

# Northwest Indiana Operator's Association

---

## By-laws

### Article I – Authority

The N.W.I.O.A., herein after referred to as the Association, shall consist of operators, and other person's interested in the control of such pollution as may result from the concentration and treatment of municipal and/or industrial wastewater.

### Article II – Membership

#### *Section 1*      Active Members

Active members are persons currently engaged in or retired from the operation or management of a wastewater facility, public, private or industrial, who have attended at least fifty percent (50%) of the previous ten meetings.

#### *Section 2*      Associate Members

Associate members are manufacturers, suppliers, engineers, consultants and other interested persons.

#### *Section 3*      Members in Good Standing

A member in good standing is an active member whose dues are paid in full for the current year and who owes no dues for the previous year.

### Article III – Organization

#### *Section 1*      Officers

The officers of the Association shall be President, Vice-President and Secretary-Treasurer. One officer shall be elected annually for a term of three years serving as Secretary-Treasurer, Vice-President for a term of one year and President for a term of one year. Any active member of the Association who is in good standing may be elected as an officer at the October meeting. The term of office shall be from January through December. The President shall appoint a nominating committee consisting of three (3) members who shall present a slate of candidates to be considered for election at the October meeting. Nominations may also be made from the floor at the meeting. If two (2) or more candidates are nominated for the same office, election shall be by secret ballot. A candidate must receive a simple majority of the votes cast in order to be elected. All offices shall assume their duties on January 1<sup>st</sup> following the election.

*Section 2*      Voting Eligibility

All members who have paid their dues on or after the April meeting and have verification by the Secretary-Treasurer will be eligible to vote at the October meeting.

*Section 3*      Replacement of Officers

If the holder of the office misses 2 consecutive meetings without prior notice to the President, that office may be declared vacant and a replacement appointed by the President.

*Section 4*      I.W.E.A. Board Member

Every three (3) years, a member shall be nominated to serve a three (3) year term as the N.W.I.O.A. representative on the I.W.E.A. Executive Board

**Article IV – Duties**

*Section 1*      President

It shall be the duty of the President to preside over all meetings of the Association, to preserve order, to put all proper motions before the meeting, if duly seconded, and to cast the deciding vote in case of a tie. In honor of this office, he/she shall be an Ex-Officio member of all committees. He/she shall appoint all committees unless otherwise provided for under the By-laws. When an officer becomes inactive for any reason, the President shall declare such office vacant and thereupon shall appoint a qualified member of the Association to fill the vacancy for the unexpired term. He/she shall submit an annual report to the Association.

*Section 2*      Vice-President

He/she shall perform the duties of the President in case of death, resignation, or absence of the President. He/she shall be responsible for the monthly meeting programs, C.E.U. record keeping and perform such duties as may be assigned to him/her by the President.

*Section 3*      Secretary-Treasurer

The Secretary-Treasurer shall keep accurate records of all business of the Association. He/she shall, by April 1<sup>st</sup> file with the President a current list of members in good standing as of March 15<sup>th</sup>, provide timely notification of memberships changes, issue membership cards as appropriate, mail each member in good standing, 15 days in advance, notice of forthcoming meetings including time and location of the meeting, send a copy of the minutes of all N.W.I.O.A. meetings to the I.W.E.A. Secretary-Treasurer and our I.W.E.A. Board Member, receive all funds of the Association and deposit said funds in a timely manner, pay all bills properly presented for payment, sign all checks, provide receipts for all monies received, maintain books of account properly posted and prepared for possible audit, prepare an annual financial report for review by the President and the membership. He/she shall perform other duties which may be assigned to him/her by the president. The Secretary-Treasurer may appoint one (1) or more members of the Association to assist in the discharge of the duties.

*Section 4*      I.W.E.A. Board Member

The Board Member shall attend all meetings of the I.W.E.A. Executive Board and the Annual Conference, report on all activities of the Board to the Association President and officers, report/promote the activities and views of the Association to the I.W.E.A. Executive Board.

*Section 5*      Board of Directors

The Board of Directors shall consist of the President, Vice-President, Secretary-Treasurer, and the I.W.E.A. Board Member.

**Article V – Meetings**

*Section 1*      Parliamentary Authority

The rules contained in [Robert's Rules of Order](#) shall govern the meetings in all matters to which apply and which are not governed by these By-laws.

*Section 2*      Time and Place

The Association shall hold meetings on the 4<sup>th</sup> Thursday of every month with the exception of November and December. This will be a combined meeting held on the first Thursday of December. Meetings shall begin at 12pm at a place approved by the Association, unless otherwise provided for and duly publicized by the President and Secretary-Treasurer.

*Section 3*      Objective

The regular meeting shall provide for the presentation and discussion of topics of interest to the membership and for the transaction of any business which may be brought before the meeting in furtherance of the objectives and the interest of the Association.

*Section 4*      Special Meetings

The Association may conduct a special meeting as called by the President.

**Article VI – Funds**

*Section 1*      Dues

The dues for members of the Association shall be \$10.00 per year. Notices of dues payable shall be mailed by the Secretary-Treasurer to each member with the January meeting notice and dues shall be paid on or before the fifteenth (15<sup>th</sup>) day of March.

*Section 1.1*      Dues Amendment

Beginning in January 2023, membership dues will be \$25 annually, a one-time payment, to be payable in full. The annual dues of \$25 will include the Annual Membership fee *and* credit for CEUs earned at each

meeting. The members in good standing who were present, unanimously voted to approve this amendment on March 24, 2022. The Secretary shall keep records of Membership.

*Section 2*      C.E.U. Charges

Members in good standing shall pay \$1.00 for each C.E.U. earned at the monthly meeting.

Non-members shall pay \$3.00 per C.E.U. earned at the monthly meeting.

*Section 2.1*      C.E.U. Charges Amendment

Non-members shall pay \$5.00 per C.E.U. earned at the monthly meeting. The members in good standing who were present, unanimously voted to approve this amendment on February 23, 2023.

*Section 2*      C.E.U. Charges Amendment

*See Section 1.1 and 2.2 Amendments.*

*Section 3*      Resignations

Resignations from membership in the Association shall be accepted from any member in good standing at any time. No refunds will be made by the Association for any unexpired term of membership.

*Section 4*      Expenditures

Expenditures shall be at the discretion of the Board of Directors.

*Section 5*      Reversion of Funds

In the event that the Association should disband or dissolve, all outstanding indebtedness shall be paid and any remaining funds shall revert proportionally to the members in good standing.

**Article VII – Revision**

These By-laws or any part thereof may be repelled, altered, annulled, suspended, or amended by secret letter ballot of a two-thirds (2/3) majority of the members in good standing present and voting at a regular or special meeting, provided a copy of the proposed revisions has been mailed to all members not later than notification of the meeting place and date. Balloting on the By-laws changes will normally be done in conjunction with the annual election of officers. By-laws changes may be placed on the ballot if petitioned for in writing through the Secretary-Treasurer by twenty (20) members.

[NWIOA.com](http://NWIOA.com)