

**CONSTITUTION AND BYLAWS  
OF THE  
LOS ANGELES BASIN SECTION  
OF THE  
CALIFORNIA WATER ENVIRONMENT ASSOCIATION, INC.**

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**CONSTITUTION**

**1.0 NAME AND BOUNDARIES**

- 1.1 The name of this section shall be the Los Angeles Basin Section, hereinafter referred to as the "Section," of the California Water Environment Association, Inc., 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.

**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 The advancement of fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment.
- 4.2 The advancement of practical knowledge in the technology, design, construction, operation, and management of water quality control systems and facilities.

- 4.3 The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance them.
- 4.4 Exchange of information and experience among its members, and other interested persons, by conducting meetings of its members.
- 4.5 The publication and distribution of information relating to the water environment.
- 4.6 The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water environment.
- 4.7 The improvement of the professional status of all personnel engaged in any aspect of the water environment.
- 4.8 The stimulation of public awareness of the relationship of water resources to the general public welfare, and the need for preservation and reuse of water resources.

## **5.0 MEMBERSHIP**

- 5.1 Membership shall consist of Active, Student, Corporate, Association, Retired, Life, or Professional Wastewater Operations Division members of the Association who have paid a membership fee to this Section. Each member shall have one vote.
- 5.2 Subscribers shall consist of persons who are not members of the Association who have paid subscription fees to receive Section publications. Subscribers do not have voting privileges.

## **6.0 BOARD OF DIRECTORS**

- 6.1 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 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, President Elect, Vice President, five (5) Directors and Immediate Past President. One Director shall also hold the office of Secretary, another Director shall hold the office of Treasurer, and one shall be the Corporate Director. These officers constitute the Board.
- 7.2 Officers shall be members of the Association.

## **8.0 AMENDMENTS**

- 8.1 Amendments to the Constitution and/or Bylaws may be proposed by a majority of the Board, or 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.

- 8.2 Amendments to the Constitution and/or Bylaws may be made by a two-thirds vote of the members in attendance at the second regularly scheduled Section 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 the 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 GRADES AND SUBSCRIPTION FEES**

- 1.1 The Board shall establish the membership and subscription fees for Active, Corporate, Student and Subscriber grades. The rates can be adjusted by majority vote of the Board as necessary to meet the Section's expenditures.
- 1.2 A life member shall be a person so designated by the Board after meeting one of the following requirements:
- a. has been a member in good standing of the Section for 20 years and has retired, or
  - b. has been a member in good standing of the Section for 30 years, or
  - c. has been designated as a Life member of the Water Environment Federation and resides in the Section area.

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 the 31st of December for the following 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 as denoted in the Constitution shall have full control of the Section, subject to the wishes of the Section and in accordance with recommendations of the Association. The Board may nominate to the Southern Regional Committee candidates for the Association and Federation Offices. The Board shall meet not less than six (6) times a year at the call of the President or a majority of the Board. All matters of decision, which require approval by the Board, shall be decided by a

majority vote of the Board members present at any regularly scheduled Board meeting. Five members shall constitute a quorum.

- 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 Southern Regional Committee.
- 2.3 The President Elect shall assist in the performance of the President's duties and act in the absence of the President. The President Elect shall act as the Program and Arrangements Committee Chair and act as a representative to the Southern Regional Committee. In the event of a vacancy in the office of President, the President Elect shall assume the duties and title of that office for the remainder of that term.
- 2.4 The Vice President shall act as the Section reporter to the *Bulletin*, and also act as an alternate representative to the Southern Regional Committee. The Vice President shall oversee the following Committees:
  - a. Operator Certification Committee
  - b. Technical Certification Committee
  - c. Wastewater Treatment / Water Reuse Committee
- 2.5 The Secretary's duties shall include attendance at all Board meetings, the recording of the proceedings of such meetings, the reading of all correspondence relating to the Section, the composition of official notices, recommendations, and proposed resolutions, and such other duties as directed by the Section or Board. The Secretary shall be appointed by the President from one of the Directors, subject to the approval of the Board.
- 2.6 The Treasurer's duties shall include attendance at all Board meetings, the collection of all membership fees and monies due the Section, the preparation of all claims against the Section for payment and the payment of the latter upon approval thereof by the Board, prepare a Quarterly and Annual Report to the Association regarding Section activities and finances (the Annual Report shall be submitted to the Association Manager no later than August 1 of that year), and shall perform other duties as directed by the Section or Board. The Treasurer shall be appointed by the President from one of the Directors, subject to the approval of the Board.
- 2.7 The Corporate Director shall be elected by Corporate Members, and shall perform such duties as directed by the Section or Board.
- 2.8 One of the five Directors, other than the Secretary, Treasurer and Corporate Director, shall oversee the following Committees:
  - a. Membership Committee
  - b. Newsletter (Sewer Leaks) Committee
  - c. Supergroup Committee

- 2.9 One of the five Directors, other than the Secretary, Treasurer and Corporate Director, shall oversee the following Committees:
- a. Public Education Committee
  - b. Safety Committee
- 2.10 The Immediate Past President shall act as the Awards and Nominating Committee Chair. Vacancies for Immediate Past President shall be filled by the most recent, able, and willing Past President.
- 2.11 The officers shall assist the President as necessary to accomplish the objectives of the Section.
- 2.12 No officer of the Section shall incur any liability on behalf of the Section except with the approval of the 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 November Section meeting. Nominees and officers shall be Association members.
- 4.2 The nomination of officers shall be closed and election held at the December Section meeting. Elections from Active Section members shall be for President Elect, Vice President, and four (4) additional Board Officers who serve at the discretion of the President, subject to the approval of the Board. The Corporate Director shall be elected by the Corporate Members. The position of President shall be filled by succession from President Elect. The position of Immediate Past President shall be filled by succession from President.
- 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 resubmitted immediately for consideration.
- 4.4 In the event of a vacancy, other than the President or Immediate Past President, the Board shall appoint a replacement for the balance of the term.

### **5.0 COMMITTEES**

- 5.1 General
- 5.1.1 All Committees of the Section shall be designated in one of the following three categories: Standing, Ad Hoc, Joint.

5.1.2 Standing and Joint Committee Chairs shall be appointed by the President subject to the approval of the Board.

**5.2 Standing Committees**

5.2.1 Standing Committees may be established or dissolved by the Board. The names of all Standing Committees shall be listed in the Bylaws.

5.2.2 The following Standing Committees have been established by and are responsible to the Board.

- a. Membership
- b. Program and Arrangements
- c. Operator Certification
- d. Technical Certification
- e. Awards and Nominating
- f. Public Education
- g. Newsletter
- h. Safety
- i. Supergroup
- k. Wastewater Treatment/Water Reuse
- l. Collection System

5.3 Each Standing Committee shall establish and operate according to standing rules subject to approval by the Board.

5.4 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.

5.5 Joint Committees, with approval of the Board, may be formed jointly with other sections and/or organizations.

**6.0 MEETINGS**

6.1 There shall be regular monthly Section meetings held at such time and place as is determined by the Program and Arrangements Committee and approved by the Board. Meetings during the month of the Association Annual Conference, or for other special reasons, may be suspended under direction of the Board.

6.2 Notice of all Section and Board meetings shall be sent to all members and subscribers 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, which require approval by the Section, shall be decided by majority vote of members present at a regularly scheduled Section meeting.
- 8.4 Financial Procedures
  - 8.4.1 Bank account(s) maintained by the Section and/or its Committees have been expressly authorized by the Association Board of Directors.
  - 8.4.2 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.
  - 8.4.3 The Section shall verbally report to the Association Executive Director within twenty-four (24) hours, all checks issued in amounts in excess of \$5,000.00.
  - 8.4.4 Statements of reconciliation are to be sent to the Association Office not less than quarterly.
  - 8.4.5 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 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.

DATE OF ACCEPTANCE BY SECTION: \_\_\_\_\_

WITNESS: \_\_\_\_\_ ATTESTED: \_\_\_\_\_  
RESIDENT SECRETARY

APPROVED BY ASSOCIATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRE ENT

ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
ASSOCIATION EXECUTIVE DIRECTOR