

FOR APPROVAL BY NESOWEA MEMBERSHIP

Northeast Section Ohio Water Environment Association
Organizational Document (Rules & Regulations)

Replacement for the Constitution and Bylaws

Approved by NESOWEA 8/9/16

Approved by OWEA 11/17/2016

1. NAME

1.1 The name of this organization shall be the Northeast Section of the Ohio Water Environment Association, hereinafter designated as the Northeast Section and abbreviated as NESOWEA.

2. AFFILIATION

2.1 The Northeast Section 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 association. The Rules & Regulations of the Northeast Section shall be in harmony with the OWEA Rules and Regulations. OWEA is a Member Association of the Water Environment Federation, hereinafter designated as WEF, and has rules and regulations in harmony with WEF's Constitution and Bylaws and participates in the activities of that organization.

3. OBJECTIVES

3.1 The objectives of the Northeast Section 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.

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 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. FRANCHISE

- 4.1 The NESOWEA shall normally comprise the area within the boundaries of the following counties: Ashland, Ashtabula, Columbiana, Cuyahoga, Geauga, Holmes, Knox, Lake, Lorain, Mahoning, Medina, Morrow, Portage, Richland, Stark, Summit, Trumbull, and Wayne.

5. MEMBERSHIP

- 5.1 Memberships of the NESOWEA shall consist of persons and organizations interested in any of the objectives of the Northeast Section, and shall abide by the Code of Ethics.
- 5.2 A member may be expelled from membership in NESOWEA for violating these rules and regulations or the policies and procedures adopted by this organization with a two-thirds affirmative vote of the NESOWEA Executive Committee for Section-Only Members. With a two-thirds affirmative vote, the NESOWEA Executive Committee may recommend such cases to the OWEA Executive Committee for consideration for OWEA/WEF Members.

6. MEMBERSHIP CLASSIFICATIONS, QUALIFICATIONS, AND PRIVILEGES

- 6.1 NESOWEA membership classifications shall include all classes of membership designated by WEF and other classes of membership established by OWEA.
 - 6.1.1 NESOWEA membership will include a section only membership. Section only members will be encouraged to become a member of OWEA & WEF.
 - 6.1.2 Section only members shall be considered as being non-members of OWEA & WEF when paying registration fees or buying products from OWEA & WEF.

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 6.1.3 The privilege of holding office shall be limited to registered WEF and OWEA members, defined ~~as OWEA members~~ in the Rules & Regulations of the OWEA, from within of the boundaries of the NESOWEA, whose current dues are paid.
- 6.14 Dual Members of the OWEA & WEF and students who are not members of the OWEA & WEF may also join the section only membership classification.
- 6.2 A NESOWEA Honorary Member shall be a person, company, business, or organization that is not a member of WEF defined as OWEA members in the Rules & Regulations of the OWEA. They shall have rendered valuable and outstanding service in the advancement and improvement of the water environment. There shall be no limit to the number of Honorary Members. Honorary Member shall be chosen by written application submitted to the Executive Committee for approval by unanimous vote. An Honorary NESOWEA Member shall have the same rights as a Section Only Member.
- 6.3 A Section Life Member shall be as defined in the ~~OWEA Rules & Regulations and~~ WEF Constitution and Bylaws as applied to a section-only member.
- 6.4 An Honorary or Life Member of the OWEA & WEF, from within the boundaries of the NESOWEA, shall automatically be included in the NESOWEA Honorary Member membership classification.
7. DUES AND FEES
- 7.1 The annual dues established by the Executive Committee of the NESOWEA shall be as follows:
- 7.11 For each Section Only Member, the annual dues shall be \$15.00. Dues of other members are automatically reimbursed to the NESOWEA from dues paid to the WEF ~~or~~ and the OWEA.
- 7.12 Dues will be billed directly to Section Only Members and payable to the NESOWEA, by January 31st annually, via the Membership Committee and collected by the Treasurer.
- 7.13 Section Only Member dues shall be annual, unless dues period is shortened or extended by the NESOWEA Executive Committee.
- 7.2 Registration Fees for the NESOWEA Section Meetings shall be set and approved by the Executive Committee. Registration fees for NESOWEA Section Meetings shall be payable to the NESOWEA, and collected by the Treasurer, on/or before the NESOWEA Section Meeting date.

FOR APPROVAL BY NESOWEA MEMBERSHIP

8. VENDORS' DISPLAYS

- 8.1 Any Display of products, services, or goods at a NESOWEA Section Meeting that is not part of a program for that meeting will be prohibited unless the display is approved by the Executive Committee.

9. MANAGEMENT

- 9.1 The affairs of the NESOWEA shall be managed by an Executive Committee, hereinafter designated as the Executive Committee, under such Policies and Procedures as the Executive Committee may determine, in keeping with the intent of this document.
- 9.2 The Executive Committee shall consist of the following Officers: President, Vice President, Treasurer, Secretary, Executive Committee 3rd year, Executive Committee 2nd year, Executive Committee 1st year, and Delegate. A quorum of the Executive Committee shall consist of four voting members. A quorum is necessary to perform official business of the NESOWEA. Motions presented to the Executive Committee shall be approved by a majority vote when a quorum exists. The President shall vote only when a tie exists. Where a quorum of only four is assembled, and the President is one of the four, an affirmative vote of all three other officers is required for passage of a motion.
- 9.3 The officers shall be active members of the NESOWEA. ~~They shall be elected by the active members at the regular meeting in May of each year.~~ Not more than one officer of the Executive Committee shall be elected from the personnel of any one wastewater treatment facility, public entity, or private business organization. Not more than four members of the Executive Committee shall represent the same branch of work in wastewater treatment.
- 9.4 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.
- 9.5 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.

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 9.6 All officers except Treasurer and Delegate shall be elected to one year terms in any one office. Officers shall take office commencing at the conclusion of the OWEA annual meeting in June of the same year and serve until the conclusion of the OWEA annual meeting in June of the following year.
- 9.7 Nominations and Election of Officers
- 9.7.1 Upon completion of their term of office of President, there shall be automatic nomination for advancement from President to Past-President, from Vice President to President, from Secretary to Vice President, from Executive Committee 3rd year to Secretary, Executive Committee 2nd year to Executive Committee 3rd year, and Executive Committee 1st year to Executive Committee 2nd year. Denial of such automatic nomination shall be by a two-thirds majority vote of the Executive Committee.
- 9.7.2 Election of officers shall be by plurality of active members, in good standing, present at the May meeting.
- 9.7.3 Any vacancy in office shall be filled by the Executive Committee for the rest of the unexpired term.
- 9.7.4 The Executive Committee shall have the power to remove any member of the Executive Committee for just cause. Five (5) affirmative votes by the Executive Committee are required to remove an Executive Committee member from the Executive Committee.
- 9.8 Duties of Officers
- 9.8.1 The President provides general direction of the affairs of the NESOWEA, and presides at all meetings of the NESOWEA. The President shall appoint the various committee chairs and special or ad-hoc committee chair people with the approval of the Executive Committee as deemed necessary throughout the term of the office. The President shall also have the responsibility of presenting the Annual Report of the NESOWEA activities at the annual business meeting of the OWEA each year.
- 9.8.2 The Vice President shall, in the absence of the president, act in the capacity of the President. The Vice President has the primary responsibility to coordinate and organize each of the section events.

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 9.8.3 The Secretary shall, in the absence of the Vice President, act in the capacity of the Vice President. This officer shall take and maintain minutes of all regular and special meetings of the membership and the Executive Committee. ~~The Secretary shall make mailings/web site postings of announcements of regular and special meetings. Additional roles shall be in accordance with the Section Policies and Procedures.~~
- 9.8.4 The Treasurer shall collect, disburse, accurately record, and administer all funds of the Northeast Section and fulfill the roles and responsibilities as assigned in the Section Policies and Procedures. An ~~updated~~ Annual Treasurer's Report shall be posted on the Northeast Section's web site, ~~prior to the next regular meeting of the membership.~~ This is the only officer elected to a three-year term. The Treasurer may be elected to one (1) additional term. At the completion of the Treasurer's term, the member may seek election to an Executive Committee 1st year position.
- 9.8.5 The Executive Committee 3rd Year shall in the absence of the Secretary, act in the capacity of the Secretary. This officer shall fulfill the roles and responsibilities as assigned in the Section Policies and Procedures. ~~coordinate registration for all section events.~~
- 9.8.6 The Executive Committee 2nd Year shall in the absence of the 3rd Year, act in the capacity of the 3rd Year. ~~coordinate contact hours for Northeast Section activities.~~ This officer shall fulfill the roles and responsibilities as assigned in the Section Policies and Procedures. ~~include but not be limited to overseeing the applications for contact hours, monitoring of course attendance and maintaining records in accordance with the most recent Ohio EPA guidance.~~
- 9.8.7 The Executive Committee 1st Year shall in the absence of the 2nd Year, act in the capacity of the 2nd Year. This office shall fulfill the roles and responsibilities as assigned in the Section Policies and Procedures. ~~coordinate the fundraising efforts for the Scholarship Fund and other charities as designated by the NESOWEA Executive Committee.~~
- 9.8.8 The Delegate shall be the Northeast Section's representative to the Ohio Association (OWEA). This officer shall relay communications to and from the ~~Ohio Association~~OWEA. This officer shall be a Past President of the Northeast Section and shall be the only officer elected to a two-year term. There shall be a limit of two terms for this officer. The Delegate shall report on the ~~Ohio Association~~OWEA's activities at each regular meeting of the membership.

10. COMMITTEES

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 10.1 The Executive Committee may establish and disband Committees as it deems necessary to accomplish the objectives of the NESOWEA.
- 10.2 The responsibility and authority for any declaration of NESOWEA 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. Committees of the NESOWEA are not authorized directly or indirectly to commit the NESOWEA in any way or manner, financially or otherwise, without prior approval by the Executive Committee. The Executive Committee, except as herein otherwise provided, shall have control of the affairs of the NESOWEA, including all matters relating to the acquisition, holding, management, control, investment, and disposition of the funds and other property of the NESOWEA.

10.3

Standing committees, ad hoc committees, committee roles and committee responsibilities shall be as defined in the Section Policies and Procedures and align with the OWEA committees.

~~10.3—At a minimum, standing committees shall consist of the following:~~

~~10.3.1—Awards, Auditing, Collections, Government Affairs, Industrial Waste Pretreatment, Laboratory Analysis, Membership Support, Plant Operations, Publications, Residuals, Safety, Watershed, Young Professionals, and Web Site. All members of each standing committee must be a member of the NESOWEA unless otherwise exempted by the Executive Committee.~~

~~10.3.2—Unless otherwise specified, the term of the committee chairperson shall be two (2) years. Chairpersons for Auditing, Industrial Waste Pretreatment, Laboratory Analysis, Membership Support, Plant Operations, Watershed, and Web Site committees shall be appointed by the incoming President elected in odd years. Chairpersons for Awards, Collections, Government Affairs, Publications, Residuals, Safety, and Young Professionals committees shall be appointed by the incoming President elected in even years. Any incoming President, with prior approval of the Executive Committee, can appoint a committee chairperson to any committee when, in the opinion of the incoming president, the previously appointed chairperson is not fulfilling their obligation. Any appointments made shall be for the remaining portion of the term.~~

~~10.3.3—Appointments by the incoming President of Standing Committee Chairpersons shall be approved by the Executive Committee. Appointments shall take effect at the close of the annual OWEA meeting in June.~~

~~10.3.4—The Chairperson of each Standing Committee shall present a “Plan of Work” to the Executive Committee for approval. The incoming President each year will notify the Chairperson of each Standing Committee the date (August 1st) that the “Plan of Work” is due.~~

FOR APPROVAL BY NESOWEA MEMBERSHIP

~~10.3.5—The Chairperson of each Standing Committee shall submit a report to the Executive Committee prior to the NESOWEA May Meeting, stating the Committee’s activities during the past year. The Committee reports shall be posted on the NESOWEA web site prior to the next regular meeting of the membership.~~

~~10.3.6—The Standing Committees of the NESOWEA shall provide to the Standing Committees of OWEA a section representative, for a (2) two year term as defined by the OWEA Rules & Regulations.~~

~~10.3.7—The Auditing Committee shall annually review the Treasurer’s records and report their findings to the regular membership at the May meeting. This committee shall consist of the Immediate Past President, President, and Treasurer. This committee shall be chaired by the Immediate Past President.~~

~~10.3.8—The Membership Committee is charged with the formulation and implementation of policies and programs to increase and maintain the membership of the NESOWEA. This Committee shall maintain a membership list, mail NESOWEA section only membership renewal notices annually, collect new memberships and forward any membership dues collected to the Treasurer.~~

~~10.3.9—Ad hoc committees shall be appointed as needed by the President.~~

11. SECTION FUNDS

11.1 Three members of the Executive Committee including the Treasurer s-the Treasurer, President and the Vice President shall be duly authorized to sign checks from the NESOWEA’s account. The Treasurer shall have primary responsibility for maintaining the checking account.

11.2 The Treasurer shall maintain a petty cash fund, in an amount set by the Executive Committee, to pay routine bills.

11.3 No part of the NESOWEA funds shall inure to the benefit, or be distributed to its members, officers, or other private persons except that the NESOWEA shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distribution in furtherance of the objectives of the Section.

11.4 Upon dissolution of the NESOWEA, the Executive Committee shall, after paying or making provisions for payment of all the liabilities of the NESOWEA, dispose of all the assets of NESOWEA exclusively for the purpose of the NESOWEA in such a manner, or to the Ohio Water Environment Association which shall then be liable.

12. MEETINGS

FOR APPROVAL BY NESOWEA MEMBERSHIP

- 12.1 A minimum of five (5) section meetings or specialty seminars shall be scheduled by the Executive Committee, to be held during the months of November, January, February, March and May; unless otherwise provided by the Executive Committee.
- 12.2 Section meetings shall be held on the fourth Thursday of the month; unless otherwise changed by the Executive Committee.
- 12.3 An Annual Meeting of the NESOWEA shall be held at a time and place selected by the Executive Committee, during the month of May. Meetings should normally be on Thursday.
- 12.3 Executive Committee meetings shall be called by the President or by a two-thirds vote of its members. A minimum of eight Executive Committee meeting ~~shall~~ should be scheduled each year commencing at the conclusion of the OWEA annual meeting in June and must be completed before the conclusion of the OWEA annual meeting in June of the following year.
- 12.4 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.

13. AMENDMENTS

13.1 Initiation

13.1.1 Amendments to these Rules & Regulations shall be submitted in writing to the NESOWEA Executive Committee. Amendments shall be proposed by a majority of NESOWEA 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 NESOWEA Executive Committee and the petitioners to become harmonious.

13.1.2 Notices of proposed amendments and the complete text of a proposed amendment shall be made available to each NESOWEA member at least 14 days before it is to be voted upon. Such notice may be included with other written communications from the NESOWEA.

13.2 Adoption

FOR APPROVAL BY NESOWEA MEMBERSHIP

13.2.1 To adopt any amendment shall require an affirmative vote of a majority of the members, in good standing, present at the next meeting of the NESOWEA.

13.2.2 All amendments approved by the NESOWEA membership shall take effect immediately.

14. RESERVED