

Constitution and Bylaws of  
Santa Clara 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 Santa Clara 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 consist of a straight line from the City of Monterca on the Pacific Coast through the southern boundary of the San Francisco International Airport to the San Mateo/Alameda County line south along this line through the Dumbarton Bridge (Highway 84) continuing south to the Santa Clara/Alameda County line and East along the Santa Clara/Alameda County line. West through Anderson Dam to the Santa Clara/Santa Cruz County line then North along this line to the Highway 84 and Highway 35 junction. West along Highway 84 to the Pacific Ocean, North to the City of Monterca. Agencies included in this section are:

- City of Millbrae Water Pollution Control Plant
- City of Burlingame Water Pollution Control Plant
- Sewer Authority Mid-Coastside (Half Moon Bay)
- San Mateo Water Pollution Control Plant
- South Bayside System Authority
- City of Palo Alto Water Quality Control Plant
- City of Sunnyvale Water Pollution Control Plant
- San Jose/Santa Clara Water Pollution Control Plant
- Any other sanitation, sanitary, municipality,  
and county agencies bounded by the above description.

**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    Advance the fundamental knowledge of the water environment, its basic qualities, and the 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, operation, and management of water control system 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 conducting meetings and seminars for 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 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 six elected officers and one Past Chair.

## **7.0 OFFICERS**

- 7.1 The officers of this Section shall be Chairperson, Vice-Chairperson, Secretary-Treasurer, three Directors, and the immediate Past Chairperson. The Chairperson becomes the immediate past Chairperson and is an ex officio member of the board. The Chairperson and the Vice-Chair, or their appointee, shall represent the Section at CWEA Northern Regional Committee. These seven officers constitute the Board of Directors.
- 7.2 Officers shall be members of the Association.
- 7.3 The Chairperson of the Section shall be the Presiding Officer of the Board of Directors.
- 7.4 A quorum of the Governing Board shall consist of four officers. In no case shall any individual cast more than one vote. No vote shall be taken unless a quorum is present.

## **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 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.
  - 8.12 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 Subscription fees will be levied in advance for the calendar year and will be payable on or before the 15th of January each year to the Secretary-Treasurer of the Section. Any subscriber who has not paid as of one month after mailing of the second renewal notice, around March 15th 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 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 a 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 **Chairperson** 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 Chairperson 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 Chairperson shall act as a representative to the Northern Regional Committee.
- 2.3 The **Vice Chairperson** shall assist in the performance of the Chairperson's duties and act in the absence of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties and title of that office for the remainder of that term. The Vice Chairperson shall be the Chairperson of the program committee, and may appoint as many members as necessary to assist them in developing the program. The Vice-Chairperson shall act as a representative to the Northern Regional Committee.

- 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 board meeting or at any other time requested by the Chairperson.
  - f. Prepare the Annual Report to the Association regarding Section activities and finances. This report shall be submitted to the Executive Director of the Association no later than August 1.
- 2.5 The Director(s) shall assist the Chairperson as necessary to accomplish the objectives of the Section. Refer to section handbook for specific duties.
- 2.6 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 Treasury.

### **3.0 TERMS OF OFFICE**

- 3.1 The terms of office of the Chairperson, Vice Chairperson, Secretary-Treasurer, and one Director shall be one year; the remaining directors shall serve terms of two and three years respectively. The three year director is elected newly each year. The former three year director then becomes the two year director and the two year director becomes the one year director except if they are unable to fulfill their term. All terms shall start with the January meeting, and continue through the calendar year. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall act in their place for the balance of the unexpired term. Other vacancies shall be filled by action of the Board of Directors. Such appointees shall hold office until the next annual election, on the last meeting of the calendar year.
- 3.2 No elective officer, except the Secretary-Treasurer, shall be permitted to succeed themselves in office, but any officer shall be eligible for any other office.

#### **4.0    NOMINATION AND ELECTION OF OFFICERS**

- 4.1    The nomination of officers shall be taken at the October regular meeting. Nominees and officers shall be Association members. Officers of the Section shall be elected from members in good standing.
- 4.2    The nomination of officers shall be closed and election shall occur at the last meeting of the calendar year. Installation of officers shall occur at the regular January 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 Chairperson, 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 Chairperson 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 shall be listed in the Bylaws.
- 5.22   Committees shall consist of at least three members.
- 5.23   All committee members shall be members of the Association and the local section
- 5.24   Committees shall be appointed for one full year with the exception of the Ad Hoc committees
- 5.25   The following Standing Committees have been established by and are responsible to the Board.

- A. Safety Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the wastewater profession.
  - 2. Shall be responsible for conducting and selecting the annual winner of the section's safety award.
- B. Maintenance Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the maintenance of the wastewater profession.
- C. Professional Development Committee
  - 1. Shall be responsible for preparing training sessions, and other professional development activities.
- D. Industrial/Hazardous Waste Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of industrial/hazardous waste inspections and/or treatment.
- E. Laboratory Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of laboratory operations in the wastewater profession.
- F. Collection System Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in any aspect of the wastewater collection system design and maintenance.
- G. Technical Certification Committee
  - 1. This committee shall, in cooperation with the Association, be responsible for certification awareness, test dates, eligibility, training etc. This committee will receive application for all disciplines and forward them to the Northern Regional Disciplines Chairperson who will screen them and send them to the Executive Director of the Association.

5. Shall annually submit a written report describing the programs organized by the Chapter during the previous twelve months. This report must be submitted to the Chair of the WEF Student Activities Committee, the Association, and the Section by May 1 of each year.

### 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 Board, Committees may be formed jointly with other Sections and/or organizations.

## **6.0 MEETINGS**

- 6.1 There shall be regular meetings held at such time and place as is determined by the 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.
- 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.

- H. Program Committee
  - 1. Responsible for arranging all monthly section meetings.
- I. Nominating Committee
  - 1. Shall be appointed by September 1st each year. The report of the Nominating Committee shall be presented to the Membership at the next to last meeting of the year. Additional nominations, if any, will be received from the membership at that time. All nominations shall be published in the meeting announcement prior to the election.
- J. Newsletter Committee
  - 1. Responsible for preparation and distribution of periodicals, and newsletters to the general membership.
- K. Awards Committee
  - 1. Chaired by the Past Chairperson. Responsible for soliciting nominees for Section and Association awards. Selects winners based on established criteria. Forwards winning names and applications to Association Executive Director. Responsible for preparation of plaques and certificates for Section awards.
- L. Public Education Committee
  - 1. Shall develop and implement educational programs to transfer technical and practical information among those involved in the public education profession.
- M. Student Chapter Committees: (Stanford University, San Jose State University, and Santa Clara University)
  - 1. Shall provide graduate and undergraduate student interest in the engineering and science of the water environment.
  - 2. Shall provide an avenue for the exchange of information and ideas through networking and mentorship between students, faculty and members of the Section, Association, and the Water Environment Federation (WEF).
  - 3. Shall promote academic excellence and leadership in environmental science and engineering.
  - 4. Shall operate under a Constitution and Bylaws that is in conformance with the WEF model and has been approved by the Association.

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 Executive Director shall be signatory to all said bank accounts(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 Executive Director.
  - 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 the 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: \_\_\_\_\_  
CHAIRPERSON

APPROVED BY CWEA: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRESIDENT

ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
ASSOCIATION Executive Director