

# **Manufacturers' Committee of the California Water Environment Association (CWEA)**

## **STANDING RULES**

### **1.0 MISSION STATEMENT**

- 1.1 The Manufacturers Committee is a Standing Committee of the California Water Environment Association, hereinafter referred to as the Association, Board of Governors, hereinafter referred to as the Board. The Committee was created to advocate and develop the Association's relationship with manufacturers and representatives in all aspects of the water environment industry.

### **2.0 OBJECTIVES**

- 2.1 The Committee will represent member manufacturers and representatives to the Association regarding relevant policy matters.
- 2.2 The Committee will help develop and maintain Association programs designed to serve the needs of member manufacturers and representatives.
- 2.3 The Committee will develop and maintain programs to help manufacturers and representatives inform the Association of the latest relevant technologies.
- 2.4 The Committee will develop and maintain specific recommendations for the organization of exhibits at Association conferences. It will provide assistance to conference committees and local sections as appropriate.
- 2.5 The Committee will encourage member manufacturers and representatives to participate in Association functions, and promote new membership throughout the industry.

### **3.0 MEMBERSHIP**

- 3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary and other members the Chair so decides. The Chair and Vice-Chair should be geographically located to represent opposite ends of the state. Association membership as a Corporate, Active, or Affiliate Member is required for membership to the Committee. Committee members should be comprised of, but not limited to, individuals who are manufacturers, representatives or other Association members actively involved in providing goods and services to the water and wastewater treatment industry.

- 3.2 The Association President shall appoint the Chair and Vice-Chair of the Committee to a one year term within thirty (30) days following the annual business meeting. The Association President may appoint a replacement to the Committee Chair or Vice-Chair in cases where they cannot fulfill their term. The Committee shall submit to the Association President-Elect by the 1st of March the name of a nominee to serve as Chair of the Manufacturers Committee for the next term.
- 3.3 The Chair shall serve a maximum of two (2) consecutive terms.
- 3.4 Attendance at Manufacturers Committee meetings shall be open to all interested Association members.
- 3.5 The Chair shall have the right, and is encouraged, to attend meetings of the Board with full privilege of discussion of matters involving the work of the Committee.

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

- 4.1 Chair
  - 4.11 General supervision of the affairs of the Committee.
  - 4.12 Preside over Committee meetings.
  - 4.13 Appoint sub-committees as required
  - 4.14 Submit a quarterly report to the Association Manager for presentation to the Board. The Committee report will contain activities, budget, recommendations or other information of importance relating to the activities of the Committee or Association.
  - 4.16 Submit to the Association Manager a semi-annual article for publication in the CWEA Bulletin describing the activities of the Committee.
- 4.2 Vice Chair
  - 4.21 Serve as acting Chair at Committee meetings and Association meetings when the Chair is unable to attend.
  - 4.22 Attend sub-committee meetings as directed.
  - 4.23 Assist regionally, in the objectives of the Committee as directed.

#### 4.3 Secretary

4.31 Circulate meeting announcements as directed.

4.32 Prepare and distribute the minutes of all meetings promptly.

4.33 Keep historical and current records of Committee activity.

### **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 Association Manager, Board Liaison and active Committee members shall be notified, in writing, of the time, place and agenda at least two weeks before 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 the members present.

5.5 The Committee shall collaborate 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 through the Association Manager. The Committee may not retain an independent bank account unless authorized by the Board.

5.6 The Committee shall pursue activities such as meetings, seminars, conferences, surveys, publications and newsletters that would promote activities and training related to the mission of the Committee. Such activities will be reviewed by the Association Manager or Board Liaison for conformance with corporate policies and procedures.

### **6.0 BOARD LIAISON**

6.1 The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual business meeting.

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: B. K. Brooks DATE: 4/6/95  
CHAIR

APPROVED BY CWEA: Robert A. Hill DATE: 6/12/95  
PRESIDENT

ATTESTED: Jindsay Roberts DATE: 6/26/95  
ASSOCIATION MANAGER