voting member of the Local Section if also a member of CWEA.

- 8.12.2.2. Shall be an eligible voting member of the Local Section if also a member of CWEA.
- 8.12.2.3. Shall be entitled to receive publications from the Local Section
- 8.12.2.4. Shall pay a reduced membership rate of 50% of the local section dues.
- 8.12.2.5. May not retain this class of membership beyond the first anniversary date following re-employment and/or professional affiliation within the water environment field.

8.13. Local Section Student Members

8.13.1. Qualifications

- 8.13.1.1. A student who is regularly enrolled in a college or university at least one-half time.

8.13.2. Rights and Privileges

- 8.13.2.1. Shall have all the rights and privileges of a Local Section Member, including attendance at Local Section events at the member rate.
- 8.13.2.2. Shall be an eligible voting member of the Local Section if also a CWEA member.
- 8.13.2.3. Shall be entitled to receive publications from the Local Section
- 8.13.2.4. Shall pay a reduced membership rate of 50% of the local section dues.
- 8.13.2.5. May not retain this class of membership beyond first anniversary date following termination of qualifications as a Student Member.

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- 16.3.3. Membership of local sections shall consist only of Honorary, Life, Active, PWO, Corporate, Student, Retired, or Association Members of the Association, Local Sections can also have Local Section Lifetime, Local Section Retired and Local Section Student Members, these members must also be members of the State Association in order to vote at the Local Section. Any local interested persons may, however, attend local section meetings. The local section shall, as a policy, encourage membership in the Association.

