

CONSTITUTION

North Texas Section - WEAT
P.O. Box 153032
Arlington, TX 76015

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.

2. OBJECTIVES

The objectives of the Section are:

- 2.1. The advancement of fundamental and practical knowledge concerning the nature, collection, treatment, reclamation; and environmental dispersion of processed domestic and industrial wastes;
- 2.2. The advancement of knowledge in the evaluation, design, construction, operation and management of collection, treatment, and reclamation systems;
- 2.3. The study, promotion and encouragement of improved quality of our natural resources;
- 2.4. The strengthening of WEAT;
- 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;
- 2.7. The stimulation of interest in, and the awareness of the conservation of our natural water resources; and
- 2.8. The encouragement of sound legislation relating to the water environment field.

3. MEMBERSHIP

- 3.1. The membership of the Section shall consist of Active Members Life Members, Dual Members, and Student Members, Corporate Members and Professional Wastewater Operation Division(PWOD) members all of whom must be members of WEAT.
- 3.2. The membership classes are defined in the Bylaws.

3.3. The membership shall reside in the counties of the State of Texas listed below: Wichita, Archer, Young, Clay, Jack, Palo Pinto, Erath, Hamilton, Montague, Wise, Parker, Hood, Somervell, Bosque, Cooke, Denton, Tarrant, Johnson, Hill, Grayson, Collin, Dallas, Ellis, Navarro, Limestone, Freestone, Fannin, Hunt, Rockwall, Kaufman.

4. EXECUTIVE COMMITTEE

4.1. FUNCTION

- 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 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

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 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 duties and shall act in his stead in his 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.

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 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 shall continue until successors qualify.

- 5.2.2 The President-elect will automatically advance to President.

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 place for the unexpired term or absence. In case the President-elect cannot act, the Vice-President shall do so. If he cannot act, the latest living past president shall do so. If he cannot act, the Executive Committee shall elect one of its members to do so.

5.2.4 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 term. The prohibition shall not apply to a person acting as President under provisions 5.23.

5.3. NOMINATION AND ELECTION OF OFFICERS

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

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.

5.2.6 The President shall have the report of the Nominating Committee read at the May meeting and it shall be his 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

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

5.5. ENDOWED SCHOLARSHIP FUND

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

5.2.9 The scholarship fund shall be 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 by the Constitution and Bylaws Committee prior to the presentation to the Section for Adoption.

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.

BYLAWS

1 MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

1.1. MEMBERSHIP CLASSES

- Active Member
- Dual Members
- Student Members
- Federation Life Members
- PWOD Members
- Corporate Members

1.2. MEMBER QUALIFICATION AND PRIVILEGES

- 1.2.1. An Active Member shall be any person interested in the advancement of knowledge relating to the objectives of WEAT; shall be an eligible voting member of WEAT; shall have all the rights and privileges granted by the Federation and WEAT including the rights to hold office and serve on committees; 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.
- 1.2.2. A Federation Life Member shall be a person who has been granted such a class of membership by the Federation 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. 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 who is current in Section dues, if appropriate.
- 1.2.4. 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.
- 1.2.5. A Corporate Member shall be an organization engaged in design, construction, operation or management of water pollution control systems, or shall be a governmental agency, or shall be an industrial organization, or shall be another corporate body or organization engaged in or interested in at least one of the stated objectives of WEAT; shall be entitled to one representative whose name shall appear on the roll of members of WEAT and Federation and who shall have all the rights and privileges of an Active Member; may change its representative at the pleasure of the Corporate Member upon written notice to the Secretary of WEAT or to the

Federation.

- 1.2.6. A Professional Wastewater Operations Division 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 and PWOD member, annual dues may be recommended by the Executive Committee and approved by the Section at its annual May meeting.
- 2.1.2. If dues are approved, the Treasurer shall make appropriate arrangements for collection.

2.2. SUBSCRIPTION INCLUDED IN DUES

- 2.2.1. All Section members current in Section dues shall receive a North Texas Section Newsletter, as well as other publications approved by the Executive Committee.

2.3. ARREARS

- 2.3.1. Any member who fails to pay dues by a date set by the Executive Committee shall not be current in Section dues, and may be dropped from the rolls of the Section.

3. ENDOWED SCHOLARSHIP PROGRAM

3.1. SCHOLARSHIP NAME

- 3.1.1. The scholarship program shall be known as the WEAT-NTS Scholarship Fund.

3.2. SCHOLARSHIPS

- 3.2.1. The purpose of the scholarship program is to provide an education funding element consistent with the objectives of the Section as outlined in the constitution.

3.2.2. The amount of the scholarships awarded shall be at a maximum of 80% of the amount earned from the fund as of December 31st of each year. The amount to be returned to fund as principal shall be a minimum of 20% of the return earned from the fund 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.

3.2.3. Scholarships shall be for one semester and renewed for successive semesters up to four (4) years (eight semesters, not including summer semesters) provided the recipient:

- Requests continuation.
- Maintains at least a 3.0 grade point average on a 4.0 scale.
- Is considered a full time student, generally 12 hours; or a part-time student, generally 6 hours.
- Maintains a course of study acceptable to the committee.

The Scholarship amount for each renewed semester will be a minimum of \$500 per semester for full-time students and a minimum of \$250 per semester for part-time students. Extensions of the Scholarship beyond four (4) years for continued undergraduate work may be made upon recommendation of the Scholarship Committee and subsequent approval by the Executive Committee.

3.3. SCHOLARSHIP INVESTMENT

3.3.1. The principal of the endowment 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 of April 1st of each year.

3.3.2. The scholarship endowment fund principal shall be invested in one or more investment funds. One fund shall be a money market account. At the discretion of Executive Committee, a portion of the endowment may be invested in growth funds, such as a fund that tracks the Standard and Poor 500. The suggested ratio for the funds shall be 30 percent for the money market account and 70 percent in growth funds.

3.3.3. The investment portfolio shall be reviewed every six (6) months, in June and December, by the Scholarship Committee and a recommendation given to the Executive Committee on any changes to the investment portfolio.

3.4. SCHOLARSHIP CRITERIA

- 3.4.1. The Scholarship Committee shall use the following criteria in the selection of scholarship recipients.
- 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 score.
 - 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.

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 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.

4.2. PRESIDENT-ELECT

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

- Preside at conferences and meetings in the absence of the President.
- Act for the President in his stead when required
- Be an ex-officio member of all committees, other than the Nominating Committee, as he desires.
- Be Chairman of the Audit Committee
- Perform such other duties as the Executive Committee may assign to him.

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 stead when required.
- Act as Program Committee Chairman.
- Perform such other duties as the Executive Committee may assign to him.

4.4. SECRETARY

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

- Prepare the agenda for, attend all meetings of, and record and distribute the proceedings of such meetings of the Executive Committee and 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 a member of the Constitution and Bylaws Committee
- Perform such other duties as the Executive Committee may assign to him.

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
- Attend all meetings of the Section and Executive Committee and assist the Secretary, as required, in the recording of the proceedings;
- Perform such other duties as may be assigned by the Executive Committee

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 at his expense and keep WEAT Board informed as to the activities of the Section. Executive Committee may, at its option, partially reimburse expenses.
- 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 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
- Perform such other duties as the Executive Committee may assign to him.

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

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 senior 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.

7.2. 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.

7.3. 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.

7.4. 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.
- 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.

7.5. 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.

7.6. PUBLIC EDUCATION COMMITTEE

- 7.6.1. The Public Education Committee shall consist of the Section Representative or his 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.

7.7. SCHOLARSHIP COMMITTEE

- 7.7.1. The Committee shall consist of three (3) members. The Treasurer shall be a standing member.
- 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 scholarships recipients.
- 7.7.4. The Committee shall review the applications for scholarship and rank them according to the scholarship criteria. 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.
- 7.7.6. The Committee shall recommend changes to the funds investment strategy and implement the strategy upon approval of the Executive Committee.
- 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.

7.8. OTHER AD HOC COMMITTEES

- 7.8.1. In addition to the Committees listed in 7.1 to 7.6 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