

BY-LAWS  
of the  
SOUTHEAST IDAHO  
OPERATORS SECTION  
OF THE  
PACIFIC NORTHWEST CLEAN WATER ASSOCIATION

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**ARTICLE I**

**MEMBERSHIP:**

**SECTION 1:**

All members of the preliminary organization of this Section shall become members of this Section without election.

**SECTION 2:**

Application for membership in the Section shall be made to the Secretary/Treasurer, who at the next regular meeting shall present the application for acceptance. A majority vote of the members present shall signify approval.

**SECTION 3:**

Any member delinquent on payment of dues for a period of one year and a day shall automatically be dropped from the membership roster.

**SECTION 4:**

It is provided that corporate membership may be extended to Organizations engaged in the sale of commodities and/or services to the Water, or Wastewater Industry. Corporate members shall be given two full section memberships with paid Corporate dues and those members shall be eligible to hold office and vote.

**ARTICLE II**

**DUES:**

**SECTION 1:**

Annual dues for active membership shall be as directed by a two-thirds majority vote of the members present at a General Meeting.

**SECTION 2:**

Annual dues for Corporate membership shall be as directed by a two-thirds majority vote of the members present at a General Meeting.

SECTION 3:

All dues are payable on or before March 1<sup>st</sup> to cover the ensuing year.

SECTION 4:

Payment of the annual dues shall entitle the member or corporate member to participate in all activities and benefits which may accrue from membership in the Section.

**ARTICLE III**

OFFICIERS:

SECTION 1:

Section Officers shall be elected from members in good standing. The President and Secretary/Treasurer shall, during his/her term in office, be a member of Water Environment Federation (WEF) and the Pacific Northwest Clean Water Association (PNCWA).

SECTION 2:

All nominations for Vice President, Secretary/Treasurer Elect, and Area Directors will be made by submitting a nomination form to the Section board no later than the second Thursday of the month of October. All submission will be screened by a nomination committee and the election of the completed submissions shall be made from the floor at the Annual Business Meeting held in December. After serving for one year, the Vice President and Secretary/Treasurer Elect shall respectively ascend to President and Secretary/Treasurer. Should either or both decline their ascensions the offices of President and/or Secretary/Treasurer The current President may remain in office for one more term, upon ratification by a simple majority vote of the members present at the annual election meeting.. Officers shall be elected by a simple majority of the members present. The presiding officer shall prescribe the method of voting, with the provision that secret ballot be used if requested by any member present.

SECTION 3:

The President, Vice President, Secretary/Treasurer, Secretary/Treasurer Elect, Past President, Past Secretary/Treasurer, and six Area Directors will comprise the Board of Directors and after election or appointment shall take office at the close of that meeting to service until the next annual meeting. These officer's shall also comprise the Nominations Committee. Six officers shall constitute a quorum at any meeting.

SECTION 4:

The Directors shall serve in office for a term of two-years. Areas A, C, E will be elected on even years and areas B, D, F will be elected on odd years.

**4-A Duties and Responsibility of the President**

The office of the President is a 3 year commitment that begins by serving as Vice President, then President and finally past President. No Person may serve as President of the Section without first serving as an officer of the section. In addition to the general duties as a Board Member, the President shall:

1. Serve as the primary Section officer to prioritize activities, develop ideas, and provide direction to the Section.
2. Serve as a member of the officer Selection Committee for Operator of the Year, Collections Operator of the Year and Lab Analyst of the Year.
3. Preside at all meetings of the Section and Officer Collection Committee.
4. Act as Master of Ceremonies for Section functions as needed. As for the Section Conference the Conference Chairman will choose a Master of Ceremonies if he or she chooses not to hold this position.
5. Represent the Section at events and functions or designate someone to do so.
6. Attend annual PNCWA and Idaho Operators Conference.
7. Work with PNCWA Idaho Regional Director to further Section and PNCWA goals.
8. The President must be a member of WEF and PNCWA for the length of time the Presidential position is held.
9. The President along with the Secretary/Treasurer must attend the PNCWA annual conference.
10. Attend at least 80% of all Section and Board Meetings.

#### **4-B Duties and Responsibilities of the Vice President.**

1. This office is the first in a 3 year commitment to the Board, followed by the President and past President Positions.
2. In the absence of the President, the Vice President presides at Board Meetings and Section Meetings and functions.
3. Over see the Sections training program for the next year and coordinate the approval of the CEU's Make a calendar on what the classes will be and where and when the classes will be held.
4. Make sure all the binders for Operator of the Year, Collections Operator and Lab Analyst of the Year are present and available at the Section Officers Meeting at the Annual Conference.
5. Perform other duties as assigned by the Section Board of Directors.
6. Attend at least 80% of all Section and Board Meeting.

#### **4-C Duties and Responsibilities of the Past President**

This office is the last in a three year commitment of the board, preceded by serving as Vice President and President. In addition, to general duties of a board member, the past President shall.

1. Serve as an officer and a member of the Section Committee.

2. Serve as a co-chair of the Nominating Committee with the past Secretary of the Section and a chair member of the Officer Selection Committee.
3. In the absence of the President and Vice President serve as Chairman at Board Meetings, Section Meetings and functions.
4. Attend at least 80% of all Section and Board Meetings.

#### **4-D Duties and Responsibilities of Secretary/Treasurer**

The Secretary/Treasurer shall serve in a three year commitment to the Board as Secretary/Treasurer Elect and then serve as Secretary/Treasurer and finally Past Secretary/Treasurer the general duties of Secretary/Treasurer are:

1. Serve as an officer of the Section and a member of the Board.
2. Present the Secretary/Treasurer report as Board meetings and Section meetings, refer draft minutes for approval, and share any notable correspondence.
3. Maintain a Section account check book and communicate account activity to the Board and Section members.
4. Monitor funds in the section bank account.
5. Take minutes at Board Meetings and Section Business Meetings.
6. Keep copies of incorporation, nonprofit status, tax exempt status, and other business documents as necessary.
7. Communicate by E-mail or mail to send items to section and board members.
8. The Secretary/Treasurer must be a member of WEF and PNCWA for the length of time the Secretary/Treasurer position is held.
9. The Secretary/Treasurer along with the President must attend the PNCWA annual Conference.
10. Attend at least 80% of all Section Meetings and Board Meetings.

#### **4-E Duties and Responsibilities of Past Secretary/Treasurer**

1. Serve as Secretary/Treasurer in the event that the Secretary/Treasurer and the Secretary/Treasurer Elect are not present at a Board meeting or Section meeting.
2. Serve with the Past President as nominating Committee Co-Chair receiving the nomination forms and sharing them with the Board.
3. Attend at least 80% if all Section and Board meetings.

#### **4-F Duties and Responsibilities of Past President and Past Secretary/Treasurer**

1. Contact the businesses where nominee's work and get the support needed for the person's to be chosen for Vice President and Secretary/Treasurer Elect. Attend at least 80% of all Section and Board meetings.

#### **4-G Duties and Responsibilities of the Area Directors**

1. Serve with the nominating committee for reviewing and choosing the Operator, Collections, and Lab Analyst of the year.
2. Serve as representative for assigned area, by contacting each wastewater facility in their area, informing them of conference, memberships, and meetings being held in by the Section.
3. Work with the Vice President to find approved training for CEU's at the time your area is to host the meeting.
4. Locate the place the meeting is to be held and furnish the morning refreshments for the morning part of the meeting.
5. Attend at least 80% of all Section and Board Meetings.

#### **4-H Duties and Responsibilities of the Public Relations Director**

1. Keep the web-site updated with Section information
2. Add Corporate Sponsor information to the web site.

#### **SECTION 5:**

All vacancies in any office except that of the President shall be filled by appointment by the President. In the event of a vacancy in the office of President, the Vice President shall become the acting President until the next annual election meeting at which time any unexpired terms will be filled by the duly elected officer. In the event that the Vice President resigns prior to taking the office of President, the current President may remain in office for an additional year upon simple majority ratification at the annual election meeting.

#### **SECTION 6:**

The President shall have general supervision of the affairs of the Section subject to the Board of Directors and the will of the Section. He/she shall appoint such committees as may be necessary to properly conduct the business and activities of the Section and shall preside at all meetings of the Section and Board of Directors.

#### **SECTION 7:**

The Vice-President shall preside at any meeting of the Section or Board of Directors in the absence of the President.

**SECTION 8:**

The Secretary/Treasurer shall attend and record all meetings of the Section and Board of Directors. He/She shall attend to the collection of dues, assessments, donations and other monies due the Section. He/She shall prepare all claims against the Section and shall pay all claims on the approval of the President.

**SECTION 9:**

No expenditures shall be authorized by any officer except on approval by the Section members present at a scheduled meeting, by the Board of Directors, or by a quorum of the Board of Directors. Funds voted by Board of Directors may not exceed one-half the amount in the treasury at the moment of decision. The majority of the Section members present may appropriate any amount available in the treasury.

**SECTION 10:**

Officers may be removed for cause by three-fourths vote of members of the Section present at any regular meeting, provided that ALL members be notified two-weeks in advance of such recall action.

**ARTICLE IV**

**MEETINGS:**

**SECTION 1:**

If any elected officer cannot or fails to fulfill his or her responsibilities, including attendance at a minimum of 80% or four out of the six Section or Board meetings in any given year, he or she may be released of their responsibilities and a replacement officer may be appointed by a majority vote of the Board of Directors to fill the remainder of the term.

Any exceptions of the rules in Section 5 will be brought before the Board to decide the outcome on a case by case basis.

**SECTION 2:**

Notice of all meetings shall be sent to all members not less than one-week prior to the date of the meeting.

**ARTICLE V**

**AMENDMENTS:**

**SECTION 1:**

Amendments to the By-Laws may be made on a two-thirds vote of the members present. Any proposed amendments shall be written and introduced at a regular Section meeting

and the vote must be taken at the following regular meeting. All amendments shall be subject to final approval by the Executive committee of the Pacific Northwest Clean Water Association.

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Presented to the Section on August 13<sup>th</sup>, 2009 during a Section Business meeting at Island Park.

Voted on by the Section on October 8<sup>th</sup>, 2009 during a Section Business Meeting at Rexburg Treatment Plant. Motion to accept new By-laws was made by Chrissy Runyon, Seconded By Steve Holyoak. Motion was passed unanimously.