

# WATER PURVEYORS ASSOCIATION OF KITSAP PROCEDURES AND BYLAWS

## A. PURPOSE

The Water Purveyors Association of Kitsap, hereinafter referred to as WATERPAK, is established to:

1. Support implementation of and recommend changes to the Kitsap County Coordinated Water System Plan.
2. Gather and disseminate information regarding water utility service and water resources.
3. Advise Kitsap County and other appropriate governmental officials concerning water utility standards.
4. Actively participate in water related, public information activities in order to educate the County's citizens about water quality, resource, conservation and other important issues.
5. Establish a network of communications for interested water purveyors.

## B. MEMBERSHIP

Water purveyors with systems totaling 100 or more service connections are eligible to become members of WATERPAK. Associate members (non-voting) may be included by a vote of the membership either at a regular meeting or by mail. Each member will have one vote on matters covered in the Bylaws (i.e. purveyors with more than one water system will have one vote). A member may have as many individuals attend meetings and participate in WATERPAK events as may be desired.

## C. ORGANIZATION

1. **OFFICERS:** Officers shall be elected by the voting members of WATERPAK. After the initial election on May 13, 1993, subsequent newly elected officers will take office in January unless an officer is being replaced as a result of an individual leaving office before term expiration.

**President** - Duties: Conduct meetings, serve on the Executive Committee, authorize jointly, with another member of the Executive Committee, the expenditure of WATERPAK funds for amounts that do not exceed \$100.00. Member ex-officio of all committees.

**Vice President** - Duties: Perform the duties of the President in his/her absence and serve on the Executive Committee.

**Secretary/Treasurer** - Duties: Record minutes of meetings, send meeting notices, keep records of finances, disperse funds as authorized, and serve on the Executive Committee.

2. **TERM OF OFFICE:** No two officers shall be representatives of the same organization. Term of office shall be two years. In the event an officer is unable to complete his/her term, the position shall be filled by a member appointed by the Executive Committee.

3. **PROCEDURES:** Roberts Rules of Order shall control the parliamentary procedures.

4. **QUORUM:** Any number of members is sufficient to hold a meeting. To conduct business which requires a vote of the membership, a quorum of representatives of voting members of not less than 25% must be present. For changes to the Bylaws, see below.

#### **D. COMMITTEES**

1. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the three elected officers. It will provide general advise and consultation and shall conduct routine business which does not require a vote of the membership. Procedures and bylaws revisions shall be prepared by this committee for submission to the membership for vote.

2. **TASK FORCES:** Task forces may be formed as the Executive Committee may deem necessary to research and address a specific issue of general concern. Task force participation is on a volunteer basis consisting of WATERPAK members and interested parties.

#### **E. MEETING DATES**

1. **EXECUTIVE COMMITTEE:** The Executive Committee shall meet at such times as the President considers necessary or at the request of two Executive Committee members.

2. **GENERAL MEMBERSHIP:** The Executive Committee shall call general membership meetings as they deem appropriate.

3. **TASK FORCES:** The chairperson of the task force shall call meetings as they deem appropriate.

#### **F. MEMBERSHIP DUES**

All members shall be charged an annual dues of \$10.00 for the operation expenses of WATERPAK.

## G. AMENDMENTS TO BYLAWS

Amendments can be made in the Bylaws by a simple majority vote of voting members present. Votes will be determined by simple majority.

**ADOPTED** this 18<sup>th</sup> day of JUNE 1996.

  
MORGAN JOHNSON, PRESIDENT

  
JEANNIE SCREWS, VICE PRESIDENT

  
BOB PROUSE, SECRETARY/TREASURER