

**SANTA ANA RIVER BASIN SECTION (SARBS)
OF THE
CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA)
CONSTITUTION AND BYLAWS**

CONSTITUTION

1.0 NAME AND BOUNDARIES

- 1.1 The name of this section shall be the Santa Ana River Basin 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’s Local Section Policy.

2.0 AFFILIATION

- 2.1 The Section shall be a member of 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 its 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 Advance the fundamental knowledge of the water environment, its basic qualities and physical laws governing its interaction with other aspects of the environment with the aesthetic, economic, and biological needs of the earth’s inhabitants.
- 4.2 Enhance education and effectiveness of wastewater professionals through training and certification.
- 4.3 Advance the knowledge and technology in the design, construction, and management of water quality control systems and facilities.

- 4.4 Increase knowledge and understanding of the earth's water environment.
- 4.5 Implement the objectives previously stated through an exchange of information and experience among its members and other interested persons, by conducting meetings of its members.
- 4.6 Publish and distribute information relating to the water quality control field.
- 4.7 Promote public understanding and encourage sound regional policy in matters relating to the water quality control field.
- 4.8 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 4.9 Stimulate public awareness of the relationship of water resources to public health and the water environment, and the need for wastewater treatment, pollution prevention, resource recovery, preservation, conservation, and the reuse of water resources.

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, 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 elected officers.
- 6.3 All members of the Board shall be members in good standing in the Association

7.0 OFFICERS

- 7.1 The Officers of this Section shall be President, President-Elect, Vice President, Secretary, Treasurer, One 2-year Director, One Corporate Director, Two 1-year Directors and the immediate past President. Not more than three of the elective officers shall be employed by the same agency.

8.0 QUORUM

8.1 A quorum of the Board shall consist of a simple majority of its members.

9.0 AMENDMENTS

9.1 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 Association's Membership and External Relations Board Committee for certification as to being in harmony with the Constitution and Bylaws of the Association.

9.2 Amendments to the Constitution and/or Bylaws may be made by a majority vote of the members at the next regular meeting following the publication or meeting introducing the Amendments. All such Amendments are void if disapproved by the Association.

10.0 ADMINISTRATIVE CORRECTION AND CHANGES

10.1 Administrative corrections, changes and/or additions may be made by a majority vote of the Board and not be required to be submitted to the membership for approval.

10.2 Are to be submitted to the Association Executive Director and the Association's Membership and External Relations Board Committee to determine that they are in harmony with the Association Constitution and Bylaws.

10.3 The Board cannot make changes to the Constitution and Bylaws that change the Board composition and election, name, objectives, membership rights and privileges with the approval of the membership as specified in Section 9.0.

11.0 DISPOSITION OF ASSETS UPON DISSOLUTION

11.1 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 Membership fees are as set by the Association, with Local Section fees recommended by the Northern and Southern Regional Committees. Subscription fees are as set by the Local Section Board.
- 1.2 Subscription fees are due and payable on the 1st of January for the following year. Any person who has not paid as of one month after mailing of the second renewal notice may 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 Southern Regional Committee a candidate 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 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 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 and attend Southern Regional Committee meetings.
- 2.3. The **President-Elect** shall assist in the performance of the President's duties and act in the absence of the President. 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. The President-Elect shall act a representative to the Southern Regional Committee in the absence of the President.
- 2.4 The **Vice President** shall assist in the performance of the President-Elect's duties and act in the absence of the President-Elect. The Vice President shall act as the Program Chair for the Section and perform such duties as may be assigned by the Board.
- 2.5 The **Secretary** shall perform the following duties:
 - 2.5.1 Attend and record those present at all Section and Board meetings.
 - 2.5.2 Take minutes at Board meetings and prepare for distribution including sending minutes to the Association.
 - 2.5.3 Ensure that the Section's meeting announcements are mailed to all members, including the Association's Executive Director.

2.5.4 Submit to the Association any correspondence on Section letterhead.

2.6 The **Treasurer** shall perform the following duties:

2.6.1 Attend to the collection of all assessments due the Section.

2.6.2 Pay all claims against the Section.

2.6.3 For claims in excess of the amount established by the Board, the Treasurer shall obtain approval from the Board prior to payment.

2.6.4 Report and present the Section's financial condition at each regular meeting or at any other time when requested by the President.

2.6.5 The Treasurer shall follow the requirements of the Association financial policies regarding Section activities and finances and shall submit all reports to the Association Executive Director by the dates established by the Association.

2.7 The Corporate Director shall be responsible for the recruiting of new Corporate Members, obtaining Corporate donations for the Section and serving as a liaison between the Corporate Members and the Board.

2.8 The Two-Year Director shall assist in the performance of the Secretary's and/or Treasurer's duties, be responsible for the recruiting of new Members and act in the absence of the Secretary and/or Treasurer.

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

2.10 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 Awards and Installation Meeting.

3.2 The first Board meeting following the Awards and Installation Dinner Meeting will be designated "The Transition" Board meeting. Both old and new Board members will attend to facilitate transition.

4.0 NOMINATION AND ELECTION OF OFFICERS

4.1 The nomination of officers shall be taken not less than sixty days before the Awards and Installation Meeting. Nominees and officers shall be Association members. The slate of officers will be provided to the membership at least 30 days prior to the elections.

- 4.2 The nomination of officers shall be closed and election held at the Annual Awards and Installation Banquet 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.
- 4.5 No elective officer, except for the Corporate Director, Secretary and/or Treasurer, shall be eligible for successive reelection to the same office, but any officer shall be eligible for election to another office.
- 4.6 Association Delegates shall be assigned to represent the Local Section at Southern Regional Committee Meetings.

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.
- 5.1.3 All Committees shall provide quarterly reports to the Board on their activities.

5.2 Standing Committees

- 5.2.1 Standing Committees may be established or dissolved by a majority vote of the Board. The name and purpose of all Standing Committees shall be listed in the Bylaws.
- 5.2.2 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.
- 5.2.2 The following Standing Committees have been established by and are responsible to the Board:
 - a. Technical Certification Committee

This Committee shall administer the Certification Program in accordance with

Association regulations and assist the Association in the conduct of the Certification Program. The Committee shall keep members informed on certification procedures and opportunities and act as liaison to the Association Committee.

b. Safety Committee

This Committee is responsible for presenting safety topics and discussions to the membership.

c. Program and Arrangements Committee

This Committee is responsible for arranging the Luncheon and Evening Section Meetings.

d. Professional Development Committee

This Committee is responsible for scheduling and organizing training programs furthering knowledge in the water environment fields.

e. Nominations Committee

The committee is responsible for presenting nominations for officers. Additional nominations will be accepted, as presented by the membership. The Committee shall consist of the Section Immediate Past President (as Chair) and two (2) previous presidents.

f. Awards Committee

This Committee is responsible for planning and executing the Section Awards Program. The Committee also encourages and assists Section members in applying for Association, Federation, and other awards.

g. Vocation Committees

Vocation Committees schedule and organize training programs furthering knowledge in their specialized field. Vocation Committees include Laboratory, Public Education and Source Control.

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

6.0 MEMBERSHIP MEETINGS

- 6.1 There shall be regular meetings held at such time and place as determined by the Program and Arrangements committee and approved by the Board. Meetings during the months of the annual Association Conference and the Southern/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.
- 6.4 There shall be at least six (6) regular meetings of the Section each year.

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 a majority vote of members present.
- 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.
 - 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 comply with all Association reporting requirements.
 - 8.4.4 Statements of reconciliation and other financial reports required by Association policy are to be sent to the Association Office not less than monthly.

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'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:** _____
PRESIDENT

APPROVED BY CWEA: _____ **DATE:** _____
PRESIDENT

ATTESTED: _____ **DATE:** _____
EXECUTIVE DIRECTOR