

Southeast Ohio Water Environment Association Rules & Regulations

SEOWEA Amendment Date – May 19, 2011

OWEA Approval Date - August 17, 2011

1. NAME

- 1.1 The name of this organization shall be the Southeast Ohio Water Environment Association, hereinafter designated as the SEOWEA or Section.

2. AFFILIATION

- 2.1 The Association shall be an authorized geographically-based subset of the Ohio Water Environment Association, hereinafter designated as OWEA, and shall participate in the activities of that organization. The Rules & Regulations of the SEOWEA shall be in harmony with the OWEA Rules and Regulations.

3. OBJECTIVES

- 3.1 The objectives of the SEOWEA are as follows and are in harmony with the objectives of OWEA:
- 3.2 Advance the fundamental knowledge of the water environment, its basic qualities, and physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 3.3 Advance the knowledge and technology in the design, construction, and operation and management of water quality systems and facilities.
- 3.4 Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.
- 3.5 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and to other interested parties.
- 3.6 Advance sound policy in matters relating to the water environment.
- 3.7 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 3.8 Strengthen and build alliances with organizations throughout Ohio incorporating members of all professions dedicated to the preservation and enhancement of water quality and water resources.
- 3.9 Stimulate public awareness of the relationship of water resources to the public

welfare and the need for pollution prevention, resource recovery, preservation, conservation, and reuse of water resources.

4. AREA OF SERVICE

- 4.1 The exclusive service area of the SEOWEA shall consist of the Ohio counties as dictated by the OWEA Executive Committee. SEOWEA shall have its own Officers, Executive Committee, and Rules & Regulations, with Rules and Regulations being in harmony with those of the Ohio Water Environment Association.
- 4.2 The Section as designated by OWEA is comprised by the area within the boundaries of the following counties: Delaware, Franklin, Pickaway, Ross, Pike, Scioto, Lawrence, Jackson, Gallia, Vinton, Meigs, Athens, Hocking, Perry, Fairfield, Licking, Coshocton, Muskingum, Morgan, Washington, Monroe, Noble, Guernsey, Belmont, Tuscarawas, Harrison, Jefferson, and Carroll.

5. MEMBERSHIP

- 5.1 The membership of the Section shall consist of persons and organizations interested in any of the objectives of the Section and shall abide by the OWEA Code of Ethics.
- 5.2 Any member may be expelled from membership in the Section for good and sufficient reason by the two-thirds affirmative vote by the Executive Committee.
- 5.3 Membership Classifications shall include all classes of membership designated by WEF and OWEA and other classes of membership established by the Section.
- 5.4 A Section Member of the SEOWEA shall be one who is interested in the wastewater treatment field and is not a member of the Ohio Association but wishes to be informed of meetings and events happening in the Section. A Section Member shall have the rights of an Active Member with the exception of holding office and voting. The application for this type of membership shall be accompanied by the fees described herein. Applications for Section Membership shall be made to the Section Treasurer. A person residing outside the Section Boundaries may be a Section Member with the payment of Section Member dues as described in Rule 8. "Payment of Dues" and completion of an Application for Section Membership.
- 5.5 An Honorary Section Life Member shall be an Active Member who has rendered valuable and outstanding service in advancing the objectives of this Section. There shall be no limit to the number of Honorary Life Members. A Life Member of the Ohio Water Environment Association, Water Environment Federation Life Member or Honorary Member who resides in the Section area shall automatically be designated an Honorary Life Member of the Section.

6. MANAGEMENT

- 6.1 The affairs of the Section shall be managed by an Executive Committee, hereinafter designated as the Executive Committee or EC, under such Rules and Regulations as the Executive Committee may determine, in keeping with the intent of this document.
- 6.2 The Executive Committee of the SEOWEA shall consist of the following Officers: President, First Vice President (Program Chair), Second Vice President, Treasurer, Secretary, Third-Year Director, Second-Year Director, First-Year Director, immediate Past President and Section Delegate to OWEA. A quorum of the Executive Committee shall consist of a majority of its respective members. A quorum is necessary to perform official business of the Section.
- 6.3 Any action required to be “written,” to be “in writing,” or to have “written consent,” by these Rules and Regulations and/or applicable state law shall include any communication transmitted or received by electronic means.
- 6.4 Executive Committee meetings shall be conducted according to the latest edition of "Robert's Rules of Order Revised," subject first to the provisions of these Rules and Regulations. Except as otherwise provided in these Rules and Regulations or Robert's Rules, all questions before the Executive Committee shall be decided by a majority vote of a quorum of the respective body. No Member shall have more than one vote, except as provided in these Rules and Regulations.
- 6.5 The Section Delegate shall represent the SEOWEA in the conduct of all business by the Executive Committee of OWEA for a term of service designated by the OWEA Rules and Regulations. In case of a vacancy, the SEOWEA Executive Committee shall appoint a replacement for the unexpired term.
- 6.6 Terms of Office:
 - 6.6.1 The elected terms of office of the President, First Vice President, Second Vice President, Third-Year Director, Second-Year Director, and First-Year Director shall be for approximately one year. The term of office of immediate Past President shall be for approximately one year..
 - 6.6.2 The elected terms of office for the Treasurer and Secretary shall be for approximately two years with terms ending on alternating years so the Second Vice-President office is filled annually.
 - 6.6.3 All terms of office for the elected officers shall start at the conclusion of the OWEA annual business meeting and continue until their successor qualifies.
 - 6.6.4 The terms of office of the Section Delegate shall be approximately two, two-year terms.

6.6.5 A member of the Executive Committee, the Delegate, or other Section representative may be removed from office for the following causes as defined by the Executive Committee: incompetence, dishonesty, neglect of duty, misfeasance, malfeasance, nonfeasance or resignation. A two-thirds affirmative vote of the Executive Committee shall be required for removal from office.

6.7 Nominations and Election of Officers:

6.7.1 The President, First Vice-President, Second Vice-President, Secretary, Treasurer and the three Directors shall be elected by the Section membership at the regular meeting in May of each year. They shall take office commencing at the conclusion of the Ohio Association Annual Conference of the same year and shall serve in office until the conclusion of the Ohio Association Annual Conference of the following year. The Delegate shall take office after the Ohio Association meeting. The Delegate shall be a past officer of the Section and act as a representative to the Ohio Association.

6.7.2 Upon completion of the annual terms of office, the following officer succession shall occur:

- President to Past President
- First Vice President to President
- Second Vice President to First Vice President
- Secretary or Treasurer to Second Vice President
- Third-year Director to Secretary or Treasurer
- Second-Year Director to Third-Year Director
- First-Year Director to Second-Year Director

Denial of automatic succession for any officer shall be by a two-thirds majority vote of the Executive Committee

6.7.3 The Nominating Committee, an ad hoc committee, chaired by the Second Vice President, shall gather and present nominations to the SEOWEA Executive Committee Officers for the next officer term at the Executive Committee Meeting prior to the May Section Meeting. With succession, the First-Year Director will typically be the only office requiring a new nominee. All nominees shall be WEF members and SEOWEA members that have signified willingness to serve.

6.7.4 The Executive Committee shall debate and vote on the recommended nominations at the Executive Committee Meeting held prior to the May Section Meeting. The Nominating Committee shall present a slate of proposed officers to the membership for voting at the May meeting.

Additional nominations will be accepted from the attending active membership at this meeting.

- 6.7.5 New nominations for the First-Year Director position can be accepted from the Section membership until the election. To accept a Nominee on the day of election, the requirements to be a Section officer must be confirmed.
 - 6.7.6 The voting shall be coordinated by the Second Vice President. A voice vote can be used to determine the election of officers. If more than one person is nominated for an office, the winner shall be decided by a simple majority of the attending active membership at the May meeting. The candidates for the office being voted upon shall leave the room and a show of hands for each candidate shall establish the winner.
 - 6.7.7 In case of a tie vote, the President at the time the business meeting was called to order shall break the tie using a coin toss with heads representing the person whose last name is lowest alphabetically, two members of the Executive Committee shall witness the toss.
 - 6.7.8 In the case of a vacancy of any Executive Committee Office, Officers shall generally advance to the next Officer position as outlined in 6.7.2. To fill the vacancy, the Executive Committee shall select a qualified nominee for the office of First -Year Director. Such nominee must receive a majority vote from the Executive Committee at any regular meeting of the Executive Committee or by electronic ballot with ballots being returned within fifteen days. The nominee receiving a majority vote shall be declared elected and shall take office immediately.
- 6.8 The duties of the Executive Committee shall be as follows:
- 6.8.1 The President shall have general direction of the affairs of the Section, and shall preside at all meetings of the Section and of the Executive Committee. The President shall serve as the chair at all regular meetings of the Section and of the Executive Committee. The President shall appoint the various Section Committee Chairs as deemed necessary. The President shall attend the Executive Committee meetings of the Ohio Association if the Section Delegate is unable to attend. The President shall make the Southeast Section Annual Report at the Ohio Association Annual Business Meeting at the Annual Conference.
 - 6.8.2 The First Vice-President, Program Committee Chair, shall assist the President in the performance of their duties, and shall act in the capacity of the President in their absence. The duties of the First Vice-President are to plan the Section meetings, which include, but are not limited to the tasks hereafter:

- Contract for food service and meeting space
- scheduling of field trips and technical sessions
- Advertisement of the Section meetings.
- Obtain contact hour approval for meetings.

The months and meeting themes listed hereafter are the recommended months and themes for the four Section meetings of the term year.

- October – Watershed
- February – Industrial / Pretreatment
- April - Plant Operations / Collections
- May - Safety / Regulatory / Biosolids / Awards / Officer Elections

6.8.3 The Second Vice-President shall serve as the Nominating Committee Chair and be an active member of Awards Committee. The Second Vice-President shall also assist the Treasurer and the Secretary at regular Section meetings with membership and other activities.

6.8.4 The Treasurer shall collect and disburse all funds and conduct the general fiscal business and report on the financial standing of the Section, which shall include an end-of-calendar year financial report to the Ohio Water Environment Association as may be required. The Treasurer and a Vice President shall be authorized to sign checks or make transfers from the Section's account(s). Either signature shall be individually valid. The Treasurer shall have primary responsibility for check writing and transfers to or from the savings account. The authorized Vice President shall only sign checks when the Treasurer is unable.

The Treasurer may maintain the Southeast Section "Patron Program" to encourage financial support of Section meetings and other activities as deemed necessary by the Executive Committee.

6.8.5 The Secretary, Membership Committee Chair, shall maintain a roll of members in good standing with correct mailing addresses; and shall assemble and mail all meeting notices. The Secretary shall act in the capacity of the Treasurer in his absence. The Secretary shall be responsible for providing meeting notices and section communication for the OWEA website.

The Secretary shall make record of all Executive Committee meetings and within three weeks distribute the record of these meetings to the Executive Committee, all Section Committee Chairs, and to the OWEA Secretary.

- 6.8.6 The Delegate to OWEA shall represent the Section in the business of the OWEA and shall report periodically to the Executive Committee of the Section on the affairs of the OWEA and shall present reports to the Section at Section meetings.
- 6.8.7 The Section Delegate shall be appointed by the Executive Committee to serve for a period of two (2) years with term limits defined in Section 6.6. The duties of the Southeast Section Delegate include but are not limited to:
- Attendance at all of the Ohio Association and the Section Executive Committee meetings.
 - Providing oral and/or written reports to the Section Executive Committee on the business of the Ohio Association Executive Committee and WEF.
 - Reporting to the Section membership as requested by the President.
 - Representing the majority opinion of the Section Executive Committee to the Ohio Association Executive Committee.
- 6.8.8 The President of the Section will designate which Committees the Third-Year Director, Second-Year Director, and First-Year Director serve and will assign other duties the Directors as deemed necessary.
- 6.8.9 The Executive Committee shall have the power to establish awards to be presented by the Section.
- 6.9 The responsibility and authority for any declaration of Section policy, and/or endorsement, and/or rejection of any matter on any subject of policy, is reserved to the judgment and discretion of the Executive Committee. Standing Committees of the Section are not authorized directly or indirectly to commit the Section in any way or manner, financially or otherwise, without prior approval by the Executive Committee, except as specified in the approved budget or in specific resolutions of the Executive Committee. The Executive Committee, except as herein otherwise provided, shall have control of the affairs of the Section, including all matters relating to the acquisition, holding, management, control, investment, and disposition of the funds and other property of the Section.

7. STANDING COMMITTEES

7.1 The Executive Committee may establish and disband Committees, as it deems necessary to accomplish the objectives of the Section. At the first Executive Committee Meeting of the term year, the Executive Committee shall appoint and remove Standing Committees Chairs and/or Section liaisons, as appropriate; to assure all Committee Chair positions are filled with qualified Section Members. The Committee Chairs shall also act as the Section representative to the corresponding OWEA Committee. At the time of the passing of these Rules and Regulations, the current Section Standing Committees are listed hereafter.

A. Current Section Primary Committees:

- Awards
- Membership
- Nominations
- Program and Contact Hours
- Public Education
- Publications
- Young Professionals

B. Current Secondary Committees:

- Collection System
- Government Affairs
- Industrial Waste and Pretreatment
- Laboratory Analysis
- Plant Operations
- Pretreatment
- Residuals
- Safety and Health
- Watershed

7.2 The Awards Committee shall be chaired by the Second Vice-President. The Awards Committee shall present nominees for the Southeast Section Awards and OWEA Awards.

7.3 The Public Education Committee shall represent and provide judging for the District Science Days organized by the Ohio Academy of Science for the Districts designated to the Section by the Academy.

7.4 Ad hoc committees and additional standing committees shall be appointed as needed by the President

8. PAYMENT OF DUES

- 8.1 General – Dues of those who are both members of WEF and OWEA (a Member Association) shall be collected by the Water Environment Federation (WEF). Membership dues shall be those set by WEF and OWEA. The Section will receive funding from WEF through OWEA annually for the WEF members in the Section area.
- 8.2 Dues for Section Only Membership shall be \$5.00 per year and payable to Southeast Ohio Water Environment Association Section.
- 8.3 Dues for Retired and Honorary Life Section Members shall be waived.

9. REGISTRATION FEES

- 9.1 Registration fees for meetings and other activities of the Southeast Section of the Ohio Water Environment Association shall be set by the First Vice-President and approved by the Treasurer. The cost of meals associated with regular Section meetings shall be covered by the attendees' registration fees. A penalty as determined by the First Vice-President may be assessed for late registrations to Section activities. The registration fees, covering speakers at Section activities, may be waived by the First Vice-President.

10. PATRON PROGRAM

- 10.1 The Southeast Section has established the "Patron Program" in order to solicit donations for support of its activities that are conducted throughout the year. These funds may be used to offset Southeast Section expenses. The names of contributors shall be recognized. Possible levels of participation are specified below:
- Principal Patrons - \$150.00 or more;
 - Patron Partners - \$100.00; and
 - Associate Patrons - \$50.00 or less.

11. EXECUTIVE COMMITTEE MEETINGS

- 11.1 Meeting Notices: Notices of all Executive Committee meetings of SEOWEA shall be prominently posted on OWEA's or SEOWEA's website at least 14 days in advance. The President or designee shall advise the appropriate webmaster of the dates, times, and locations of Executive Committee Meetings. Executive Committee meetings may be cancelled at any time by the President.
- 11.2 Meeting Participation: In addition to personally attending a meeting, the Executive Committee members may participate in and act at any meeting through the use of a conference telephone or interactive technology when available,

including but not limited to electronic transmission, Internet usage, or remote communication, by means of which all persons participating in the meeting can communicate with each other and participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

12. AMENDMENTS

12.1 Initiation of Amendments

12.1.1 Amendments to these Rules & Regulations may be proposed by a majority of the Executive Committee or through it on written and signed petition of at least five percent (5%) of SEOWEA membership. All proposed Amendments shall be presented in writing at a scheduled Executive Committee Meeting. Proposed Amendments would be voted upon at the first Section Meeting which falls 30 days after the proposed Amendment's presentation to the Executive Committee. All proposed amendments shall be reviewed by OWEA to ensure, if adopted, they shall be in harmony with OWEA's Rules and Regulations. If deemed to be unharmonious, said amendments shall be rejected for adoption or shall be mutually redrafted between the Executive Committee and the petitioners to become harmonious.

12.1.2 Notices of proposed amendments and the complete text of a proposed amendment shall be posted on SEOWEA's or OWEA's website at least thirty (30) days before it is to be voted upon. Such notice may be included with other written communication from the Association.

12.2 Adoption

12.2.1 Amendments to these Rules and Regulations shall be adopted by a majority affirmative vote of participating SEOWEA members. Voting will officially occur at the Section Meeting as previously referenced; however, written and signed letters signifying a vote may be sent to the Secretary for inclusion in the vote up until not less than 24 hours in advance of the meeting

12.2.2 All amendments approved by the Association membership shall take effect 30 days after approval date unless otherwise stipulated within the amendment language.

13. DISPOSITION OF ASSETS UPON DISSOLUTION

13.1 Dissolution of the Section may take place only with the consent of not less than two-thirds of the members of the Section voting at a meeting convened for the purpose of dissolution.

13.2 In the event of dissolution of the Section, the property and assets thereof, following satisfaction of all obligations and liabilities, shall be disposed of exclusively for the purposes of the Section as determined by the members at a meeting convened for the purpose of dissolution. Normally, any assets shall be granted to OWEA. Notice of dissolution shall be given to OWEA within thirty (30) days.