

Southwest Ohio Water Environment Association  
Organizational Document (Rules & Regulations)  
(Amended April 2014)

1. NAME

1.1 The name of this organization shall be the Southwest Ohio Water Environment Association, hereinafter designated as the SWOWEA 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 SWOWEA shall be in harmony with the OWEA Rules and Regulations.

3. OBJECTIVES

3.1 The objectives of the SWOWEA are as follows and are in harmony with the objectives of OWEA:

3.1.1 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.

3.1.2 Advance the knowledge and technology in the design, construction, operation and management of water quality systems and facilities.

3.1.3 Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.

3.1.4 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and to other interested parties.

3.1.5 Advance sound policy in matters relating to the water environment.

3.1.6 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.

3.1.7 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.

3.1.8 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 SWOWEA shall consist of the Ohio counties as dictated by the OWEA Executive Committee. SWOWEA 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.

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 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 Water Environment Federation (WEF) and OWEA and other classes of membership established by the Section. Classes of memberships, if so established by the Section, shall be listed on the Section's website with applicable privileges and dues.

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 SWOWEA shall consist of the following Officers: President, Vice President, Treasurer, Secretary, First-Year Director, Second-Year Director, Third-Year Director, immediate Past President and Section Delegate. 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 SWOWEA 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 SWOWEA 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, Vice President, First-Year Director, Second-Year Director, and Third-Year Director shall be for approximately one year. The elected terms of office of the Treasurer and Secretary shall be for approximately two years. The term of office of immediate Past President shall be for approximately one year. The terms of office of the Section Delegate shall be approximately two, two-year terms. All terms of office shall start at the end of June and continue until their successor qualifies.

6.7 Nominations and Election of Officers

6.7.1 Upon completion of the term of office of President, Vice President, Treasurer, Secretary, First-Year Director, Second-Year Director, and Third-Year Director, there shall be automatic advancement from President to Past-President, from Vice President to President, from Treasurer or Secretary (whichever office has served a longer term) to Vice President, from First-Year Director to Secretary or Treasurer (whichever office is advancing to Vice President), from Second-Year Director to First-Year Director, and from Third-Year Director to Second-Year Director. Denial of such automatic advancement shall be by a two-thirds majority vote of the Executive Committee.

6.7.2 The Nominating Committee shall receive nominations for the SWOWEA Executive Committee officers for the following year by February 1<sup>st</sup> of the current term year. All nominees shall be persons having the rights and privileges of members and shall have signified willingness to serve. The Executive Committee shall debate and vote on the recommended nominations of the Nominating Committee during the Executive Committee Meeting which immediately follows the deadline for receipt of nominations by the Nominating Committee. The Executive Committee's Nominees shall be presented at the second-to-last Section business meeting before the end of the current term year. At the last Section business meeting of the term year the membership will vote on the Nominees.

- 6.7.3 Should a member not selected by the Executive Committee wish to be considered for nomination, then that member shall present written and signed petition of at least five percent (5%) of SWOWEA membership to the Nominating Committee no less than 45 days before the last Section business meeting of the term year.
- 6.7.4 Should there be more than one nominee for SWOWEA Executive Committee officers, a vote by the members attending the Section business meeting shall be scheduled and coordinated by the Nominating Committee. Voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected. In case of a tie vote, the President at the time the business meeting was called to order shall break the tie.

6.7.5 In case of a vacancy in any office:

6.7.5.1 In the case of a vacancy in the office of President, the Vice President shall automatically advance to the position of President. In the case a vacancy in the office of Vice President, the Treasurer or Secretary (whichever office has served a longer term) shall automatically advance to the position of Vice President. In the case a vacancy in the office of Treasurer occurs, the First-Year Director shall automatically advance to the position of Treasurer. In the case a vacancy in the office of Secretary occurs, the First-Year Director shall automatically advance to the position of Secretary. Likewise, all Directors shall advance one position to the next highest Director position. At the direction of the Executive Committee, the Nominating Committee shall select a nominee for the office of Third-Year Director. Such nominee may be voted on at any regular meeting of the Executive Committee or by written ballot of the Executive Committee with ballots returned within thirty days. The nominee receiving a majority vote shall be declared elected. The Member so elected shall take office immediately and shall continue in office until their successor qualifies.

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.
- 6.8.2 The Vice-President shall assist the President in the performance of his duties, and shall act in the capacity of the President in his absence.

- 6.8.3 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.
- 6.8.4 The Secretary 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.
- 6.8.5 The Delegate of the Section Executive Committee 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.
- 6.8.6 The Directors to the Section shall represent the members at the Section Executive Committee meetings. The Directors shall also serve on the Personnel Education Committee. The First-Year Director shall be the Chair of the Personnel Education Committee. The Second-Year Director shall chair the Publications Committee.
- 6.8.7 The Executive Committee shall have the power to establish awards to be presented by 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.
- 7.2 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.

## 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.

## 9. MEETINGS

## 9.1 Executive Committee Meeting Notices

9.1.1 Notices of all Executive Committee meetings of SWOWEA shall be prominently posted on OWEA's or SWOWEA's website at least 14 days in advance. The President 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.

## 9.2 Meeting Participation

9.2.1 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.

## 10. AMENDMENTS

### 10.1 Initiation

10.1.1 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 SWOWEA 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 120 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.

10.1.2 Notices of proposed amendments and the complete text of a proposed amendment shall be posted on SWOWEA'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.

### 10.2 Adoption

10.2.1 Amendments to these Rules and Regulations shall be adopted by a majority affirmative vote of participating SWOWEA members. Voting will officially occur at the Section Meeting referenced in 10.1.1; 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.

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

## 11. DISPOSITION OF ASSETS UPON DISSOLUTION

11.1 Dissolution of the Section may take place only with the consent of not less than two-thirds of the members of the Section.

11.2 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. Notice of dissolution shall be given to OWEA within thirty (30) days.