

# NEVADA WATER ENVIRONMENT ASSOCIATION

## ORGANIZATION MANUAL

### Introduction

The purpose of this manual is to define the organizational structure of the Nevada Water Environment Association (NWEA) and to describe the duties and responsibilities of each position. The exact function of positions may vary from time to time to best meet the needs of the membership and to tailor it to the vision of the person serving in that capacity. However, each position should always be focused on meeting the mission of the NWEA. Our mission is as follows:

***The NWEA is dedicated to providing education and training for its members and general information to the public on wastewater management and related water environment subjects.***

This manual will provide general direction for new officers and committee members and should serve as a starting point for each to learn how best to contribute to meeting the objectives of NWEA.

### Organizational Structure

The leadership of the NWEA is composed of three groups: Officers (also know as the Board of Directors or Board of NWEA), Committees, and Board of Certification Members. As outlined in the NWEA Bylaws, Officers and their terms of office are as follows:

- President: (1 year)
- Vice President or President Elect: (1 year)
- Secretary: (1 year)
- Treasurer: (about 1year, but can serve successive terms and generally this is a 3 year position)
- Past President: (1 year)
- Federation Director: (3 years)
- PWO(Professional Wastewater Operations) Representative: (about 1year, but can serve successive terms and generally this is a 3 year position)

While not a specific office and not defined in the NWEA Bylaws, there is also a position known as Resident Agent, which exists solely for the purpose of maintaining incorporation in the State of Nevada. There is not a term of office for this position and it could be assigned to one of the Officers (probably treasurer) or assigned to another member to keep from changing the name of the Resident Agent each time there is a rotation of officers.

There is only one committee required by the Bylaws. This is the Nominating Committee. The President is empowered to appoint other committees as may be necessary to advance the best interests of the NWEA and to enable it to fulfill its objectives. Currently, the NWEA has the following Working Committees:

- Annual Conference
- Awards
- Constitution & Bylaws
- Government Affairs
- Membership

- Nominations
- Professional Development
  - Circuit Rider
  - Community College W & WW Training
  - Training Seminars
- Publications
- Public Education
- Research
- Reuse Nevada
- Safety
- Student Activities
- Tri-State Conference

In addition to the above, special committees may be formed to support specific activities such as for conferences, local arrangements for a National Conference, or a specific regulatory issue.

The purpose of the Board of Certification is to carry out the program of certifying treatment plant operators and technicians as required by the State of Nevada NRS 445.201. The Board of Certification Members and their terms of office are as follows:

- Chairperson: (Elected annually by the Board – 3 year term as a Board of Certification Member)
- Vice Chairperson: (Elected annually by the Board – 3 year term as a Board of Certification Member)
- Five (5) Additional Board of Certification Members: (3 year terms as Board of Certification Members)
- Administrative Assistant: (Appointed by the Board of Certification, no minimum term, may be paid)

Of the seven (7) Board of Certification Members, the composition must include the following:

- One (1) with 3 years experience as an operator
- One (1) who is a certified operator at the highest level offered in the State of Nevada
- One (1) member from NDEP
- Two (2) who represent owners of a POTW
- One (1) who represents a community having a system of 5 mgd or less
- One (1) who can be any member of NWEA.

Of the above, three (3) members must be employed within Clark County. Appointments are staggered so that in any given year, at least four (4) members are carried over from the previous year.

## **Officers**

A brief description of the duties of each officer is presented in the following paragraphs.

### ***President***

1. Supervises the affairs of the Association.
2. Presides at all meetings, including the Annual Conference, during the year following the annual meeting at which he or she is elected.
3. Leads the development of annual goals and strategic planning for the Association.

4. Provides input to policy decisions of the Association.
5. Serves as Chairperson and voting member of the Board. In the event a of tie vote between the other members of the Board, serves as the tie breaker.
6. Confirms/appoints all committee chairs, vice-chairs and committee members where membership is not otherwise specified in the Constitution & Bylaws.
7. Fills vacant offices for unexpired terms by appointment from the Association membership.
8. Appoints members to the Board of Certification, with a vote of approval from the NWEA Board of Directors.
9. Serves as ex-officio member of all committees, other than the Nominating Committee.
10. Provides oversight to committees by reviewing annual plans and budgets, providing advise, ensuring goals and compliance with Board policies are met, and coordinating as necessary between the Board and the committee. May serve as Board liaison to several specific committees.
11. Sets agenda for Board meetings.
12. Serves as host to WEF officers present at Association functions.
13. Promotes membership and involvement in the Association.
14. Attends WEF Annual MA Exchange Meeting and WEFTEC conference.
15. Makes sure newly appointed officers and committee chairs receive training in their duties and responsibilities.
16. Has signature authority to enter into contracts and agreements, such as the Tri-State Conference Agreement.

***Vice-President (President Elect)***

1. Reports to the President.
2. Assumes office of President in case of illness or absence or at any time President so delegates.
3. Assists the President in organizing and developing committees and in making committee appointments. May serve as Board liaison to several specific committees.
4. Assists President as requested in formation of goals for the Association and its committees.
5. Assists President as requested in supervising the affairs of the Association.
6. Provides input to policy decisions of the Association.
7. Serves as voting member of the Board.

8. Promotes membership and involvement in the Association.
9. Updates and distributes Organizational Manual on an annual basis.
10. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.
11. Conducts a Leadership Training for incoming committee chairs and vice-chairs preceding term as President.
12. Serves as Co-Chairperson for the Annual Conference Committee

### **Secretary**

1. Reports to the President and in his/her absence to President Elect.
2. Serves as Executive Officer and registered agent for the Association. Along with the President, has signature authority to sign contracts and agreements entered into by the Association.
3. Sends out notices and agendas of Board and other meetings, maintains minutes of Board meetings, and distributes proceedings of such meetings to the Board and Committee Chairs.
4. Maintains the official records of the Association.
5. Notifies the WEF of new Association officers and committee chairs.
6. Notifies the membership, at least 30 days prior to the annual business meeting, of the date of Associations Annual Business Meeting and the slate of candidates that were selected by the Nominating Committee and approved by the Board to run for Board officer and/or director and for which the membership will vote upon at the meeting.
7. Assists President as necessary in coordinating the affairs of the Association.
8. Provides input to policy decisions of the Association.
9. Serves as voting member of the Board.
10. Performs other duties as assigned by the Board of Directors.
11. Promotes membership and involvement in the Association.
12. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.

### **Treasurer**

1. Reports to the President and in his/her absence to President Elect.
2. Serves as financial officer for the Association.
3. Makes sure all income and expenditures are properly entered into the records of the Associations and that all moneys collected are transferred to the proper accounts without loss. Make sure that all bills and vouchers for payment are proper and in order and that payments are promptly made. Sign or see to the signing of checks or drafts against funds of the Association according to

procedures established or approved by the Board.

4. Prepare a financial summary of accrued income and expenses and present to the Board at each Board Meeting.
5. Prepare an annual financial statement of the books as of June 30<sup>th</sup> of the previous year and as of the end of the month preceding the Annual Meeting and present at the Annual Meeting. Such books shall be made available for audit.
6. Maintain records of the annual budget.
7. Assists President as necessary in formation of budgets and financial plans for the Association.
8. Prepares IRS Tax Form and maintain documentation necessary to maintain tax exempt status.
9. Assists President as necessary in coordinating the affairs of the Association.
10. Provides input to policy decisions of the Association.
11. Serves as voting member of the Board.
12. Performs other duties as assigned by the Board of Directors.
13. Promotes membership and involvement in the Association.
14. Attends WEF Annual MA Exchange Meeting and WEFTEC Conference.

***Past President***

1. Provides input to policy decisions of the Association.
2. Assists President as requested in formulating or evaluating the goals of the Association.
3. Serves as voting member of the Board.
4. Serves as Co-Chairperson of the Annual Conference Committee.
5. Promotes membership and involvement in the Association.
6. Assists President in hosting WEF officers in attendance at Association functions.
7. Assist President in providing training, serving on special committees and in general promoting the image of the Association.

***Federation Director***

1. Represents the Association to the Board of Control of the WEF.
2. Advises Association Board on WEF issues. Reports to Board at regularly scheduled Board meetings.
3. Provides input to policy decisions of the Association.

4. Assists the President as requested in formulating and evaluating the goals of the Association. Assists President with hosting WEF representative at the Annual Meeting.
5. Serves as voting member of the Board.
6. Submits reports on WEF activities to membership via the Associations quarterly newsletter.
7. Promotes membership and involvement in the Association.
8. Attends WEF MA Exchange Meeting and WEFTEC.

### ***PWO Representative***

1. Represents the PWO Members in the Association.
2. Responsible for organizing and executing Operations Challenge Competition at the Annual Conference. Coordinates the entry of the team from NWEA at the National WEF Conference and fund raising efforts, if necessary, for the expense of sending a team to WEF.
3. Represents the Association as a voting member on the Tri-State Conference Committee.
4. Organizes operator training seminars.
5. Provides input to policy decisions of the Association.
6. Assists the President as requested in the formulation of the goals of the Association.
7. Serves as voting member of the Board.
8. Promotes membership and involvement in the Association.
9. Attends WEF/MA Exchange Meeting.

### ***Resident Agent***

1. Files annual paper work and submits annual fee to the State of Nevada for purposes of maintaining legal incorporation in the State of Nevada.

### ***Committees***

A brief description of the functions of each committee and the duties of the committee chairperson(s) is presented in the following paragraphs.

### ***Annual Conference***

1. Prepares a plan and budget for the conference.
2. Makes hotel selection and signs contracts with hotel at least one year prior to the Annual Conference.
3. Selects theme of conference and develops topics for technical program.
4. Obtains speakers for the technical program.

5. Organizes local arrangements including meeting room layout, breaks, meals, exhibit area, etc.
6. Arranges and organizes appropriate exhibitors to compliment the technical program. This includes contacting vendors and manufacturers, selling booth space, arranging for exhibit services, etc.
7. Arranges audiovisual equipment necessary for the program.
8. Develops registration forms and mail to membership. Keep track of registrants and prepare registration packages. Arrange for registration table at Conference.
9. Coordinate annual awards banquet.
10. Arrange for Operation Challenge.
11. Arrange for social activities such as mixers, receptions, door prizes, facility tours and golf and bowling tournaments.
12. Serves as host to invited speakers and WEF officers.
13. Arrange for volunteers to help with registration, session moderators, etc.

**Awards**

1. Solicits nominations and selects members of the Association who are worthy of Association or WEF awards and presents these nominations to the Board for their approval. The Awards are typically given at the Annual Meeting and nominations for WEF awards must be in accordance with WEF's schedule.
2. Recommends to the Board the selection criteria and the procedures to be followed for the Association awards.
3. Ensures that award plaques and certifications are prepared and available for presentation at the Annual Conference.
4. Ensures that selection of award recipients proceeds on schedule and that all necessary biographical information required for presentation of awards is given to the President far enough in advance of the presentation that the President may prepare the proper remarks. Prepares publicity of awards for Association Quarterly Newsletter.
5. Prepares annual budget and goals of the committee.

A summary of the awards to be considered is as follows:

<b>AWARDS SUMMARY</b>		
<b>Major WEF Awards</b>	<b>Committee Responsible for Nomination</b>	<b>Award Nominations Due at WEF</b>
Hatfield	Awards	60 days prior to Annual Meeting

Bedell	Awards	60 days prior to Annual Meeting
Burke	Safety	60 days Prior to Annual Meeting
Laboratory Analyst		60 days prior to Annual Meeting

<b>AWARDS SUMMARY</b>		
<b>Association Awards</b>	<b>Committee Responsible for Nomination</b>	<b>Award Nominations Due</b>
Meritorious Service		
Operator of the Year		
Laboratory Analyst of the Year		
Other		

***Constitution & Bylaws***

1. Drafts changes in the Association's Bylaws at the direction of the Board and in accordance with WEF requirements and/or recommendations. Keeps WEF informed as to the changes.
2. Drafts changes in the Association Constitution to reflect changes in the WEF Constitution. Keeps WEF informed as to the changes.
3. Keeps the Association membership informed of changes and presents proper notification and publication of changes for vote of acceptance.
4. Researches and provides questions that might come involving the authority of Board members and proper procedures.

***Government Affairs***

1. Informs the membership of developments and the different positions on proposed changes to State and Federal water environmental laws, guidelines, regulations and programs.
2. Prepares position papers for Board approval on water quality issues as requested and presents information to appropriate governmental bodies.
3. Ensures that comments, suggestions, and recommendations developed on water quality issues are consistent with any standing Association policies with coordination as necessary with other committees and WEF.
4. With prior Board approval, communicates with State and Federal regulators and individual state legislators, when appropriate, to discuss policy issues related to water quality.
5. Provides assistance to the Annual Meeting Committee in developing topics of special interest for presentation at annual meetings.
6. Monitors activities of state advisory committees related to water quality and provides recommendations to Association Board for appointments.

7. Provides liaison with the Nevada DEP. Identify upcoming topics and regulations of interest. Arranges to provide review and input into regulations and guidance documents.
8. Arranges for annual social with Nevada DEP regulators.
9. Prepares annual budget and goals of the committee.

### ***Membership***

1. Maintains a current list of members, and updates this list on a monthly basis. List should highlight and track new members and members whose membership is due to expire as a result of non-payment of dues. Tracks membership in the various membership categories.
2. At the monthly Board Meetings, provides a report to the Board on the status of membership including number of members, new members, lapsed memberships, etc.
3. Develops a program for welcoming new members. This program should include a welcome letter, supplying information on the Association and the schedule of activities, and a telephone call from one of the Officers.
4. Develops a program for retaining existing members. This program should include contacting members with lapsed dues, reminding them of Association benefits, and encouraging them to renew membership; increasing involvement of members; conducting a survey of how well the Association is meeting member needs; and updating current information on members.
5. Develops a program for increasing current level of membership through setting goals for membership growth, personal contacts, membership contests and other incentives, direct mail solicitation, etc.
6. Maintains a supply of membership applications and other information on the Association and makes them available to members. Arranges for a membership display at the Annual Conference and at other appropriate meetings.
7. Coordinates with the Student Activities Committee to get information to University Students on WEF and NWEA and to encourage student membership.
8. Provides information and photos on membership to the Publication Committee to be included in the Quarterly Newsletter.
9. Assists the Publications Committee in the preparation of an Annual Membership Directory.
10. Provides mailing lists and labels to Tri-State Conference, Publications, and Annual Conference Committees.
11. Prepares annual budget and goals of committee.

### ***Nominations***

1. Seeks advice, deliberates, and nominates candidates for positions of President, Vice President, Secretary, Treasurer, Federation Directors and PWO Representative as prescribed by the Association's Bylaws.
2. Obtains consent of the nominees to serve if elected.
3. Submits a report on nominees and their qualifications to the Board of Directors at least one hundred days prior to the annual meeting as provided by the Bylaws.
4. Coordinates with the Publications Committee to print the approved slate of Officers in the Quarterly Newsletter prior to the Annual Meeting, in accordance with the Bylaws requirements.
5. Submits the names of nominees at the annual business meeting.

### ***Professional Development***

1. Develops an annual Professional Development training program and budget.
2. Works with NDEP to conduct the State Circuit Rider Program. This program provides wastewater treatment training in the Spring and Fall of each year to the rural areas of Nevada. NDEP receives federal funding for the program, which is contingent upon a matching share of volunteer labor. NWEA provides the labor in executing the program.
3. Works with Community College of Southern Nevada in developing course descriptions and content and providing the instructors for water and wastewater operator training classes.
4. Develops and presents a one or partial day training seminar on selected topics of interest to member and non-member water and wastewater professionals.
5. Works with Student Activities Committee to arrange for speakers in career development and technical-topic student seminars.

### ***Publications***

1. Prepares an annual budget and goals for the committee.
2. Solicits technical papers, meeting schedules, editorials, state organization information, and any other articles of interest for inclusion in the Associations Quarterly Newsletter, *The Silver State Water Environment News*, which shall be published in January, April, July, and October.
3. Establishes advertising rates and sells advertising space in the newsletter.
4. Oversees the development and maintenance of the Associations Internet Website. This includes oversight of a contracted Web Master to keep information current and easily accessible.
5. Informs members of the Board of Directors, committee chairs and others of newsletter deadlines. Assembles and edits the newsletter.
6. Coordinates the timely printing and mailing of the newsletter.
7. Works with Membership Committee to prepare an annual membership directory. The directory is prepared in time to be distributed at the Annual Conference.

8. Works with the Annual Conference Committee to prepare the program for the Annual Conference. This may include solicitation of sponsors for the program.

### ***Public Education***

1. Sponsors educational programs to enhance the knowledge of the general public, students and organizations on the water environment.
2. Maintains a supply of educational materials (provided by WEF or otherwise) and web sites that can be used by WEF members or secondary school educators to increase awareness on water environment topics, and to provide information on careers in the field.
3. Maintains and publicizes a list of speakers that can be used as a resource for schools and other organizations interested in information on the water environment.
4. Solicits NWEA member volunteers to judge high school science fair projects. The committee will acquire and present awards.
5. Evaluates applications for and awards the Stockholm Junior Water Prize for NWEA.
6. Works with community Engineering Week committees to prepare displays, school presentations, and other elements of public awareness regarding water environment issues.
7. Develops a display that can be used in various types of meetings and conferences to increase public awareness and enhance the image of NWEA.
8. Prepares statements and provides technical information for the news media on various water environment topics. Any statements reflecting the views of the NWEA or WEF should have review and approval of the Board prior to publication.
9. Prepare an annual budget and goals of the committee.

### ***Research***

1. Solicits proposals from UNR and UNLV for student research in water environment topics of interest.
2. Reviews proposals.
3. Makes recommendations to the Board for funding of such proposals.
4. Provides some oversight and obtains a report of the research at the conclusion of the research project.
5. Reports the results to the Board.
6. Makes arrangements for the students to make a presentation of results at the Annual Conference.

### ***Reuse Nevada***

1. Disseminates information to members regarding recent developments as well as state-of-the-art practices in water re-use.
2. Conducts workshops in support of committee activities.

3. Keeps membership informed of committee activities.
4. Prepares an annual budget and goals of the committee.
5. Participates on the Annual Conference Committee in developing technical program topics, soliciting papers, and preparing the program.
6. Works with the Public Education committee to develop and disseminate public information materials on water reuse.

### ***Safety***

1. Promotes the best interest of the Association and people employed in the wastewater collection and treatment fields by stimulating an interest in and awareness of safety.
2. Sponsors educational activities and training (using only certified trainers) to provide information on safety in wastewater treatment and collection.
3. Works with Annual Conference Committee to develop and present safety awareness training at the Annual Conference.
4. Prepares an annual budget and goals for the committee.
5. Develops criteria and makes recommendations to the Board for the WEF Burke Award which is to be presented at the Annual Conference.

### ***Student Activities***

1. Arranges functions that enhance student knowledge, at all levels, of the water environment.
2. Encourages faculty and students to become active members of the Association.
3. Encourages and stimulates participation of students and faculty in Association activities.
4. Arranges for student technical presentations at the Association's Annual Meeting.
5. Provides liaison with student chapters.
6. Develops an incentive program for students to get involved in the Association. Such programs might include student paper and scholarship awards.
7. Works with the Professional Development Committee to provide speakers at various student meetings on technical topics or on careers in the water environment.
8. Encourages current student members to seek employment in water environment related fields upon leaving the university community, and to assume active membership in the Association or other member associations of the WEF.
9. Provides appropriate information on student activities to the Quarterly Newsletter.

### ***Tri-State Conference***

1. Serves on the Tri-State Conference Board for planning the Conference.
2. Reports progress on planning of the conference to the NWEA Board at regularly scheduled Board meetings.
3. Provides advertisement for the conference to the Quarterly Newsletter. Provides mailing of registration material to NWEA members.
4. Provides an accounting of income and expenses to the NWEA Board.
5. Represents the interests of NWEA in any decisions made in planning of the conference and in distribution of income from the conference.

### **Board of Certification**

A brief description of the duties of members of the Board of Certification is presented in the following paragraphs.

#### ***Chairperson***

1. Call for and conduct an annual meeting of the Board of Certification for purposes of electing a chairperson and vice chairperson.
2. Call for and conduct additional meetings as necessary to carry out the responsibilities of the Board of Certification.
3. Prepare an annual budget for incorporation in the Associations Budget.
4. Prepare an annual report to the Treasurer of the Association which certifies the disbursement of funds.
5. Provide oversight to the Administrative Assistant.
6. Function as a member of Board of Certification.

#### ***Vice Chairperson***

1. Conducts meetings in the absence of the Chairperson.
2. Assumes responsibility of the Chairperson if that position becomes vacant.
3. Functions as a member of the Board of Certification.

#### ***Board Members***

1. Advances the certification program, including incorporation from time to time of changes in the certification program.
2. Appoints an Administrative Assistant to the Board of Certification.
3. Administer written examinations to be used in determining the knowledge, ability and judgement of operators.
4. Examines test results and the qualifications of applicants.
5. Determines the schedule of fees to make the program self sustaining, with the approval of the Associations Board of Directors.

6. Receives fees and remits those fees to the Treasurer of the Association.
7. Administers training programs to help operators prepare for certification testing.

***Administrative Assistant***

1. Keeps and distributes minutes of meetings.
2. Receives applications and fees for certification, provides copies of applications to Board of Certification, and arranges for testing of applicants.
3. Notifies applicants of test results, obtains necessary signatures on certification certificates, and mails out certificates.
4. Maintains Board of Certification records, including an accurate listing of certified operators, correspondence files and such information as required by the State of Nevada.
5. Keeps track of expenses and fees. Submits fees and reimbursements for expenses to the Treasurer of the Association.

NEVADA WATER ENVIRONMENT ASSOCIATION, INC.

CONSTITUTION AND BYLAWS

CONSTITUTION

**1. NAME**

- 1.1 The name of this organization shall be the Nevada Water Environment Association, Inc., hereinafter designated as the Association.

**2. AFFILIATION**

- 2.1 The Association shall be a member of the Water Environment Federation, hereinafter designated as the Federation, and shall participate in the activities of that organization. It is the intent that the Constitution and Bylaws of this Association shall be in harmony with the Constitution and Bylaws of the Federation.

**3. OBJECTIVES**

- 3.1 Advance the fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 3.2 Advance the knowledge and technology in the design, construction, operation, and management of water quality control systems and facilities.
- 3.3 Increase the knowledge and understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encourage and promote action necessary to preserve and enhance them.
- 3.4 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and to other interested parties.
- 3.5 Publish and distribute information relating to the water quality control field.
- 3.6 Promote sound policy in matters relating to the water environment.
- 3.7 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 3.8 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.

- 3.9 Notwithstanding any other provision of the Constitution or Bylaws, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- 3.10 Strengthen and build alliances with organizations throughout the world incorporating members of all professions dedicated to preservation and enhancement of water quality and water resources.
- 3.11 Serve the international community of water environment professionals.

#### **4. MEMBERSHIP**

- 4.1 The membership of the Association shall consist of persons and groups interested in any of the objectives of the Association and having such qualifications as are prescribed in the Bylaws for the various grades of membership.
- 4.2 The term "Eligible Voting Member" as used in this Constitution shall include all persons having the rights and privileges of Active or Professional Wastewater Operations (PWO) Members as prescribed in the Bylaws.

#### **5. BOARD OF DIRECTORS**

- 5.1 The affairs of the Association shall be managed by a Board of Directors (hereinafter designated as the "Board") under such rules as the Board may determine, subject to the specific conditions of this Constitution and Bylaws. A majority of the Board shall constitute a quorum.
- 5.2 The Board shall consist of elected officers, a Director (or Directors), and the most recent past President.

#### **6. OFFICERS**

- 6.1 The officers of the Association shall be President, a Vice-President who shall serve as the President-Elect, a Director (or Directors) to serve on the Board of Directors of the Federation, PWO Representative, a Secretary, and a Treasurer.
- 6.2 All officers shall be Eligible Voting Members. The PWO Representative shall be a PWO member.

## **7. AMENDMENTS**

### **7.1 Initiation**

- 7.11 Amendments to this Constitution may be proposed by a majority of the Board or through it, on petition of five (5) Eligible Voting Members. All proposed amendments shall be submitted in writing to the Board.
- 7.12 The Secretary shall mail notices and complete text of a proposed amendment, on the instruction of the Board, to each Eligible Voting Member at least thirty days before it is to be voted upon.

### **7.2 Adoption**

- 7.21 Amendments to this Constitution may be made by a two-thirds affirmative vote of the Eligible Voting Members present and voting at an annual meeting, notice of the proposed amendment having been mailed by the Secretary to each eligible voting member no later than thirty days in advance of the meeting at which said amendment is to be voted upon.
- 7.22 A proposed amendment may be mailed by the Secretary to each Eligible Voting Member for the purpose of voting upon by letter ballot. The letter ballot shall be returned no later than thirty days following the mailing of the proposed amendment. A two-thirds affirmative vote of the letter ballots cast is required for adoption.
- 7.23 When amendments have been acted upon favorably by the Association membership, they shall take effect immediately.

## **8. DISPOSITION OF ASSETS UPON DISSOLUTION**

- 8.1 In the event of dissolution of the Association, the property and assets thereof, after providing for all obligations and liabilities of the Association, shall then be disposed of exclusively for the purposes of the Association in such manner, or to such organizations exempt from taxation under Section 501(c)(6) of the Internal Revenue Code of 1954, as shall be determined by the Board of Directors.
- 8.2 In the event of dissolution of the Association, the Water Environment Federation will be notified within 30 days of the date of dissolution.

## **9. FRANCHISE**

- 9.1 The exclusive service area of the Association shall consist of the state of Nevada.

NEVADA WATER ENVIRONMENT ASSOCIATION, INC.

BYLAWS

**1. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES**

1.1 *Membership Classes*

1.11 Active Member

1.12 Professional Wastewater Operations  
(PWO) Member

1.13 Corporate Member

1.14 Student Member

1.15 Life Member

1.16 Dual Member

1.17 Federation Member

1.18 Retired Member

1.2 *Active Member*

1.21 Qualifications

1.211 An Active Member shall be any person who is a Member of the Federation and is professionally engaged or interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

1.22 Rights and Privileges

1.221 Shall be an Eligible Voting Member of the Association.

1.222 Shall have all the rights and privileges granted by the Federation and Association including the rights to hold office and serve on committees.

1.223 Shall be entitled to receive publications of the Federation, as authorized by its Board of Directors, and publications of the Association, as authorized by its Board of Directors, for the Active membership class.

1.3 *Professional Wastewater Operations Member*

1.31 Shall be a person who is a Member of the Federation and is actively employed by the responsible operating entity on the facility site on a day-to-day basis in the operation and maintenance of wastewater collection facilities, wastewater treatment facilities, inspection of industrial waste facilities, or wastewater laboratories provided for such treatment facilities, or is an off-site private laboratory technician who routinely performs wastewater analyses, or retired therefrom.

1.32 Rights and Privileges

1.321 Shall be an Eligible Voting Member of the Association.

1.322 Shall have all the rights and privileges granted to the PWO-class of membership by the Federation and Association including the rights to hold office and serve on committees.

1.323 Shall be entitled to receive publications of the Federation, as authorized by its Board of Directors, and publications of the Association, as authorized by its Board of Directors, for the PWO membership class.

1.4 *Corporate Member*

1.41 Qualifications

1.411 May be an organization engaged in the design, construction, operation, or management of water environment systems.

1.412 May be a governmental agency.

1.413 May be an industrial organization.

1.414 May be any other corporate body or organization engaged in or interested in at least one of the stated objectives of the Federation and the Association.

1.42 Rights and Privileges

1.421 Shall be entitled to one representative who shall have all the rights and privileges of an Active Member. The representative may be changed at the discretion of the Corporate Member on written notice to the Secretary of the Association.

1.5 *Student Member*

1.51 Qualifications

1.511 Shall be a regularly enrolled college or university student who spends at least one-half time on academic course work or equivalent.

1.52 Rights and Privileges

1.521 Shall have all the rights and privileges of an Active Member except for voting and holding Association and Federation office.

1.522 May not retain this class of membership beyond the first anniversary date following termination of qualifications as a Student Member.

1.6 *Life Member*

1.61 Qualifications

1.611 A Life Member shall be a person who is an Active or PWO Member of the Association and who has been accepted for Federation Life Membership.

1.62 Rights and Privileges

1.621 A Life Member shall have all the rights and privileges of an Active Member, and shall pay no Association Dues.

1.7 *Federation Honorary Member, Federation Life Member, Corporate Member Representatives, and Associate Member Representatives.*

1.7.1 Qualifications

1.711 Federation Honorary Members, Federation Life Members, and representatives of Corporate Members and Associate Members (not Active Members of another Member Association) are eligible to apply for Active Membership if they reside in or if their place of business is in Nevada; if they are Active Members of another Member Association, and if they are non-residents and their place of business is outside of Nevada, they shall be eligible to apply for Dual Membership.

1.7.2 Rights and Privileges

1.721 A Federation Honorary Member, Federation Life Member, Corporate Member Representative, and Associate Member Representative accepted as an Active or Dual Member, shall have all the privileges of such membership class.

## 1.8 *Dual Member*

### 1.81 Qualifications

1.811 A Dual Member shall be a person whose residence or place of business is outside of Nevada and who is an Active Member in good standing of any other Member Association of the Federation.

### 1.82 Rights and Privileges

1.821 A Dual Member shall have all the rights and privileges of an Active Member except for voting and holding office.

## 1.9 *Retired Member*

### 1.91 Qualifications

1.911 A Retired Member shall be any person who is retired, a member of the Federation, and is interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

### 1.92 Rights and Privileges

1.921 A Retired Member shall have all the rights and privileges of an Active Member.

1.922 A Retired Member may not retain this class of membership beyond the first anniversary date following re-employment and/or professional affiliation within the water environment field.

## **2. DUES**

### 2.1 *Payment of Dues*

2.11 For each Active, PWO, Corporate, Dual, Retired and Student member, the annual dues shall be determined by the Board and shall include the current dues established by the Board of Directors of the Federation.

2.111 Annual dues shall be billed directly to Association members by the Federation Executive Director. Dues shall be payable within one month after a member's anniversary date.

2.112 Dues are payable for a twelve-month period beginning with the first date of membership which is defined as the anniversary date.

## 2.2 *Subscription Included in Dues*

2.21 All members certified to the Federation by the Association shall be entitled to such publications of the Federation as may be approved by its Board of Directors for the appropriate membership class. All members shall be entitled to the publications of the Association as may be approved by its Board for the appropriate membership class.

## 2.3 *Arrears*

2.31 Association Active, PWO, Corporate, Dual, Retired and Student Members whose dues shall not have been paid within one month after the anniversary date shall be given notice of such default by the Federation Executive Director. If the dues remain unpaid fifteen days after such notice, the member in default may be removed from the roll of the Federation by the Executive Director and from the roll of the Association.

2.32 Members who have been dropped from the roll may be reinstated without payment of Association back dues with the approval of the Board.

## **3. ADMISSION AND EXPULSION**

### 3.1 *Admission*

3.11 Applications for membership will be sent directly to the Water Environment Federation.

3.12 There shall be no admission fee.

### 3.2 *Expulsion*

3.21 Any member may be expelled from the Association for good and sufficient reason by a two-thirds vote of the Board.

3.22 Any officer may be removed from office for good and sufficient reason by a two-thirds vote taken at a duly constituted meeting of the Board.

## 4. OFFICERS

### 4.1 *Duties and Functions*

- 4.11 The President shall supervise the affairs of the Association and shall preside at all meetings during the year following the annual meeting at which he or she is elected. The President shall be the Chairperson of the Board and shall have the power to fill all vacant offices for the unexpired term by appointment from the Association membership. The President shall be an ex-officio member of all committees, other than the Nominating Committee, and appoint the members of all committees where membership is not otherwise specified in the Constitution & Bylaws. The President shall perform such other duties as may be assigned by the Board.
- 4.12 The Vice-President shall serve as the President-Elect and shall perform the duties of the President in the event that the President is unable for any reason to carry on the functions of the office or other duties assigned by the President or Board. The Vice-President shall be an ex-officio member of all committees other than the Nominating Committee.
- 4.13 The Federation Director or Directors shall represent the Association in the conduct of all business by the Board of Directors of the Federation.
- 4.14 The Secretary shall, serve as the Executive Officer of the Association, and operate under the general direction of the President and the Board; prepare the agenda for, and attend all meetings of, the Board, record, and distribute the proceedings of such meetings to the Board; maintain records of the Association, including a list of members of the Association; perform such other duties as may be assigned by the Board.
- 4.15 The PWO Representative shall represent the Association as a voting member on the Tri-State Conference Committee and shall coordinate the Association's Operations Challenge Competition.
- 4.16 The Treasurer shall, see that all moneys due to the Association and the Federation are collected carefully and without loss, and are transferred to the Federation, proper accounts and custody; see that all expenditures are properly entered in the records of the Association, and that the bills and vouchers for their payment are proper and in order; and sign or see to the signing of checks or drafts against funds of the Association, all according to procedures established or approved by the Board; forward to the Officers and each Board member at each Board Meeting, a financial summary of accrued income and expenses consistent with the annual financial statement; present at the Annual Meeting of the Association a balance sheet of the books as of June 30th of the previous year and as of the end of the month preceding the Annual Meeting, which books shall be made available for audit, annually or as otherwise specified by the Board; consult with the officers of the Association as to the custody and investment of funds and preparation of the annual budget.

4.17 In case the President cannot act, the President-Elect shall act. In case the President-Elect cannot act, the Secretary shall act. In case the Secretary cannot act, a living past-President who is a member of the Association shall do so. The Board shall elect one of its members to act if a past-President cannot do so.

#### 4.2 *Terms of Office*

4.21 The terms of office of the President, Vice-President, Secretary, PWO Representative and Treasurer shall be for approximately one year, which term shall start immediately following the close of the Association annual meeting, at which the election of officers is conducted, and continue until their successors qualify. Officers who serve full terms shall not be eligible to succeed themselves in consecutive terms, excepting the offices of Treasurer and PWO Representative.

4.22 The term of the Federation Director or Directors shall normally be three (3) years as determined by the annual meetings of the Federation. The Director or Directors shall not be eligible to succeed themselves in consecutive terms without approval of the Board of Directors.

#### 4.3 *Nomination and Election of Officers*

4.31 Prior to the annual meeting, the President shall appoint a Nominating Committee, the composition of which is defined in Section 5.11. The Nominating Committee shall notify the NWEA membership and solicit nominations for up-coming vacant officer positions at least 120 days before the annual meeting. Prior to the annual meeting of the Association, the Committee, through its Chairperson, shall report to the President and the Secretary its recommendation of one or more candidates for each elective office about to become vacant. The Secretary shall transmit the report of the Nominating Committee to the Association membership. Following the report of the Nominating Committee to the membership, the President shall call for any additional nominations from the floor at the time of the annual meeting. All nominees shall have signified their willingness to serve. If more than one name is placed in nomination for any office, voting shall be by ballot.

4.32 The nomination and election of the Federation Director or Directors shall be held at the annual meeting prior to the expiration of the current Director's term.

4.33 The Eligible Voting Members of the Association shall elect each officer at the annual meeting by a majority vote. If more than one name is placed in nomination for office, voting shall be by ballot, and the nominee receiving a majority of the votes cast shall be declared elected. Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be re-submitted immediately for another vote.

## 5. COMMITTEES

### 5.1 *Nominating Committee*

5.11 At least 150 days prior to the annual meeting, the President shall appoint a Nominating Committee consisting of at least three Eligible **Voting** Members of the Association. The Nominating Committee shall carry out the functions described in Section 4.31. To ensure that the Nominating Committee shall have representatives with statewide knowledge of the membership, the three Eligible Voting Members shall include at least one member designated by the Nevada Division of Environmental Protection, and at least two Past-Presidents of the Association. All members of the Nominating Committee shall have indicated their willingness to serve. The President shall designate the Chairperson and Vice-Chairperson of the Committee.

### 5.2 *Other Committees*

5.21 In addition to the Nominating Committee provided for in Section 5.11 of the Bylaws, the President is empowered to appoint such additional committees as may be required to advance the best interests of the Association and to enable it to fulfill its objectives.

## 6. AMENDMENTS

### 6.1 *Initiation*

6.11 Amendments to these Bylaws may be proposed by a majority of the Board or through it, on petition of five (5) Eligible Voting Members. All proposed amendments shall be submitted in writing to the Board.

6.12 The Secretary shall mail notices and complete text of a proposed amendment, upon instruction of the Board to each Eligible Voting Member at least thirty (30) days before it is to be voted upon.

### 6.2 *Adoption*

6.21 Amendments to these Bylaws may be made by a two-thirds majority affirmative vote of the Eligible Voting Members present and voting at an Annual Conference, notice of the proposed amendments having been mailed by the Secretary to each eligible voting member not later than thirty (30) days in advance of the meeting at which said amendment is to be voted upon.

6.22 A proposed amendment may be mailed by the Secretary to each Eligible Voting Member for the purpose of voting upon by letter ballot. The letter ballot shall be returned not later than thirty (30) days following the mailing of the proposed amendment. A two-thirds majority vote of the letter ballot cast is required for adoption.

- 6.23 When amendments have been acted upon favorably by the Association membership, they shall take effect immediately.

## **7. CERTIFICATION BOARD**

### *7.1 Creation*

- 7.11 The Association shall establish a Board for the certification of treatment plant operators and technicians, called the Board of Certification.

### *7.2 Purpose*

- 7.21 The purpose of the Board of Certification shall be to implement the wastewater treatment plant operator certification program as required by NRS 445.201.

### *7.3 Board of Certification*

- 7.31 The President shall appoint a Board of Certification, composed of seven (7) persons who are interested and involved with wastewater treatment and who are interested in the advancement of treatment plant operation as follows:

One (1) member who has at least three (3) years of experience as an operator of treatment works; one (1) member who is an operator of treatment works certified at the highest level; one (1) member who represents the Nevada Division of Environmental Protection; two (2) members who represent the owner(s) of a Publicly Owned Treatment Works; one (1) member who represents a community served by a wastewater treatment system with a capacity of 5 million gallons per day or less; and one (1) at-large member. The at-large member shall be any member in good standing of NWEA.

Excluding the NDEP member, exactly three (3) members shall be employed within Clark County.

Each member of the Board shall be appointed for a three (3) year term. The President shall make appointments to the Board of Certification so that the terms of the members are staggered to retain at least four (4) members from the previous year's Board. Appointee's terms shall commence January 1 of the year appointed and continue for three (3) succeeding years. Vacancies shall be filled by appointment by the President for unexpired terms. One hundred and twenty (120) days prior to expiration of a Certification Board Member's term, the Board of Directors will publish a call for nominations. The advertisement shall clearly state the required qualification of the candidates. Ninety (90) days prior to the expiration of a membership term the Board of Certification and members of NWEA may provide nominations to the NWEA Board of Directors for appointment to the Board of Certification. The Board of Directors will vote to approve the nominations. The President will make the final decision in the event of a tie vote.

- 7.32 Members of the first Board of Certification, at the call of the President shall organize and elect from their number a chairperson and vice chairperson. Thereafter, annually, when new members are appointed to the Board of Certification, a chairperson and vice chairperson shall be elected at the next Board Meeting. Additional meetings may be called by the chairperson as may be reasonably necessary to carry out the provisions of the article. Five (5) members shall constitute a quorum.
- 7.33 The members of the Board of Certification shall serve without compensation except for their actual and necessary expenses incurred while discharging their official duties. The chairperson shall certify to the Treasurer of the Nevada Water Environment Association (NWEA) the disbursement of funds.
- 7.34 In carrying out its responsibilities, the Board of Certification shall:
1. Advance the certification program
  2. Appoint or elect an Administrator and a Vice-Administrator of the certification program.
  3. Administer written examinations to be used in determining knowledge, ability, and judgment of the operators.
  4. Examine the qualifications of applicants.
  5. Collect and remit to the Treasurer of the Association, fees to offset necessary expenses. The fee schedule may be established and revised by the Board of Certification to make the program self-sustaining provided the schedule of fees is acceptable to the NWEA Board of Directors.
  6. Administer a certification renewal program.
  7. Maintain records of operator qualifications, certification, and a register of certified operators.
  8. Promote regular training schools and programs.
  9. Establish an operational budget to be included and approved with the Association budget at the annual NWEA meeting.

## **8.0 CONFLICTS IN CONSTITUTION AND BYLAWS**

- 8.1 An amendment, Bylaw, article or wording, which is in conflict with the Constitutions of the Association or Federation shall be considered null and void.