

**HISTORY COMMITTEE**  
of the  
**CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

**STANDING RULES**

**1.0 MISSION STATEMENT** The History Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association which is a member association of the Water Environment Federation, hereinafter referred to as the Federation.

The mission of the History Committee is to collect, organize and disseminate information related to the Association, its origins, programs and members.

**2.0 OBJECTIVES**

- 2.1 To be responsible for the collection of publications, articles, photographs and other memorabilia of the Association, its sections, committees, programs and leaders.
- 2.2 To organize, catalog and archive these materials. The repository for these materials shall be the Association office or other such place as authorized by the Board of the Association.
- 2.3 To enhance the reputation of the Association by fostering, authoring or editing material memorializing the Association.

**3.0 MEMBERSHIP**

- 3.1 The membership of the Committee shall be a Chair, Vice-Chair and such other members the Chair so appoints. Membership on the Committee shall be comprised of any members, associate members, student members or corporate members of the Association interested in the history and accomplishments of the Association.
- 3.2 The Chair of the Committee shall be elected by the committee members and confirmed annually by the Association President. In case the Committee Chair or Vice-Chair cannot fulfill the designated term, the Vice-Chair shall fulfill the uncompleted term.
- 3.3 The Chair shall have the right to attend meetings of the Board with full privilege

of discussion on matters involving the work of the Committee.

#### **4.0 DUTIES AND FUNCTIONS**

##### **4.1 Chair**

- 4.1.1 General supervision of the affairs of the Committee.
- 4.1.2 Call and preside over Committee meetings.
- 4.1.3 Appoint Committee Members as required.
- 4.1.4 Submit an annual 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.

##### **4.2 Vice-Chair**

- 4.2.1 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.

#### **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 are deemed necessary to carry out its function. All interested parties, the Executive Director 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 pursue activities such as meetings, notices, publication of material that promote activities related to the mission of the Committee.
- 5.6 The Committee shall interface with the Association Treasurer 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.

- 5.7 The Committee shall assist other Association committees and Sections in documenting programs, activities, accomplishments of and recognitions received by these committees and Sections.
- 5.8 The Committee shall foster the development of History Committees in each of the Sections.

**6.0 BOARD LIAISON**

- 6.1 The Committee Vice-Chair and Association Immediate Past President shall act as the Board Liaison to the Committee.
- 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 Constitution and Bylaws Committee for certification as to being in harmony 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: Michael J. [Signature] DATE: 6/14/99  
CHAIR

APPROVED BY CWEA: Clark V. [Signature] DATE: 6/26/99  
PRESIDENT

ATTESTED: Judsey Robert DATE: 6/26/99  
EXECUTIVE DIRECTOR