

BYLAWS

South Central Texas Chapter of the Water Environment Association of Texas

1.0 MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

1.1 MEMBERSHIP CLASSES

Professional Members

Student Members

1.2 MEMBERSHIP QUALIFICATIONS AND PRIVILEGES

1.21 A PROFESSIONAL Member shall be any person engaged or interested in the advancement of knowledge relating to the objectives of the Water Environment Association of Texas; shall be an eligible voting member of WEAT and shall have all the rights and privileges granted by the organization, including the right to hold office and serve on committees. Water and wastewater personnel engaged in operations, maintenance, and laboratory activities are specifically included and encouraged to be PROFESSIONAL members. A PROFESSIONAL Member may vote in Chapter elections.

1.22 A STUDENT Member shall be a person who is enrolled in a college or university at least half time who is a member of WEAT and who is interested in the advancement of knowledge stated in the objectives of the Chapter. A STUDENT member may vote in Chapter Elections.

2.0 DUES

2.1 PAYMENT OF DUES

2.11 Dues will not be collected because they are precluded by WEAT. However, charges for seminars, meals and other expenses may be assessed.

2.12 If at a future time chapter dues are approved by WEAT, the Chapter Treasurer shall make appropriate arrangements for collection upon approval of the Executive Committee.

2.13 Such dues will be voluntary, and the Chapter will not penalize any person who chooses not to participate in Chapter dues. However, only PROFESSIONAL or STUDENT members may vote in Chapter elections or hold office.

3.0 DUTIES OF THE OFFICERS

3.1 PRESIDENT

3.11 The President shall have the general supervision of the affairs of the Chapter including:

- Preside at all conferences of the Chapter and meetings of the Executive Committee.
- Be an ex-officio member of all committees except the Nominating Committee, and appoint Chairs of all committees except otherwise stated in the Bylaws subject to approval by the Executive Committee.
- Perform such other duties as assigned by the Executive Committee.

3.2 PAST PRESIDENT

3.21 The Past President shall assist the President in the performance of his/her duties, including:

- Preside at conferences and meetings in the absence of the Vice President.
- Act for the President when required.
- Preside as chairperson of the Nominating Committee.
- Perform such other duties as assigned by the Executive Committee.

3.3 VICE PRESIDENT

3.31 The Vice President shall assist the President in the performance of his/her duties, including:

- Preside at conferences and meetings in the absence of the President.
- Act as President in his/her stead as required.
- Act as Program Committee Chairperson.
- Perform such other duties as assigned by the Executive Committee.

3.4 SECRETARY

3.41 The Secretary shall operate under the direction of the President and the Executive Committee, including:

- Prepare the agenda for, attend all meetings of, and record and distribute the proceedings of such meetings of the Executive Committee and the Chapter.
- Attend all meetings of the Chapter and with the assistance of such other persons and committees as are required make all necessary preparations for the holding of such meetings.
- Be a member of the Constitution and Bylaws Committee.
- Perform such other duties as assigned by the Executive Committee.

3.5 TREASURER

3.51 The Treasurer shall have charge of the funds of the Chapter and custody of its investments, if any, and operate under the direction of the President and the Executive Committee, including:

- Pay Chapter bills, prepare financial statements for the fiscal year showing receipts and expenditures, investments, other assets and liabilities of the Chapter and provide a copy for each member of the Executive Committee.
- Prepare an annual budget with the assistance of the Executive Committee and present it to the Chapter at its annual meeting.
- Prepare an annual report on finances and activities to the WEAT Board in a format prescribed by the WEAT Board.
- Attend all meetings of the Chapter and the Committee and assist the Secretary, as required, in the recording of the proceedings.
- Perform such other duties as assigned by the Executive Committee.

3.6 SECTION REPRESENTATIVE

3.61 The Section Representative shall represent the Chapter in its relations with WEAT, including:

- Attend meetings of the Chapter at his/her expense and keep the WEAT Board of Trustee informed as to the activities of the Chapter.
- Attend all meetings of WEAT and the Board of Trustees and provide information on those meetings to the Chapter.
- Be a member of the Constitution and Bylaws Committee.

4.0 DUTIES OF THE EXECUTIVE COMMITTEE

4.1 THE EXECUTIVE COMMITTEE

4.11 The Executive Committee shall be the legal representative of the Chapter and shall manage its affairs subject to the conditions and limitations prescribed by the Constitution and Bylaws of the WEAT.

4.12 The Executive Committee Shall:

- Fill all Appointive Offices.
- Serve as the Finance Committee of the Chapter.
- Receive all committee reports and take appropriate action of recommendations made in these reports where required.
- Direct the care and investment of funds of the Chapter.
- Make funds available for regular operation of the Chapter and for specific purposes. No financial commitments shall be incurred that are beyond funds available and those anticipated during the operating year of September through May.

4.13 Members of the Committee shall attend regular Chapter and Committee meetings.

5.0 MEETINGS

5.1 CHAPTER MEETINGS

5.11 The meetings of the Chapter shall be held at a time and place selected by the Executive Committee.

5.12 Each member attending the meeting and each guest may be required to pay a registration fee of such an amount as may be determined by the Executive Committee to cover expenses of the meeting.

5.13 Registration and exhibitor fees may be collected for seminars, conferences, and training programs sponsored by the Chapter.

5.2 EXECUTIVE COMMITTEE MEETING

5.21 The Executive Committee shall hold two meetings after election to office:

- One meeting immediately following the May meeting at which the incoming Executive Committee will receive reports and recommendations from the outgoing Executive Committee.
- One meeting prior to the September meeting at which the future meeting plans and Chapter budget will be prepared.

5.22 Other Executive meetings shall be held at the call of the President or upon petition addressed to the Secretary and assigned by 50% of the Executive Committee.

5.3 RULES

5.31 All Chapter and Committee meetings shall be conducted according to the latest edition of Robert's Rules of Order, Revised. Except as otherwise provided in the Constitution and Bylaws, all questions shall be decided by a majority vote. No member shall have more than one vote.

6.0 STANDING COMMITTEES

6.1 NOMINATING COMMITTEES

6.11 The Nominating Committee shall consist of the Past President plus 3 members appointed by the President in May.

6.12 The Chairperson of the Committee shall be the immediate Past President.

6.12 The duties of the Committee shall include the nomination of the candidates for the offices of Vice President, Secretary and Treasurer.

6.2 CONSTITUTION AND BYLAWS COMMITTEE

6.21 The Constitution and Bylaws Committee shall consist of five or more members of whom at least three shall be Non-Executive Committee members. The Secretary and Section Representative shall be members of the Committee.

6.22 The Committee shall act on all proposed changes to the Construction and Bylaws. They shall submit all changes that they approve to the Executive Committee in proper form.

6.3 AUDIT COMMITTEE

6.31 The Audit Committee shall consist of three members, none of whom are current officers of the Chapter.

6.32 The Committee shall conduct an annual self-auditing of the financial records of the Chapter. When recommended by the Audit Committee and approved by the Executive Committee, the committee shall see that an outside accounting firm audits the Chapter's records.

6.4 OTHER COMMITTEES

6.41 In addition to the Committees listed in Section 6.1 through 6.3 above, other technical and non-technical Committees may be formed upon approval by the Executive Committee. These Committees shall all be appointed by the President.

7.0 PUBLICATIONS

7.1 All publications of the Chapter shall be issued under the direction of the Executive Committee and shall be copyrighted as far as practicable.

8.0 BUDGET

8.1 Each year the operating budget, as approved by the Chapter Membership, will be submitted for approval to WEAT.

8.2 Any revenues in excess of the amount actually needed to pay for the Chapter's annual expenses, as approved by the WEAT, will be retained for use by the Chapter in future years.

8.3 The annual budget for the Chapter may include a line item reimbursing each current Chapter Officer for membership in WEAT.

9.0 AMENDMENTS

9.1 Amendments to these Bylaws shall be initiated and adopted as set forth in Section 6.0 of the Constitution.