

**BYLAWS  
of the  
CHESAPEAKE WATER ENVIRONMENT ASSOCIATION, INC.**

**Article 1 – Name, Purposes and Location**

**Section 1. Name.** The name of this incorporated, nonprofit organization shall be the Chesapeake Water Environment Association, Inc., hereinafter designated as the Association, which shall be affiliated with the Water Environment Federation, herein after designated as the Federation.

**Section 2. Purposes.** The purposes and objectives of this Association shall be to:

- (a) Advance the fundamental knowledge of the water environment, its basic qualities, and physical laws governing its interaction with the other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants;
- (b) Advance the practical knowledge and technology in the design, construction, operation, and management of water quality systems and facilities;
- (c) Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement;
- (d) Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and other interested parties;
- (f) 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;
- (g) Promote sound policy in matters relating to the water environment;
- (h) Foster cooperation with other related professional organizations and societies.
- (i) Serve the international community of water environment professionals;

**Section 3. Service Area.** The exclusive service area of the Association shall include the District of Columbia and the states of Maryland and Delaware, or as otherwise designated by the Board of Directors and the Federation.

- (a) No revision to divide the exclusive service area shall be made until the following conditions are met:
  - (1) A petition requesting such division is presented to the Board of Directors through the President. The petition shall be signed by not less than 100 Active and/or Professional Wastewater Operations Members of the Association, or 50 percent of those members if that number is lower.

(2) A mail ballot on the question of the division of the Association is submitted to the entire membership, and two-thirds of the voting Active and Professional Wastewater Operations Members approve the division of the Association.

(3) The division is approved by the Federation.

(b) No revision to expand the exclusive service area by joining with another Member Association of the Federation shall be made until the following conditions are met:

(1) A petition requesting such joining is presented to the Board of Directors through the President. The petition shall be signed by not less than 100 Active and/or Professional Wastewater Operations Members, or 50 percent of those members if that number is lower.

(2) A mail ballot on the question of joining another Member Association is submitted to the entire membership; and two-thirds of the voting Active and/or Professional Wastewater Operations Members approve the joining of the Association with another Member Association.

(3) The joining is approved by the Federation.

## **Article 2 – Membership**

**Section 1. Classes.** The membership of the Association shall consist of Individual and Group members, or as otherwise provided by the guidelines of the Water Environment Federation for Member Associations and adopted by the Board of Directors.

**Section 1.1 Individual Member** – any individual interested in the advancement of knowledge relating to the objectives of the Water Environment Federation and this member association.

**Section 1.2 Group Member** – any group or organization interested in the advancement of knowledge relating to the objectives of the Water Environment Federation and this member association.

**Section 2. Admission.** Any person or organization desiring to become a member of the Association shall make application on a form provided by the Federation. Such application shall be forwarded to the Federation and shall be accompanied by check or money order in the amount of the current dues

**Section 2.1. Eligibility.** Where there is no question of the eligibility of the applicant for membership in the classification sought, the Secretary may accept the application and so notify the applicant. Where there is a question of eligibility, application shall be submitted to the Board of Directors, in which a majority vote shall be required for approval.

**Section 2.2. Removal.** Any member may be expelled from the Association for good and sufficient reason by a two-thirds vote of the Board of Directors.

**Section 3. Fees and Dues.** The fees and annual dues of the Association shall be set by the Board of Directors and shall be in addition to the currently established dues payable to the Federation.

**Section 3.1. Annual dues.** Annual dues will be billed directly to Association members by the Federation Executive Director. Dues shall be payable within one month after the annual due date set by the Federation.

**Section 3.2 Benefits.** All members certified to the Federation by the Association shall be entitled to such publications of the Federation as may be approved by its Board of Control for the appropriate membership class. All members shall be entitled to the publications of the Association as may be approved by its Board of Directors.

**Section 3.3. Default of dues.** Association members whose dues have not been paid within one month after the anniversary date will be given notice of such default by the Federation Executive Director. If the dues remain unpaid 25 days after such notice, the member in default may be removed from the roll of the Federation by the Executive Director and from the roll of the Association. A member who has been terminated for nonpayment of dues may be reinstated upon payment of current dues. Publications and other benefits of membership during the period for which dues are not paid shall not be furnished.

**Section 4. Meetings.** A regular annual meeting of the Association shall be held at such place and date as selected by the Board of Directors. The place and date of each annual meeting shall be determined by the Board of Directors approximately two years prior to the date of such meeting. The Board of Directors may choose to arrange a meeting in connection with other organizations of similar interest and objectives.

**Section 5. Special Meetings.** Special meetings may be held at such times and places as designated by the Board of Directors.

**Section 6. Notice of Meetings.** Notices of all meetings of the general membership of the Association shall be sent to all members by the Secretary at least thirty (30) days but not more than ninety (90) days in advance.

**Section 7. Quorum.** A quorum of the membership for the conduct of business shall be equal to the voting members present in person, or by proxy or mailed ballot.

**Section 8. Voting.** All actions taken by the membership shall require a majority vote of the members present in person, or by proxy or mailed ballot, unless a greater percentage is required by these bylaws or law.

### **Article 3 – Board of Directors**

**Section 1. Authority.** The Board of Directors is the policy-making body and may exercise all the powers and authority granted to the Corporation by law.

**Section 2. Board membership.** The Board of Directors shall consist of the Officers as described in Article 4, Section 1 of these Bylaws.

**Section 3. Regular Meetings.** The Board of Directors shall meet at least once every three months or as often as deemed advisable by a majority vote of the Board. Meetings shall be at such dates, times and places as the Board shall determine.

**Section 4. Special Meetings.** Special meetings shall be at such dates, times and places as the Board shall determine.

**Section 5. Notice.** Meetings may be called by the President or at the request of any two (2) directors by notice mailed, telephone, email, or telegraph to each member of the Board not less than forty-eight (48) hours before such meeting.

**Section 6. Quorum.** A quorum shall consist of a majority of the members of the Board in office attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present, unless a higher percentage is required by these Bylaws or law. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

**Section 7. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing (including email ballot) to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

**Section 8. Participation in Meeting by Conference Telephone.** Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

**Section 9. Reimbursement.** Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any staff capacity are allowed to receive compensation therefore.

#### **Article 4 – Officers**

**Section 1. Officers.** The officers of the Association shall be the President; a President-Elect; a Vice President; the latest living Past President; a Secretary; a Treasurer; three Trustees; one each from Maryland, Delaware, and the District of Columbia; a Delegate or Delegates as required to serve on the House of Delegates of the Federation; and a PWO Member Representative.

**Section 2. Eligibility.** Officers must be eligible voting members. The PWO member representative must be a PWO member.

**Section 3. Election.** The Nominating Committee shall recommend to the Board one or more nominees for the positions of Vice President, Secretary, Treasurer, PWO Member Representative (when term is expiring), Trustee (when term is expiring) and Director (when term is expiring). Except as provided in Article 4, Section 7, the office of the President will be filled at the time of election by automatic advancement from the office of President-Elect. Similarly, the office of President-Elect will be filled by automatic advancement from the office of Vice President. The Nominating Committee may, at its discretion, recommend to the Board denial of

automatic advancement, such denial to be effected as provided in Article 4, Section 7. To be eligible as an officer of the Association, the candidate must have served on a committee. The Nominating Committee shall submit its recommendations to the Board at least 90 days prior to the annual meeting. The Board shall consider the recommendations of the Nominating Committee and based upon majority vote of the entire Board shall recommend at least one name for each elective office. The Board shall arrange to report to the membership in writing at least 30 days prior to the annual meeting its recommended nominees.

Following the presentation of the names of the recommended nominees to the membership at the annual meeting, the President shall call for any additional nominations from the floor. To be eligible as an officer of the Association for nomination from the floor, the nominee must consent to serve and must have served on a committee. If more than one name is placed in nomination for any office, voting shall be determined by a majority vote of the active members voting at the annual meeting.

**Section 4. Term of Office.** The term of office of all officers except the Federation Delegate(s), Secretary, Treasurer, PWO Member Representative and Trustees shall be for about one year as determined by the annual meeting of the Association. However, should any or all of the officers serving as President, President-Elect, Vice President, Trustee, or Federation Delegate be advanced or elected under the provisions of Section 4.4 of this Article 4, they shall be eligible for reelection for one full term of office. The Trustee shall serve for a term of three (3) years. One Trustee shall be elected each year.

**Section 4.1. Federation Delegate.** The term of the Federation Delegate(s) shall be three (3) years as determined by the annual meetings of the Federation. The Federation Delegate(s) shall not be eligible to succeed themselves in consecutive full terms; however, they may succeed themselves if they have served only the unexpired portion of a term.

**Section 4.2. Secretary and Treasurer.** The Secretary and the Treasurer shall be elected annually and may succeed themselves. The consecutive service of the Secretary and the Treasurer offices separately shall not exceed five (5) years in each office. The President may appoint an Assistant Secretary and an Assistant Treasurer to assist the respective offices. While the Assistant positions are not officers of the association, they shall be eligible for election to the respective office and they shall fill the unexpired term of the respective office if a vacancy should occur.

**Section 4.3. PWO Member Representative.** The term of the PWO Member Representative shall be for approximately three (3) years. The PWO Member Representative shall not be eligible to serve in consecutive terms.

**Section 4.4. Automatic Advancement of President-Elect and Vice-President.** Upon completion of their term of office, or upon adoption of a resolution by the Board of Directors declaring that a vacancy exists in the office of President or President-Elect, there shall be automatic advancement from President-Elect to President and from Vice-President to President-Elect. Denial of such automatic advancement shall be by motion, duly seconded and carried by a two-thirds majority vote of the entire Board of Directors. Board members absent at the time of the vote will be polled by the Secretary, who will report the votes to the President.

**Section 5. Resignation.** Resignations are effective upon receipt by the Secretary of the Corporation of written notification. Resignation of the Secretary is effective upon receipt by the President.

**Section 6. Removal.** An officer may be removed by a two-thirds vote of the remaining officers in office when doing so is considered in the best interests of the association.

**Section 7. Vacancies.** In the case of vacancies in the office of Vice-President, Federation Delegate, Secretary, Treasurer, or any of the three Trustees, the Nominating Committee shall select nominees promptly for such office. Such nominees who shall receive a majority vote of the Board of Directors shall be declared appointed. Officers so appointed shall take office immediately and shall continue through the unexpired term. Persons elected under this section, with the exception of persons elected to the office of Vice-President who advance to the office of President at the end of the appointed term, shall be eligible to succeed themselves in office as provided for in Article 7, Section 1 and Section 2, provided, however, that the Board of Directors may, by majority vote, determine which, if any, officers may or may not succeed themselves in office to provide for the orderly advancement of officers.

In the event the Professional Wastewater Operations Member Representative position becomes vacant, the Nominating Committee shall promptly select nominee(s) for this office. The nominee receiving a majority vote of the PWO members by mail ballot shall be declared elected, take office immediately, and continue in office until the next annual meeting.

## **Article 5 – Duties of Officers**

**Section 1. President.** The President shall supervise the affairs of the Association, preside at all meetings, and shall be Chair of the Board. The President shall appoint chairs of committees as provided in Article 6, and at the end of the fiscal year, may appoint an auditor who will thoroughly check the accounts and certify as to the correctness thereof.

**Section 2. President-Elect.** In the absence of the President, the President-Elect shall assume the duties of the President. In the case the President-Elect cannot so act, the Vice President shall do so.

**Section 3. Federation Delegate.** The Federation Delegate(s) shall represent the Association in the conduct of all business by the Board of Delegates of the Federation.

**Section 4. Secretary.** The Secretary or the duly authorized representative shall, subject to the direction of the Board of Directors, be the executive officer of the Association. The Secretary shall serve as the primary liaison with the Federation and shall maintain a complete record of all of the correspondence and activities of the association. The Secretary shall prepare the agenda, make all arrangements, and keep minutes of all meetings of the Association, shall prepare all necessary correspondence and shall maintain in good order the minutes and correspondence as a permanent record of the association.

**Section 5. Treasurer.** The Treasurer or the duly authorized representative shall be bonded at the expense of the association and shall collect revenues of the association, except dues, which will be billed directly to association members by the Federation. The Treasurer shall maintain a complete record of all financial activities and transactions; shall have charge of the funds of the association and its investments, if any; shall receive all monies and revenues; and pay all just bills against the Association. The Treasurer shall maintain financial records and report at the annual meeting on the financial condition of the Association. At the close of each

fiscal year, the Treasurer shall produce a written annual report which shows all financial transactions for the year and analyzes and summarizes the financial condition of the Association. The Treasurer shall also prepare the annual budget for the association.

**Section 6. Trustees.** The President shall designate one of the Trustees as “Trustee A”, the second as “Trustee B”, and the third as “Trustee C” and shall assign to each Trustee the duty of coordinating one or more standing or ad hoc committee(s) through the chair of the committee for meetings of the Board of Directors and for the annual business meeting. At least once annually the Trustees shall examine all records of the Treasurer and audit the income and expenses and report to the Board of Directors on the condition of the Association. The Trustees shall serve as members of the Bylaws Committee.

**Section 7. PWO Member Representative.** The PWO Member Representative shall represent the association on the PWO Regional Council.

## **Article 6 – Committees**

**Section 1. Committees.** The Board of Directors may, by resolution adopted by a majority of the Directors in office, establish committees of the Board composed of at least two (2) persons which, except for an Executive Committee to which the authority of the Board is delegated, may include non-Board members. The Board may make such provisions for appointment of the chair of such committees, establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, activities of the Corporation.

**Section 2. Nominating Committee.** The President of the Association shall appoint Nominating Committee consisting of five members, in good standing at the time of appointment and during their term of office, and shall designate the Chair of the Committee. Members of the Nominating Committee must have had recent (less than five years ago) experience as a member of the Board of Directors or as the chair of a standing committee. Members of the Nominating Committee should have an understanding of the requirements of each of the positions and a knowledge of the capabilities of those members who are eligible for nomination. Each jurisdiction; Maryland, Delaware, and the District of Columbia (or as later amended by the Federation), should be represented by membership on this Committee. Members of the Nominating Committee are excluded from being nominated to any office listed in Article 4 Section 1, for the following year.

**Section 3. Audit Committee.** The Board shall establish an Audit Committee consisting of at least two board members. Audit Committee members must not have had any direct financial transaction responsibilities on behalf of the organization (i.e., account signature authority, account reconciliation) during the period to be audited. At least one member of the committee should have appropriate financial expertise. The Audit Committee shall be responsible for hiring and supervising the external auditor, or otherwise ensuring that the organization performs appropriate annual financial reviews.

**Section 4. Standing Committees,** In addition to the Nominating Committee the President must within 30 days after an election appoint and notify Chairs and members of standing committees to assist in the management of the Association activities. The Chairs of these committees shall have indicated willingness to serve, shall make reports as required and as requested by the President, and shall present an annual committee report at the annual meeting of the Association. The standing committees shall be: (1) Conference, (2) Awards, (3) Budget, (4) Bylaws, (5) Technical Education, (6) Government Affairs, (7) Membership, (8) Nominations, (9) Publications,

(10) Safety, (11) Public Education, (12) Student Activities, (13) Strategic Planning, (14) Biosolids and Residuals Management.

**Section 5.1. Technical Education** This committee shall consist of sufficient members to adequately carry out its specified functions, and not less than three members shall be appointed to serve on the Tri-Association Short Course Committee for such terms as determined by the Tri-Association Committee.

**Section 6. Additional Committees.** The President is also empowered to appoint such additional committees as may be required to advance the best interest of the Association and to enable it to fulfill its objectives.

**Section 7. Committee Coordination with Federation.** All Standing Committees and any other that may be appointed by the President shall coordinate their activities and functions with those of the Federation, as appropriate.

**Section 8. Committee Coordination with Association.** The President shall designate each standing or ad hoc committee chair to coordinate the program of the committee through one of the three Trustees or other Association officers. Normally, coordination shall be as follows: the Conference Committee by the President-Elect; Strategic Planning Committee by the Vice-President; Nominating, Bylaws, Awards, Biosolids and Residuals Management, and Budget Committees by Trustee A; Technical Education, Public Education, Government Affairs and Safety Committees by Trustee B, and Membership, Student Activities, and Publications Committees by Trustee C. Additionally, coordination of the ad hoc committees may be assigned by the President to one of the Trustees or Officers and assignments of Trustees shall rotate. However, the President may arrange assignments differently, as is judged appropriate. All Trustees shall be ex-officio members of their assigned committees.

## **Article 7 – Financial Administration**

**Section 1. Fiscal Year.** The fiscal year of the Corporation shall begin on September 1 and end on August 31, but may be changed by resolution of the Board of Directors.

**Section 2. Checks, Drafts, Etc.** All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by such officer or officers or agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors or of any committee to which such authority has been delegated by the Board. Appropriate separation of financial controls shall be in place. Specifically the Board must authorize transactions, one or more officers have signature authority on checks and other transactions, and an officer without signature authority reconciles the bank account. For expenditures equal to or greater than \$10,000 two signatures are required.

**Section 3. Deposits and Accounts.** All funds of the Corporation, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the Board of Directors or any committee to which such authority has been delegated by the Board may select, or as may be selected by the President or by any other officer or officers or agent or agents of the Corporation, to whom such power may from time to time be delegated by the Board. For the purpose of deposit and for the purpose of collection for that account of the Corporation, checks, drafts, and other orders of the Corporation may be endorsed, assigned, and delivered on behalf of the Corporation by any officer or agent of the



Corporation.

**Section 4. Investments.** The funds of the Corporation may be retained in whole or in part in cash or be invested and reinvested on occasion in such property, real, personal, or otherwise, or stock, bonds, or other securities, as the Board of Directors in its sole discretion may deem desirable, without regard to the limitations, if any, now imposed or which may hereafter be imposed by law regarding such investments, and which are permitted to organizations exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

**Section 5. Financial Controls.** The Corporation is committed to maintaining best practices in its financial controls, reporting and recordkeeping. To that end, proper separation of financial controls shall be maintained (including requiring transactions to be authorized by a person(s) other than the person(s) signing or executing the transaction with a third person(s) reviewing financial transactions, including bank statements). In addition, an independent audit committee shall be established and shall be responsible for appointing and supervising external auditors, receiving and handling concerns and complaints regarding the corporation's financial

**Section 6. Accountability.** The financial records of the Corporation shall be maintained by the Treasurer and shall be subject to review and audit as determined by the Board of Directors. The organization shall adopt, and financial records shall be maintained in accordance with, an approved record retention policy.

## **Article 8 – Conflicts of Interest**

**Section 1. Existence of Conflict, Disclosure** Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

**Section 2. Nonparticipation in Vote** The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

**Section 3. Minutes of Meeting** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

**Section 4. Annual Review** A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the corporation, or who hereafter becomes associated with the corporation. This policy shall be reviewed annually for information and guidance of

directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

## **Article 9 – Student Chapters**

**Section 1. Qualifications** A Student Chapter may be granted in the Association and in the Federation subject to the following qualifications:

(a) Any group of at least five student members may be granted Charter Membership in the Federation by majority vote of the Association Board of Directors.

(b) The Student Chapter objectives shall be in harmony with the purposes of the Association and the Federation.

(c) The Constitution and Bylaws of the Applicant Charter have been certified by the Association as being in harmony with those of the Association and of the Federation.

(d) The Student Chapter has been recommended for Membership by the Association and approved by the Federation.

**Section 2. Organization and Privileges** The organization and privileges of a Student Chapter shall be as follows:

(a) The Student Chapter will be issued a Federation Charter following recommendation by the Association and approval by the Federation Board of Control.

(b) The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.

(c) A Counselor for the Student Chapter shall be appointed by the Association. The Counselor shall be an Active or Professional Wastewater Operations Division Member of the association and of the Federation and shall be an advisor to the Student Chapter.

(d) All officers and members of the Student Chapter shall be Student Members of the Association and of the Federation.

(e) The Student Chapter shall submit an annual report to the Student Activities Committee and the Association by May 1 of each year.

**Section 3. Authority** A Student Chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the Student Chapter only.

**Section 4. Withdrawal or Termination** A Student Chapter may withdraw and/or have its Charter terminated as follows:

(a) A Student Chapter may withdraw from the Association and the Federation at the end of any school year after giving appropriate written notice of its intentions to the Student Activities Committee and the Association.

(b) The Association Board of Directors may revoke the Charter of any Student Chapter, if, after the Chapter has been afforded an opportunity to be heard, the Board of Directors judges it to be in the best interest of the Association and the Federation to do so.

## **Article 10 – Amendments**

**Section 1. Origination.** Amendments may originate in the Board of Directors, or through it, on written petition signed by ten (10) Active Members.

**Section 2. Notice.** The Secretary shall mail notices of the complete text of an amendment to these Bylaws, on the instruction of the Board of Directors, to each member at least thirty (30) days before it is to be voted upon.

**Section 3. Voting.** Amendments to these bylaws may be voted upon at annual meetings or by letter ballot, as determined by the Board of Directors. A majority of votes cast by eligible voting members present at the annual meeting, or votes received from eligible voting members by the specified date in the case of a letter ballot, is required for approval.

**Section 4. Effect.** All amendments to these Bylaws approved by Association membership shall take effect immediately.

Adopted: **September 2, 2009**

**Revised June 30, 1989**  
**Revised February, 1990**  
**Revised July, 1990**

**Revised March, 1991**  
**Revised August, 1993**  
**Revised July, 1994**

**Revised July, 1996**