

CONSTITUTION
North Texas Section - WEAT

1. NAME

The name of this organization shall be the North Texas Section of the Water Environment Association of Texas and hereafter designated as the Section. The Water Environment Association of Texas shall be hereafter designated as WEAT. WEAT is a Member Association of the Water Environment Federation, hereafter designated as the Federation. WEAT is a recognized tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code (I.R.S. Determination). The Tax Identification Number is 74-1969689.

2. OBJECTIVES

The objectives of the Section are as follows and are in harmony with the objectives of WEAT and the Federation:

- 2.1. Advance ~~The advancement of the~~ fundamental ~~and practical~~ knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with aesthetic, economic, and biological needs of the earth's inhabitants; ~~concerning the nature, collection, treatment, reclamation; and environmental dispersion of processed domestic and industrial wastes;~~
- 2.2. The ~~a~~ advancement ~~theof~~ knowledge ~~and technology~~ in the ~~evaluation,~~ design, construction, operation and management of water quality control systems, resource recovery facilities, and reuse systems. ~~collection, treatment, and reclamation systems;~~
- 2.3. Increase the knowledge and understanding of the earth's water environment ~~The study, and encourage and promote action necessary for its enhancement~~ ~~promotion and encouragement of improved quality of our natural resources;~~
- 2.4. Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and other interested parties;
- 2.5. Promote sound legislative and governmental policy matters relating to the water environment;
- 2.6. Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment;

Commented [RA1]: Updated Objectives to reflect the current objectives of WEF and WEAT

- ~~2.7. The strengthening of WEAT~~ Strengthen and build alliances with organizations throughout the work incorporating members of all professions dedicated to the preservation and enhancement of water quality and water resources;
- ~~2.5. To foster good public education;~~
- ~~2.6. The improvement of the professional status of personnel engaged in the evaluation, design, management, and operation of water quality improvement systems;~~
- ~~2.8.7. The stimulation of interest in, and the awareness of the conservation of our natural water resources~~ Stimulate public awareness of the relationship of water resources to the general public welfare, and the need for pollution prevention, resource recovery, preservation conservation and reuse of water resources; and
- ~~2.9. Serve the international community of water environment professionals.~~
- ~~2.8. The encouragement of sound legislation relating to the water environment field.~~

3. MEMBERSHIP

- 3.1. The membership categories of the Section shall consist of all categories of membership designated by the Federation and other categories of membership established by WEAT. Active Members, Life Members, Dual Members, and Student Members, Corporate Members, Utility Members and Professional Wastewater Operator (PWO) members all of whom must be members of WEAT.
- 3.2. Members of WEAT must also be members of the Federation in the appropriate category, or WEAT only members. WEAT-only members, also known as Affiliate Members, shall not have privileges and rights in the Federation but shall have such privileges as defined by WEAT.
- 3.3. All members who pay dues to both WEAT and the Federation may display membership certificates in both.
- ~~3.2.4.~~ The membership categories~~classes~~ are defined in the Bylaws.
- ~~3.5.3.~~ The membership of the Section shall reside in the counties of the State of Texas listed below: Montague, Wise, Parker, Hood, Somervell, Cooke, Denton, Tarrant, Johnson, Grayson, Collin, Dallas, Ellis, Fannin, Hunt, Rockwall, Kaufman.

4. EXECUTIVE COMMITTEE

4.1. FUNCTION

Commented [RA2]: Updated to reflect membership requirements of WEF and inclusion of the WEAT only membership category.

- 4.1.1. The affairs of the Section shall be managed by the Executive Committee subject to the specific conditions of this Constitution and Bylaws and consistent with those of WEAT.
- 4.1.2. The North Texas Section is a part of WEAT and subject to the action and recommendations of WEAT acting through its President and on advice of the Executive Board.
- 4.1.3. The Constitution and its Bylaws may be revoked by WEAT.
- 4.1.4. The Chairman of each committee of WEAT shall be an Ex-Officio member of the Companion Committee in the North Texas Section.
- 4.1.5. The President of WEAT shall be an Ex-Officio member of the North Texas Section Executive Committee.

4.2. MEMBERSHIP

4.2.1. The officers of the Executive Committee shall be in good standing with WEAT and/or the Federation at the time of their election or appointment and during their term of office. Any officer or member of the Section's Executive Committee may be removed from office and from the Section's Executive Committee for just cause by a three-fourths majority vote of a quorum of the Executive Committee acting in closed session. A vacancy thus created may be filled by a majority vote of the Executive Committee.

Commented [RA3]: Added section to align with WEAT Board eligibility requirements

4.2.2. The Executive Committee shall consist of the:

- President of the Section
- President-Elect of the Section
- Vice-President of the Section
- Secretary of the Section
- WEAT Section Representative
- Immediate Past President of the Section
- Immediate past WEAT Section Representative
- Treasurer of the Section

- President of WEAT shall be ex-officio member

Commented [RA4]: Added to align with WEAT Bylaws

- The Deputy-Treasurer is a non-voting member of the Section

Commented [RA5]: Added Deputy Treasurer per the request of the NTS Executive Committee

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4.3. PRESIDING OFFICER

- 4.3.1. The President of the Section shall be Presiding Officer of the Executive Committee.

4.4. MEETINGS

- 4.4.1. An annual meeting of the Executive Committee shall be held after the May and before the September meeting of the Section, on such day or days as may be decided by the Executive Committee. Other meetings of the Executive Committee may be held as provided by the Bylaws.

4.5. QUORUM

- 4.5.1. A quorum of the Executive Committee shall consist of a simple majority of its members and proxies. At least two of the following officers must be present to constitute a quorum: President, President-Elect, Vice-President, or Secretary.

4.6. PROXIES

- 4.6.1. Any member of the Executive Committee, may designate a proxy to act for him if he/she is unable to attend the Executive Committee meeting in person. Such proxies shall be designated in writing or electronic communication by the absent Executive Committee member and must be given to either the President, President-Elect, Vice-President, or Secretary. All such proxies shall be counted in determining a quorum.

5. OFFICERS

- 5.1. The Section officers shall be as follows:

- President, who shall provide general supervision of the affairs of the Section and shall perform such duties as prescribed by the Bylaws;
- President-Elect, who shall assist the President in performance of his/her duties and shall act in his/her stead in his/her absence or as otherwise required, and coordinate the technical committees;

- Vice-President, who shall assist the President and the President-elect in the performance of their duties and shall act in their stead in the absence or as otherwise required and chair the program committee;
- Secretary who shall be the Recording Officer of the Section;
- Treasurer, who shall be the Financial Officer of the Section;
- Section Representative, who shall represent the Section on the Executive Board of WEAT.

~~The Deputy Treasurer, who shall assist the Treasurer but a non-voting member.~~

Commented [RA6]: Added Deputy Treasurer as a non-voting officer per NTS EC request

5.2. TERMS OF OFFICE

5.2.1. The terms of office for the President, President-Elect, and Vice-President shall be one year. The terms of office for the Secretary, ~~and~~ Treasurer, ~~and~~ Deputy-Treasurer shall be 2 years, staggered terms. The term of office for WEAT Section Representative shall be two years. The terms shall begin at the close of the May Section meeting following their election or ~~appointment, and~~ appointment and shall continue until successors qualify.

5.2.2. The President-elect will be nominated to automatically advance to President, ~~the Vice President will advance to President-Elect, and the Deputy-Treasurer will advance to Treasurer with approval of the Executive Committee.~~

Commented [RA7]: Added Deputy Treasurer per NTS EC request

5.2.3. In the case of a vacancy in the office of President, or in the absence of the President, the President-elect shall act in his/her place for the unexpired term or absence. In case the President-elect cannot act, the Vice-President shall do so. If he/she cannot act, the latest living past president shall do so. If he/she cannot act, the Executive Committee shall elect one of its members to do so.

5.2.4. In case of a vacancy in the office of Vice-President, Secretary, or Section Representative, the Executive Committee shall elect one of its members to fill the vacant position for the remainder of the term. Each office shall be eligible for reelection to the same office until at least one full term shall have elapsed after the end of his/her term but shall not exceed 30 months for a 2-year term office or 18 months for a 1-year term office.

5.2.5. In case of a vacancy in the office of the Treasurer, or in the temporary absence of the Treasurer, the Deputy-Treasurer shall act in his/her place for the unexpired term (in the case of a vacancy) or in his/her absence (in the case of temporary absence). If he/she cannot act the Executive Committee shall elect one of its existing members to do so.

Commented [RA8]: Modified to clarify requirements for officer vacancies

5.2.6. The President shall be ineligible for reelection. Neither the President-elect, Vice-President, nor WEAT Section Representative shall be eligible for reelection to the same office until at least one full term shall have elapsed after the end of his/her term. The prohibition shall not apply to a person acting as President under provisions 5.2.3 or acting as one of the offices under provisions 5.2.4.

5.3. NOMINATION AND ELECTION OF OFFICERS

5.3.1. Nominations for President, President-elect, Vice-President, Secretary, ~~and Deputy~~-Treasurer, and WEAT Section Representative for the following year shall be received and considered by the Nominating Committee.

Commented [RA9]: Revised to list Deputy-Treasurer. Deputy Treasurer will be nominated and assume Treasurer role after term.

5.3.2. The Committee, through its Chairman shall report its selection for each office to the Executive Committee before April 1 of each year. All nominees shall be persons having the rights and privileges of Members under the Bylaws and shall signify a willingness to serve.

5.3.3.2 The President shall have the report of the Nominating Committee read at the May meeting and it shall be his/her duty to ascertain from the floor if any other names are desired to be placed in nomination after which a secret ballot may be taken as determined appropriate by the presiding officer of the Section of the members present. The nominee receiving a majority of all votes shall be declared elected.

5.4. FINANCIAL LIABILITY

~~5.4.1.~~ Officers, of the Section shall not be held jointly or severally responsible for the debts of the Section.

5.5. ENDOWED SCHOLARSHIP FUNDS

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5.5.1. The Section shall maintain endowed scholarship funds. The initial endowment principal of \$20,000 and any subsequent enrichments to that principal shall be maintained in each fund.

5.5.2. The scholarship fund shall be ~~managed~~managed, and scholarships awarded in accordance with the Bylaws of the Section.

6. AMENDMENTS

6.1. INITIATION

6.1.1. Amendments to this Constitution and its Bylaws may be proposed by the Executive Committee through its Constitution and Bylaws Committee, by a majority of the Executive Committee, or by a written petition signed by at least 10 percent of the members of the Section and submitted to the Secretary.

6.1.2. Proposed amendments shall then be considered by the Constitution and Bylaws Committee and changes made if considered appropriate. The changed version, if acceptable to the original proposer, or the original version if changes are not acceptable, shall then be submitted to the Section at its next meeting provided such proposal has been submitted to the membership 30 days in advance of the meeting date at which Amendments will be voted upon.

6.1.3. Proposed amendments shall be submitted to WEAT for ~~approval-concurrence~~ by the WEAT ~~NTS Constitution and~~ Bylaws Committee prior to the presentation to the Section for Adoption.

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6.2. ADOPTION

6.2.1. Amendments to this Constitution and its Bylaws may be made by two thirds affirmative vote of the members present and voting at the meeting.

6.2.2. The Secretary shall advise the Constitution and Bylaws Committee as to action taken on proposed amendments voted upon.

6.2.3. When amendments to the Constitution and Bylaws have been approved by the Section, they shall take effect immediately and the revised constitution shall be distributed to all interested members current in Section dues.

END OF CONSTITUTION

BYLAWS

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1. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

1.1. MEMBERSHIP CLASSES

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- Individual Member

- Group Member

Active Member

— Federation/Association Life Member

— Association Honorary Member

— Dual Member

— Student Member

— Corporate Member

— Utility Member

— Professional Wastewater Operator Member

1.2. MEMBERSHIP CATEGORIES, QUALIFICATIONS, AND PRIVILEGES

1.2.1. The membership of the Section shall be members in good standing with WEAT.

1.2.2. An ~~Active-Individual~~ Member shall be any ~~individual person~~ interested in the advancement of knowledge relating to the objectives of the Federation and WEAT. Individual memberships include WEAT only membership and all current Federation individual member categories such as Professional Membership, Professional Wastewater Operations Membership, Academic Membership, Young Professionals Membership and Student Membership. The Federation membership categories shall be maintained and updated by WEF.

Individual Members shall have all the rights and privileges granted by the Federation and WEAT, including the right to vote be an eligible voting member of WEAT; shall have all the rights and privileges granted by the Federation and WEAT including the rights to and hold offices and serve on committees as provided for in the Federation and WEAT Constitution and Bylaws. Individual Members and shall be entitled to receive publications of the Federation as authorized by its Board of Control, and publications of WEAT as authorized by its Executive Board for the active membership class.

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~~1.2.2. A Federation/Association Life Member shall be a person who has been granted such a class of membership by the Federation or WEAT and shall have all the rights and privileges of Active Members. They shall pay no Section fees and shall receive without cost all Section publications distributed to its members.~~

~~1.2.3. An Association Honorary Member shall be a person, not necessarily a member of WEAT, who has made an outstanding contribution to WEAT over an extended period of time. Association Honorary members shall be nominated and approved in accordance with WEAT Bylaws and shall have the rights and privileges as described therein.~~

~~1.2.4. A Dual Member shall be a person who is both a member of another water resources association or Section or is a direct member of the Federation, and is a member of WEAT current in Section dues, if appropriate.~~

~~1.2.5. A Student Member shall be a person who is regularly enrolled in a college or university at least half time who is interested in the advancement of knowledge relating to the objectives of the Section and who is a member of the Section.~~

1.2.36. A Corporate Group Member shall be any group or organization interested in the advancement of knowledge relating to the objectives of the Federation and WEAT. Group memberships include all current Federation group member categories such as Corporate Memberships. The Federation membership categories shall be maintained and updated by the Federation.

Group Members shall have the rights and privileges granted by the Federation and WEAT, including the right of its authorized representative to vote, as provided for in the Federation and WEAT Constitution and Bylaws.

~~1.2.6. A Utility Member shall be any publicly owned entity engaged in the design, construction, operation or management of water quality systems. A Utility Member shall be entitled to one representative who shall have the rights and privileges of an Active Member. The representative may be changed at the discretion of the Utility and upon notice to WEAT.~~

~~1.2.7. A Utility Member shall be any publicly owned entity engaged in the design, construction, operation or management of water quality systems. A Utility Member shall be entitled to one representative who shall have the rights and privileges of an Active Member. The representative may be changed at the discretion of the Utility and upon notice to WEAT.~~

1.2.8. A Professional Wastewater Operator Member shall be a person 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, or wastewater laboratories provided for such treatment facilities; shall be an eligible voting member of WEAT; shall have all the rights and privileges granted to the PWOD class of membership by the Federation and WEAT, including the rights to hold office and serve on committees; shall be entitled to receive publications of the Federation as authorized by its Board of Control, and publications of WEAT as authorized by its Executive Board for the PWOD membership class.

2. DUES

2.1. PAYMENT OF DUES

- 2.1.1. For each ~~Active, Dual, Student, Corporate, Utility and PWO~~ Professional, Corporate, Academic or Global member of the Federation, the annual dues shall be determined by the Federation Board of Trustees and shall include the current dues for each class of membership as established by the Board of Control of the Federation. ~~may be recommended by the Executive Committee and approved by the Section at its annual May meeting.~~
- 2.1.2. Members in other classes of membership established by WEAT as provided in the WEAT Bylaws shall pay dues as established by the WEAT Board. These dues shall be billed and received by WEAT.
- 2.1.3. If dues are approved, the Treasurer shall make appropriate arrangements for collection.

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2.2. SUBSCRIPTION INCLUDED IN DUES

- 2.2.1. All Section members ~~certified to current in Section~~ the Federation by WEAT shall be entitled to such dues shall publications of the Federation as may be approved by its Board of Control for the appropriate membership class.
- 2.2.2. All Section members shall be entitled to the publications of WEAT as may be approved by the WEAT Board for the appropriate membership class.
- 2.2.3. All Section members shall be entitled to publications of the ~~receive a~~ North Texas as may be approved by the Executive Committee for the appropriate membership class. ~~Section Newsletter, as well as other publications approved by the Executive Committee.~~

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2.3. ARREARS

- 2.3.1. Members of the Federation whose dues shall not have been paid with one month after the anniversary date or annual renewal date will be given notice of such default by the Federation. If the dues remain unpaid 15 days after such notice, the members in default may be removed from the roll of the Federation by the Executive Director and from the roll of WEAT.
- 2.3.2. Affiliate Members (WEAT Only Members) whose dues have not been paid within one month after the anniversary date or annual renewal date will be given notice of such default by the WEAT staff. If the dues remain unpaid 15 days after

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such notice, the members in default may be removed from the roll of WEAT by the staff.

2.3.3. Members who have been dropped from the roll may be reinstated without payment of WEAT back dues.

~~Any amount paid by the Executive Committee to the Scholarship Committee shall be for the~~

3. ENDOWED SCHOLARSHIP PROGRAMS

3.1. SCHOLARSHIP NAMES AND PURPOSES

- 3.1.1. The scholarship programs shall be known as the WEAT-NTS Scholarship Fund and the Daryl Hall Scholarship Fund.
- 3.1.2. The purpose of the scholarship programs is to provide an education funding element consistent with the objectives of the Section, as outlined in the Constitution.
- 3.1.3. The amount of the scholarship awards shall be a maximum of 80% of the money earned from the fund in any particular year plus 80% of the funds raised to support the fund during that year. The remaining 20% in each condition shall be dedicated to building the principle of the dedicated scholarship funds as of December 31st of each year. The Executive Committee may also choose to supplement annual scholarship funds from the endowment with annual operating funds upon recommendation of the Scholarship Committee.

3.2. SCHOLARSHIPS AWARDS

- 3.2.1. WEAT-NTS Scholarship awards for two-year and four-year colleges and universities shall be paid to recipients in two installments, 50% of total awarded for the fall semester and 50% for the spring semester and will be for one year. Scholarship recipients must re-apply each year for consideration provided the recipient:
 - Provides copies of fall semester transcript in order to receive payment for the spring semester.

- Provides ~~one page~~ one-page typewritten summary of their fall semester experiences and goals for the spring semester.
- Maintains at least a 3.0 grade point average on a 4.0 scale.
- Is considered a ~~full-time~~ full-time student, generally 12 hours; or a part-time student, generally 6 hours.
- Maintains a course of study acceptable to the committee.

Commented [RA15]: Updated per Scholarship committee request

Commented [RA16]: Updated per Scholarship committee request

The Scholarship amount for each semester will be a minimum of \$500 per semester for full-time students and a minimum of \$250 per semester for part-time students.

3.2.2.2. Scholarship awards for technical educational programs associated with the Daryl Hall Scholarship shall be for one fall and one spring semester, with the spring semester renewal dependent on the applicant doing the following:

- Requests continuation. Format for continuation requests and their approval shall be provided by the Scholarship Committee.
- Provides copies of previous semester transcript in order to receive payment for the following semester.
- Provides ~~one page~~ one-page typewritten summary of their current semester experiences and goals for the following semester.
- Maintains at least a 3.0 grade point average on a 4.0 scale.
- Maintains a course of study acceptable to the committee.

Commented [RA17]: Updated per Scholarship committee request

The Scholarship amount for each technical program recipient will be a minimum of \$500 for a two-year college and a maximum of \$500 per technical course.

3.3. SCHOLARSHIP INVESTMENTS

- 3.3.1. The principal of each endowed fund shall be defined as the initial endowment plus any enrichments to the principal approved by the Executive Committee, plus a minimum of 20 percent of the return earned as defined above.
- 3.3.2. The scholarship principal endowments for each fund shall be invested in one or more investment mutual funds. One mutual fund shall be a money market account. At the discretion of Executive Committee, portions of the endowments may be invested in growth or value focused mutual funds.

3.3.3. The status of the investment portfolios for each scholarship fund shall be reviewed every six (6) months, in June and December, by the Scholarship Committee and reports on scholarship fund status and performance shall be given to the Executive Committee and Treasurer. The suggested investment ratio for the mutual funds shall be reviewed by the Scholarship Committee on a yearly basis and submitted to the Executive Committee for approval. Documentation of the approved investment ratio for each scholarship fund shall be provided to the Treasurer upon approval by the Executive Committee. The Treasurer shall make any mutual fund adjustments as required by the Executive Committee once approval is received.

3.4. SCHOLARSHIP CRITERIA

3.4.1. The Scholarship Committee shall establish appropriate criteria for the WEAT NTS Scholarship Fund and the Daryl Hall Scholarship Fund. Criteria and the proposed Scholarship application forms shall be approved by the Executive Committee on a yearly basis.

3.4.2. The following criteria shall be used as a guideline in the selection of scholarship recipients for the WEAT NTS Scholarship.

- WEAT Membership: Preference shall be given to those students who are members of WEAT-NTS or children/dependents of WEAT- NTS members.
- School: Preference shall be given to students attending a 4-year college or university with accredited degree programs in the field of study, but students attending a junior college will also be considered.
- Degree Program: Preference shall be given to those students in the following type of degree programs with intentions of entering the environmental field: Biology, Chemistry, Engineering, Environmental Sciences, Computer Science, Management and Public Administration. However other degree programs are not excluded from consideration.
- Scholastic Record: Preference shall be given to, A) Those students that maintain a high grade point average and B) Those students that have a high SAT/ACT scores.
- Special Accomplishments / Achievements: Preference may be given to those students who have demonstrated special accomplishments or achievements.
- Community Service: Preference may be given to those students who have demonstrated active participation in community service activities.
- Extra Curricula Activities: Preference may be given to those students who have shown leadership abilities in extra curricula activities.

- Need: Preference may be given on the basis of need.

3.4.3. The following criteria shall be used as a guideline in the selection of scholarship recipients for the Daryl Hall Scholarship. The goal of this scholarship is to provide opportunities for continuing education to the working men and women involved in operations, maintenance, collections, and/or laboratory work for North Texas utilities, and their children.

- The scholarship shall provide for financial assistance for those qualified recipients who are registered in a 2-year college or technical college as defined in Sections 3.2.1 and 3.2.2.
- Recipient must be employed by a water or wastewater operating entity, or be a PWO or Utility member of WEAT located within the Section geographical boundaries, or spouse/child of said employee.
- Recipient must be an employee in good standing with his/her employer and must provide written confirmation of employment to be eligible for consideration.
- Preference shall be given to those recipients pursuing a 2-year college degree program.
- Preference shall be given to degree programs or technical courses in fields directly relative to water and wastewater treatment.
- Scholastic Record: Preference shall be given to Those recipients that maintain a high grade point average.
- Special Accomplishments / Achievements: Preference may be given to those recipients who have demonstrated special accomplishments or achievements.
- Community Service: Preference may be given to those recipients who have demonstrated active participation in community service activities.
- Extra Curricula Activities: Preference may be given to those recipients who have shown leadership abilities in extra curricula activities.
- Need: Preference may be given on the basis of need.

4. DUTIES OF OFFICERS

4.1. PRESIDENT

- 4.1.1. The President shall have the general supervision of the affairs of the Section, including:

- Preside at all conferences of the Section and meetings of the Executive Committee.
- Be an ex-officio member of all committees except the Nominating Committee, as he/she desires, and appoint Chairman of all committees except as otherwise stated in the Bylaws subject to approval by the Executive Committee.

- Perform such other duties as may be assigned ~~him~~ by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA18]: Updated to reference SOPs developed by EC.

4.2. PRESIDENT-ELECT

4.2.1. The President-elect shall assist the President in the performance of his/her duties, including:

- Preside at conferences and meetings in the absence of the President.
- Act for the President in his/her stead when required.
- Be an ex-officio member of all committees, other than the Nominating Committee, as he/she desires.
- ~~Be Act as~~ Chairman of the Audit Committee.

- Perform such other duties as assigned by the Executive Committee ~~may assign to him~~ through the Section's Standard Operating Procedures (SOPs).

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4.3. VICE PRESIDENT

4.3.1. The Vice-President shall assist the President and the President-elect in the performance of their duties, including:

- Preside at conferences and meetings in the absence of the President and President-elect.
- Act as President or President-elect in his/her stead when required.
- Act as Program Committee Chairman.

- Be member of the Finance Committee.

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- Perform such other duties as may be assigned by the Executive Committee ~~may assign to him~~ through the Section's Standard Operating Procedures (SOPs).

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4.4. SECRETARY

4.4.1. The Secretary shall operate under the direction of the President and the Executive Committee, including;

- Prepare announcements for Executive Committee meetings and notify the Committee Members and Committee Chair positions of the time, date and location of the meeting. Request submittal of Committee reports prior to the meeting and coordinate meeting dates and needs with the President.
- Prepare the agenda for, attend all meetings of, and record and distribute the proceedings of such meetings of the Executive Committee and Section.
- Attend all meetings of the Section and with the assistance of such other persons and committees as are required making all necessary preparations for the holding of such meetings.

- Be member of the Finance Committee.

- Be a member of the Constitution and Bylaws Committee.

- Perform such other duties as may be assigned by the Executive Committee may assign to him through the Section's Standard Operating Procedures (SOPs).

- Register and act as the Section's Registered Agent as defined by the Office of the Secretary of State. The change to the Registered Agent shall be initiated at the onset of the Secretary's term.

Commented [RA22]: Added to reflect Secretary committee membership

Commented [RA23]: Updated to reference SOPs developed by EC.

4.5. TREASURER

4.5.1. The Treasurer shall have charge of the funds of the Section and custody of its investments, if any;

- Pay bills of the Section; shall prepare a financial statement for the fiscal year, showing receipts and expenditures, investments, other assets and liabilities of the Section and provide a copy for each member of the Executive Committee

- Prepare an annual budget with the assistance of the Finance Committee and Audit Committee and present it to the Executive Committee at the annual meeting. Submit annual report to WEAT Board on finances and activities in format prescribed by the WEAT Board.

- Attend all meetings of the Section and Executive Committee and assist the Secretary, as required, in the recording of the proceedings;

- Be member of the Finance Committee.

- Be member of Scholarship Committee.

Commented [RA24]: Updated to align with WEAT Bylaws

Commented [RA25]: Added to reflect Treasurer committee memberships

- Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).
- Monitor annually the Section's non-profit status with the State of Texas and verify good standing with the State.

Commented [RA26]: Updated to reference SOPs developed by EC.

4.6. SECTION REPRESENTATIVE

4.6.1. The Section Representative shall represent the Section on the Executive Board of WEAT at its annual meetings, including:

- Attend all Executive Board meetings of WEAT and keep WEAT Board informed as to the activities of the Section. The Section Representative may submit a request for reimbursement of expenses for review by the Executive Committee and approval prior to the event.
- Prepare a written report of the Executive Board meeting and make it available to the Section membership through the Section Secretary.
- Keep a file of his/her activities while serving as section Representative and pass this file on to the Section Representative who succeeds him.
- Attend all meetings of the Section and Executive Committee.
- Be a member of the Constitution and Bylaws Committee.
- Be a member of Public Education Committee or designate Committee Chairperson.

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- Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs) may assign to him.

Commented [RA28]: Updated to reference SOPs developed by EC.

- Review WEAT member list quarterly to identify new WEAT members that need to be added to the NTS email distribution list. Provide Electronic Communication Chair with updates on new WEAT members to be added to the NTS email distribution list.

Commented [RA29]: Updated per EC request

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4.7. DEPUTY TREASURER

4.7.1. The Deputy Treasurer shall operate under the direction of the President and the Executive Committee, including:

- Assist Treasurer in preparation of financial reports for Executive Committee meetings.
- Assist Treasurer in preparation of financial reports for Dinner Meetings.
- Assist Treasurer with WEAT event registration and sponsorship.

- Perform other such duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

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5. DUTIES OF THE EXECUTIVE COMMITTEE

5.1. THE EXECUTIVE COMMITTEE

- 5.1.1. The Executive Committee shall be the legal representative of the Section and shall manage its affairs subject to the conditions and limitations prescribed by the Constitution and Bylaws of WEAT.
- 5.1.2. The Executive Committee shall
 - Fill all appointive offices.
 - Authorize, combine, dissolve, and specify duties of all Ad Hoc committees.
 - Receive all committee reports and take appropriate action on recommendations made in these reports where required.
 - Direct the investment and care of funds of the Section
 - Make funds available for regular operation of the Section and for specific purposes. No financial commitments shall be incurred that are beyond funds available and those anticipated during the operating year of September to May.
- 5.1.3. Members of the Executive Committee shall attend regular Section and Executive Committee meetings.

6. MEETINGS

6.1. SECTION MEETINGS

- 6.1.1. The meetings of the Section shall be held at a time and place selected by the Executive Committee.
- 6.1.2. Each member attending the meeting and each guest shall pay a registration fee of such an amount as may be determined by the Executive Committee.

6.2. EXECUTIVE COMMITTEE MEETINGS

- 6.2.1. The Executive Committee shall hold a minimum of two meetings after election to office:

- One immediately following the May meeting at which the incoming Executive Committee will receive reports and recommendations from the outgoing Executive Committee.
 - One prior to the September meeting at which the future meeting plans and Section budget will be prepared.
- 6.2.2. Other Executive Committee meetings shall be held at the call of the President, by majority agreement of the Executive Committee, or upon petition addressed to the Secretary and signed by 50 percent of the Executive Committee.
- 6.2.3. Notice of all Executive Committee meetings should be furnished to members by the Secretary at least fifteen days in advance of such meetings.

6.3. RULES

- 6.3.1. All Section meetings and Executive 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 of the Executive Committee. No Executive Committee member shall have more than one vote.

7. STANDING COMMITTEES

The Chair of each WEAT committee shall be an ex-officio member of the Section's committee.

Commented [RA30]: Updated to align with WEAT Bylaws

7.1. NOMINATING COMMITTEE

- 7.1.1. The Nominating Committee shall consist of the three latest past Presidents who are members of the Section plus up to 2 additional members appointed by the Executive Committee at its discretion.
- 7.1.2. The Chairman of the Committee shall be the immediate past President in time of service to the Section.
- 7.1.3. The duties of the Committee shall include the nomination of candidates for the offices of President-elect, Vice- President, Section Representative, Secretary and Treasurer.

7.1.4 Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA31]: Updated to reference SOPs developed by EC.

7.2. FINANCE COMMITTEE

- 7.2.1. The Finance Committee shall consist of the President, President-elect, Vice President, Secretary and Treasurer.
- 7.2.2. The Committee shall present at the Executive Committee meeting prior to the September Section meeting the budget of estimated expenses and revenues for the following year.

7.2.3. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA32]: Updated to reference SOPs developed by EC.

7.3. CONSTITUTION AND BYLAWS COMMITTEE

- 7.3.1. The Constitution and Bylaws Committee shall consist of five or more members. The Secretary and Section Representative shall be members of the Committee.
- 7.3.2. The Committee shall act on all proposed changes to the Constitution and Bylaws. They shall submit all changes they approve to the Executive Committee in proper form.

7.3.3. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA33]: Updated to reference SOPs developed by EC.

7.4. PROGRAM COMMITTEE

- 7.4.1. This Committee shall consist of the Vice-President and other members selected by the Executive Committee.
- 7.4.2. This Committee shall arrange the technical programs for the meetings of the Section and any other conferences held by the Section. Special Conference and Seminar Chairs may be appointed by the Executive Committee to assist the Program Committee chair.
- 7.4.3. This Committee shall recommend the program for all Conferences of the Section to the Executive Committee for their action.
- 7.4.4. The Committee shall assist the Secretary in making all necessary preparations for holding meetings.

7.4.5. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA34]: Updated to reference SOPs developed by EC.

7.5. AUDIT COMMITTEE

7.5.1. The Audit Committee shall consist of three members, none of whom are current officers of the section, plus the President- Elect, who shall serve as Chairman.

7.5.2. The Committee shall conduct an annual self-audit of the books of the Section. At the recommendation of the Audit Committee and approval by the Executive Committee, the Audit Committee shall see that an approved accounting firm audits the Section's books.

7.5.3. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA35]: Updated to reference SOPs developed by EC.

7.6. PUBLIC EDUCATION COMMITTEE

7.6.1. The Public Education Committee shall consist of the Section Representative or his/her designee, as well as three or more other members.

7.6.2. The Committee shall initiate and coordinate programs for the education of the general public both by the Section and by Section members.

7.6.3. The Committee shall recommend to the Executive Committee such publications, training aids, speakers bureaus and other material that will better inform the public of water pollution control activities.

7.6.4. The Committee shall cooperate with the appropriate WEAT committees.

7.6.5. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA36]: Updated to reference SOPs developed by EC.

7.7. SCHOLARSHIP COMMITTEE

7.7.1. The Scholarship Committee shall consist of at least three (3) members. The Treasurer shall be a standing member. Remaining members shall be as recommended by the Committee Chair on a yearly basis and approved by the Executive Committee.

7.7.2. The Committee shall determine the criteria for recipient selection and revise the criteria from time to time, as required, with approval of the Executive Committee.

7.7.3. The Committee shall initiate those means necessary to solicit potential scholarship recipients.

7.7.4. The Committee shall review the applications for scholarships and rank them according to the scholarship criteria for both scholarship funds (NTS-WEAT and

Daryl Hall). The NTS-WEAT President may add additional people to the Committee for the purpose of reviewing applications in a timely manner.

- 7.7.5. The Committee shall determine each year the number and amount of the scholarships to be awarded for each fund.
- 7.7.6. The Committee shall recommend changes to the funds investment strategy and implement the strategy upon approval of the Executive Committee. Documentation of the recommended investment strategy and updates on the invested sums in each scholarship fund shall be provided to the Executive Committee on a yearly basis by the Committee Chair for their review and approval. This update shall be provided prior to recipient ranking and selection.
- 7.7.7. The Committee shall inform the membership on a yearly basis as to the status of scholarships awarded and status of the fund.

7.7.8. Perform such other duties as may be assigned by the Executive Committee through the Section's Standard Operating Procedures (SOPs).

Commented [RA37]: Updated to reference SOPs developed by EC.

7.8. OTHER AD HOC COMMITTEES

- 7.8.1. In addition to the Committees listed in 7.1 to 7.7 above, other Ad Hoc technical and non-technical Committees can be formed, combined or dissolved upon approval of the Executive Committee. These Committees shall all be coordinated by the President-Elect, and report directly to the Executive Committee.

8. PUBLICATIONS

- 8.1. All publications of the Section shall be issued under the direction of the Executive Committee and shall be copyrighted as far as practicable.

9. AMENDMENTS

- 9.1. Shall be initiated and adopted as set forth in Section 6 of the Constitution.

END OF BYLAWS