

The following toolbox contains a short check list designed to walk STUDENTS and MEMBER ASSOCIATIONS through the process of forming an officially recognized WEF Student Chapter! This toolbox also contains hyperlinks to helpful documents and examples for your reference. If you have any questions throughout this process please don't hesitate to contact us! It is important to note that other successful chapters have been started and examples exist for many of these documents, contact WEF staff Brad Lovett or the Students and Young Professionals Committee chair for guidance on how to navigate through the process.

**WEF Student Contact:** Brad Lovett (blovett@wef.org) Phone: 703.684.2454

## **Section 1: STUDENTS - How to Start a New WEF Student Chapter**

1. **Become a WEF Member -**  
Membership for students is easy and includes multiple benefits, including free WEFTEC registration. Visit the [Student Membership Page](#) for more information on the benefits and how to become a member. If you don't know which Member Association (MA) you belong to or how best to get in touch with them, contact Brad Lovett for more information.
2. **Communicate With Your MA -**  
Contact your MA President/Young Professional Chair/Student Chair and let them know you are interested in starting a student chapter at your school. The MA can be a critical resource for guidance on navigating the WEF structure as well as alumni networking, industry speakers, and educational development (e.g. plant tours, sponsorships, etc.).
3. **Determine If You'd Like Partner to With Other Student Organizations -**  
Many universities or campuses have multiple organizations dedicated to water quality, conservation, and education. For example, the American Water Works Association and Engineer's Without Borders all focus on water education. Determine if it would be helpful to join forces with these other organizations to attract a more diverse group of student members or to focus efforts jointly (i.e. fundraising, networking, etc.) to benefit from these memberships on a greater scale.
4. **Identify a Faculty Advisor/Counselor -**  
Your next step is to find a faculty advisor for official recognition with your school. This advisor can also serve as an advocate for your group for when you run into challenges or need advice. Also check with your MA as they may have benefits for faculty advisors (e.g. membership to association or registration into conferences) to help offset the time they will be committing toward becoming the faculty advisor.
5. **Obtain University Approval -**  
Many universities and colleges require applications and other forms to be completed for an organization to be officially recognized. Make sure you contact the appropriate faculty, staff, and advisors to get you on the right track for recognition. Contact the engineering departments of your local universities and colleges that have an environmental engineering program or an

operations training program. The people in charge of these programs would make good points of contact for you and could also serve as your organization's Advisor(s)/Counselor(s)!

6. Designate Officers of the Chapter and Identify a Chapter Name -  
You will most likely have to do this as part of the official recognition process within your university or college, and it is also required for becoming officially recognized with WEF. Make sure you have defined the roles of the officers in your chapter and that each person understands their obligations. If you are forming a joint student chapter with other organizations, it may be helpful to name your organization "Water Quality Professionals at XX University". It will also be helpful at this stage to set up a community email account with all of your officers so one email address can be maintained for chapter contact. Accounts like "waterqualitystudents@gmail.com" can be maintained throughout leadership changes within your organization (i.e. student graduation) and can help maintain constant contact with your MA, WEF, and potential sponsors.
7. Develop Constitution & Bylaws (C&B) – **See Section 3 for details**  
This is another part of the process that is often required by universities or colleges for official recognition and is also required by WEF for official recognition. The C&B describes how your organization will be run, how decisions will be made, and how people can become members. It also describes how your organization will work with your MA and WEF. The officers should meet with the faculty advisor to discuss how the chapter will function to accomplish goals, become sustainable (fundraising, sponsorships, grants, etc.), and student turnover and succession planning. There are many successful student chapters already out there – so don't reinvent the wheel! Contact Brad Lovett or the WEF Students and Young Professionals Committee (SYPC) Chair so we can send you some examples.
8. Send C&B to Your MA for Approval -  
Your MA may have some modifications for you to incorporate before they accept your C&B. Work closely with them to make the process as smooth as possible. This step is very important if your Student Chapter is to be recognized by the Water Environment Federation. [Click here](#) to find the Member Association for your state. It is important to note that for official recognition by WEF, at least **5 students must be members** and have paid dues.
9. Working with your MA, submit C&B to WEF for Approval & Recognition

## **Section 2: The Role of Member Associations in Forming New WEF Student Chapters**

1. Serve as a mentor/ point of contact for local students and universities. Recommend that they become an officially recognized Student Chapter if they aren't already! Direct them to this WEF toolbox for creating an official student chapter and assist with any questions they may have.

Establish language and guidelines for student chapters from your MAs perspective. For example, in order to gain free registration into the annual conference do they need to volunteer for specific activities? Do they need to perform certain tasks in order to achieve a budgetary

stipend from the MA to kickstart their chapter activities? It would be best if this is decided prior to a chapter forming their C&B so they can incorporate any additional requirements from the MA. If this is the first chapter or the first active chapter, it can be decided on the fly, however appropriate measures should be set to confront these issues when they arise (i.e. student committee or professional mentor). The worst for a newly formed student chapter is to flounder because of misguided or limited support from all directions (MA and WEF).

Obtain the proposed C&B from the newly formed student chapter. Make any recommended edits to the proposed C&B. You may reference your own MA's C&Bs for guidance.

The authority to approve student chapter's C&B belongs to the MA's Student and Young Professional Committee. The MA's SYPC Chair can approve the student chapter's C&B on behalf of the MA's board. Suggested edits to the proposed C&B, or submission of the MA approved C&B to WEF for final approval should be made within one month of receiving the student chapter's proposed C&B.

2. MA to Send Approval Letter to WEF -

Upon approval of the proposed C&B the MA will send a letter of approval to WEF to begin the chartering (official recognition) process by the Federation.

Letter Details: The letter should acknowledge MA approval of your chapter along with a list of the student members and the faculty advisor and request that the chapter be nominated to receive an official charter from WEF.

The letter shall be submitted to WEF, 601 Wythe Street, Alexandria, VA 22314-1994, ATTN: Brad Lovett. You may also submit the letter by email to [blovett@wef.org](mailto:blovett@wef.org).

The WEF Board of Trustees approves charter for new student chapters throughout the year. WEF will place a charter request on the first available Board of Trustees meeting agenda. WEF will notify the Member Association when charter has been approved.

3. WEF to Send Charter Plaque to MA -

Approximately four (4) weeks after Board approval, WEF will send the charter (plaque) to arrive to your MA that will signify your official charter into WEF.

4. MA to Present Charter to the Student Chapter -

This step is more ceremonial than anything else. WEF recommends you incorporate the presentation of the charter as part of a chapter meeting, or even invite the new student chapter to the MAs annual conference. With the right planning, the charter presentation can be used as a way to solicit more participation for the new student chapter.

### **Section 3: Developing a Constitution & Bylaws (C&B)**

WEF has some suggestions to help you with writing your new Chapter's Constitution and Bylaws (C&B):

- Take a look at the Example Constitution and Bylaws included herein under Appendix A.
- Check with your MA to obtain a copy of their C&B and use theirs as an example.
- Check out other Student Chapters' that have been chartered by WEF to see if you can use an example of their C&Bs:

The following are the **Constitution** areas suggested by the Water Environment Federation that should be included in the Student Chapters Constitution and Bylaws. Minor changes may be made to conform with particular college/university requirements, but not such as to change the intent of, or interfere with the specific requirements of WEF.

#### Article I – Purpose

The purpose of this chapter shall be (1) to promote student interest in the environment, and (2) to provide an avenue for the exchange of information and ideas between students and members of both the Member Association serving their geographical area and the Water Environment Federation. In addition, we adopt by reference, the objectives as stated in the Water Environment Federation Constitution and Bylaws.

#### Article II – Affiliation

This organization is a student chapter of the (Association name) Member Association. The (Association name) Member Association is a member of the Water Environment Federation.

#### Article III – Membership

Any student enrolled at (name of college/university), with an interest in the environment, shall be eligible for membership. At least one faculty member, and a minimum of 5 students, must be members of the WEF.

#### Article IV – Management

The organization shall be managed by officers and counselors elected by the voting members at regular intervals.

#### Article V – Academic Status

Each student member must be in good academic standing with the institution.

#### Article VI – Amendments to the Constitution

Amendments to the constitution may be proposed at any regular meeting by any member of the chapter. Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half of the members of the chapter.

#### Article VII – Annual Report

A report listing the activities of the chapter during the prior year must be submitted to the WEF Students and Young Professionals Committee and to the local Member Association Contact by May 1 of each year.

#### Article VIII – Bylaws

Bylaws that are consistent with WEF Constitution shall be adopted at the time this Constitution is ratified and may be amended as needed.

The following are suggestions of topics for your Chapter's **Bylaws**. These were gratefully taken from: The University of New Mexico's Student Chapter. Don't forget to check with your University/College and your MA for their requirement.

- Membership Selection - requirements, resignations, expulsion, rights and responsibilities
- Dues - Amount, how collected, special fees, when payable, and to whom
- Executive Board - Structure, membership, powers, responsibilities
- Responsibilities of Officers - Powers, responsibilities, specific job descriptions
- Committees - Standing, special, how formed, chairpersons, meetings, powers, responsibilities, how dissolved
- Responsibilities of advisor(s)
- Elections - Include when, voter eligibility, winning vote margin, procedures for filling unexpired or unfilled terms of office, removal from office, and the appeal process.
- Parliamentary Authority - authority used, such as Robert's Rules of Order
- Amendments - How to propose, notice required, voting procedures

WEF has some suggestions for specific bylaws you may want to adopt for your Chapter:

- At a minimum, 5 members of the Student Chapter to be members of WEF.
- All Officers of the student chapter to be members of WEF.
- The Constitution and Bylaws of the applicant chapter have been certified by the Member Association and of the Federation;
- The student chapter has been recommended for membership by the MA.
- The student chapter will be issued a WEF charter following recommendation by the MA and approval by the WEF Board of Trustees.
- The student chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.
- A Counselor for the student chapter shall be appointed or elected by the MA. The Counselor shall be an Active or Professional Wastewater Operations Division Member of the Member Association and of the Federation and shall be an advisor to the Student Chapter.
- The student chapter shall submit an annual report to the WEF Students and Young Professionals Committee by May 1 of each year
- A student chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the student chapter only.
- The MA may revoke the charter of any student chapter, if, after the chapter has been afforded the opportunity to be heard, the MA judges it to be in the best interest of the MA and the Federation to do so.

## **Section 4: Frequently Asked Questions**

Refer to the *WEF Organizational Structure* document on the specific definitions for each structured role of the Federation and MA.

*Why a Constitution and Bylaws?*

A Constitution & Bylaws:

- Is concise
- Clarifies the group's purpose
- Explains the fundamental purposes of the group
- Provides the basic framework for the group's processes
- Provides historical perspective
- Outlines specific procedures for the group's functioning
- Helps groups conduct business in an orderly manner
- Revised as procedures change

Each WEF Member Association, as well as WEF, uses this basic structure to set organizational direction and ensure long-term organizational success. With member turnover every few years in a student organization, there is even greater need for guiding, written documents.

*Do we need to reapply every year to remain an active WEF Student Chapter?*

No, once your student chapter has been approved, you do not have to reapply. Your student chapter is officially recognized until either you or your Member Association makes a formal request to end your chapter's affiliation with WEF. Keep in mind that one of the terms of official recognition is that you must submit a written summation report of your activities each year to WEF... Good news, it's only 2 pages!

### **Other Helpful Resources**

Looking for things like brochures, membership applications, sample publications? Call the WEF Customer Services Center at 1-800-666-0206 to get any material you might need.

WEF Student Contact: Brad Lovett ([blovett@wef.org](mailto:blovett@wef.org)) Phone: 703.684.2454

## **Appendix A: Example Constitution and Bylaws**

### **EXAMPLE CONSTITUTION (VANDERBILT)**

#### **VANDERBILT WATER PROFESSIONALS STUDENT CHAPTER CONSTITUTION**

##### **INTRODUCTION**

The Kentucky-Tennessee Section of the American Water Works Association and the Kentucky-Tennessee Section of the Water Environment Federation are the franchisers of the Vanderbilt University combined student chapters of the American Water Works Association/Water Environment Federation, which may hereafter be referred to as Water Professionals Student Chapter. The Water Professionals Student Chapter will operate as a committee or subcommittee of each of the franchisers. The goal of these franchisers is to create effective solutions in the supply and protection of drinking water to promote public health. The franchisers strive to increase knowledge and understanding of the earth's water environment and encourage actions necessary for enhancement.

##### **ARTICLE I NAME AND LOCATION**

1. Name. The name of this Chapter shall be the Water Professionals Student Chapter, hereinafter referred to as the Chapter.
2. Location. The principal place of business and location of Chapter records shall be Vanderbilt University, Nashville, TN.

##### **ARTICLE II OBJECTIVES & PURPOSES**

1. Chapter. This Chapter shall be a not-for-profit, professional organization for men and women with an interest or with plans to enter the water or wastewater industries, the water resources profession, or related profession.
2. Purposes. The objectives of this Chapter shall be to promote professional interests of its members in the fields of water resources and environmental engineering. The Chapter will provide members with resources to learn about the industry and explore pathways to pursuing careers in these areas after college. Such resources shall include access to engaging speakers on water and environmental topics, conference travel, and networking opportunities.

##### **ARTICLE III MEMBERSHIP**

1. Membership. All members of the Water Professionals Student Chapter of Vanderbilt University shall be student members of the American Water Works Association (AWWA) and Water Environment Federation (WEF). Individuals shall be provided membership, if they meet the written criteria for membership established by the Water Professionals Student Chapter

Executive Board; namely, students who are working full- or part-time toward a graduate or undergraduate degree at Vanderbilt University, who are in good standing with Vanderbilt

University, and who demonstrate an interest in a career in the water or wastewater industries, the water resources profession, or related profession.

2. Voting Privileges. Each member of the Chapter, who is present at a membership meeting of the Chapter, shall be entitled to one equal vote on each matter.

3. Dues. Members shall pay annual dues for student membership required at the discretion of the Executive Board to the franchisers in an amount to be determined, from time to time, by the franchisers' Boards of Directors.

#### **ARTICLE IV MEETINGS OF CHAPTER MEMBERSHIP**

1. Regular Meetings. Regular meetings of the Chapter shall be held monthly during the academic year at such dates and times as the Chapter Executive Board shall determine.

2. Special Meetings. Special meetings may be called by the Chapter Executive Board or by petition delivered to the Chapter Secretary of 25% of the Chapter membership eligible to vote.

3. Annual Meeting. A regular Chapter meeting in November shall be held in conjunction with the Vanderbilt Chapter of the American Society of Civil Engineers for the purposes of electing officers, receiving reports of officers, and such other business as shall be determined by the Chapter Executive Board.

4. Quorum. A quorum shall consist of those Chapter members present at the meeting.

#### **ARTICLE V CHAPTER OFFICERS**

1. Officers. The Officers of the Chapter shall be a president, vice president, secretary, and treasurer. All officers must be current members of the Water Professionals Student Chapter and be in good standing with Vanderbilt University. All officers shall serve without compensation. Officers shall perform their duties, as prescribed by law, by the requirements of the University, by these bylaws, and by the parliamentary authority adopted by the Chapter.

2. Manner of Election. Officers shall be elected by a majority of eligible voting members present at the Annual Meeting. The term of office shall be one (1) year, beginning and ending at the conclusion of the fall semester.

3. Resignations. Any officer may resign at any time by serving written notice to the Chapter Chair or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the president or secretary.

4. Vacancies. In case of resignation of an officer prior to completion of his/her term, the Executive Board shall present a candidate to the Chapter membership for election to complete the unexpired term.



5. **President.** The president of the Chapter shall preside over all meetings of the Chapter Executive Board and the Chapter, prepares the agenda for the Annual Meeting, as well as all regular and special meetings, and shall have general knowledge of, and responsibility for, the supervision of the business of the Chapter. The president shall also perform such other duties as the Chapter Executive Board may designate. The president shall act as formal representative to the Vanderbilt Chapter of the American Society of Civil Engineers and serve as an ASCE Board member. The president is responsible for filing the annual report of Chapter activities with the Water Professionals Student Chapter Executive Director.

6. **Vice President.** The Vice President of the Chapter shall assist the President in the performance of prescribed duties and shall preside over all meetings in absence of the President. In the case the President cannot act, the Vice President shall act. In the case the Vice President cannot act, the eligible voting members shall elect an interim representative to act.

7. **Secretary.** The secretary shall keep the original or a copy of these bylaws, including all amendments, and shall ensure that current copies of the Chapter's bylaws are provided to the Chapter Officers. The secretary shall keep a record of minutes of all regular meetings of the Chapter Executive Committee and the Chapter membership, and if directed by the Executive Committee, of Chapter committee meetings.

8. **Treasurer.** The treasurer, in accordance with generally accepted accounting procedures, shall ensure the fiscal integrity of the Chapter, shall record receipt of all funds, and in a timely manner transfer funds and receipt records to the Water Professionals Student Chapter Executive Director for deposit. The treasurer shall assist in the preparation of the Chapter budget request and monitor Chapter expenditures. Upon approval of the budget request by the Chapter Executive Board, the treasurer will submit the budget request to the Water Professionals Student Chapter Treasurer no later than the date prescribed by the Water Professionals Student Chapter budget procedures.

## **ARTICLE VI CHAPTER EXECUTIVE COMMITTEE**

1. **Composition.** The Chapter Executive Board shall consist of the Officers of the Chapter as identified in Article V of these bylaws and the University Faculty Advisor. All officers shall serve without compensation. The President shall serve as President of the Executive Board.

2. **Advisors.** The Chapter shall be assisted by a University Faculty Advisor or Advisors who shall serve as an ex-officio member of the Chapter Executive Board with one equal vote on all matters, work with the Chapter on campus in an advisory capacity. In addition, the Water Professionals Student Chapter will provide a Professional Advisor who will serve as mentor to the Chapter and assist with educational programming, networking, and professional development, as well as provide advice. The Professional Advisor will serve as the Chapter liaison to the Water Professionals Student Chapter Executive Committee. All advisors shall serve without compensation.

3. **General Authority.** The Chapter Executive Board shall manage, supervise, and control the business, property, and affairs of the Chapter, and be vested with the authority to determine the

policies of the Chapter, consistent with those of the Water Professionals Student Chapter and the University; prosecute its purposes; appoint and remunerate agents; collect and disburse the funds of the Chapter; adopt rules and regulations for the conduct of its business; supervise the affairs of the Chapter between meetings; and have the power to fix dates, times, and places of its meetings. No action taken by the Chapter Executive Board shall conflict with action taken by the Water Professionals Student Chapter Executive Board or be in conflict with the rules, regulations, and policies of the University. The Chapter Executive Board shall be subject to the order of the Chapter membership acting by a majority of the whole, and may delegate responsibilities, as shall be deemed advisable insofar as such delegation is not inconsistent with, nor repugnant to, these bylaws or the rules, regulations, and policies of the University. In all circumstances, the Chapter's members and Officers of the Chapter will be subject to the order of the Water Professionals Student Chapter Executive Committee, at their discretion.

#### 4. Chapter Executive Committee Meetings.

(A) Regular Meetings. The Chapter Executive Board shall meet at least once a year on such dates and at such times and places as the Officers shall decide. Additional regular meetings of the Chapter Executive Board may be held, as required, and scheduled by the members of the Executive Board.

(B) Special Meetings. Special meetings of the Chapter Executive Board may be called at the discretion of the President or by a majority of the members of the Executive Board.

5. Quorum. Unless otherwise required by law, a quorum of the Chapter Executive Committee shall consist of a majority of its members.

### **ARTICLE VIII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Chapter or its board may adopt, state law, or any rules and regulations promulgated by the University.

### **ARTICLE IX NO PRIVATE BENEFIT**

1. Limitations. The Chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of the net earnings, gains, or assets of the Chapter shall inure to the benefit of, or be distributable to, its members, officers, other private individuals, or organizations organized and operating for profit, except that the Chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these bylaws, and by statute or regulation.

2. Dissolution. Upon dissolution or final liquidation of the Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the Chapter, be distributed to the Civil and Environmental Engineering Department at Vanderbilt University. A final report shall be filed with the franchisers, indicating the date and

nature of dissolution, an account of the vote for dissolution, the disposition of assets and liabilities, and a description of any public or private liabilities, legal actions or matters, and contracts, obligations, or similar issues which may be pending.

#### **ARTICLE X AMENDMENT OF BYLAWS**

Recommendations for amendment of these bylaws may be requested in writing to the University by a two-thirds vote of the Chapter membership at any regular meeting. These bylaws may only be amended by a majority vote of the Water Professionals Student Chapter Executive Committee upon receipt of written notice of approval from the University.

#### **ARTICLE XI FISCAL YEAR**

The Chapter's fiscal year will begin on July 1 and close on June 30.

#### **ARTICLE XII RECORDS AND REPORTS**

Chapter files and records are to be stored on campus and be accessible to Chapter Officers and advisors, insofar as they may be required for Officers to perform their duties.

An annual report of Chapter activities, in the form and nature directed by the Water Professionals Student Chapter Executive Committee, shall be prepared and filed with the Water Professionals Student Chapter Executive Director by the Chair on behalf of the Chapter Executive Committee on or before May 1 of each year.

**EXAMPLE CONSTITUTION & BYLAWS (UNIVERSITY OF IDAHO)**

CONSTITUTION AND BYLAWS OF  
CLEAN WATER ASSOCIATION U.I. CHAPTER  
AN ASUI REGISTERED STUDENT ORGANIZATION

**ARTICLE I**

**NAME AND LOCATION**

- 1.1 **Name.** The name of this Chapter shall be the Clean Water Association U.I. Chapter, hereinafter referred to as the Chapter.
- 1.2 **Location.** The principal place of business and location of Chapter records shall be the University of Idaho, Moscow, ID.

**ARTICLE II**

**OBJECTIVES & PURPOSES**

- 2.1 **Chapter.** This Chapter shall be a not-for-profit, professional organization for men and women with an interest or with plans to enter the water or wastewater industries, the water resources profession, or related profession.
- 2.2 **Purposes.** The specific objectives of this Chapter shall be to promote the common professional interests of its members and to further the purposes of the Chapter through not-for profit activities including, but not limited to, education, training, meetings, publications, and philanthropic work.

**ARTICLE III**

**AFFILIATIONS**

- 2.1 **Affiliation.** The Chapter 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 Chapter to be in harmony with the Constitution and Bylaws of the Federation.

## ARTICLE IV

### MEMBERSHIP

- 4.1 **Membership.** All members of the Chapter shall be student members of the Water Environment Federation (WEF). Individuals shall be provided membership, if they meet the written criteria for membership established by the Chapter Executive Board; namely, students who are working full- or part-time toward a graduate or undergraduate degree at the University of Idaho, who are in good standing with the University of Idaho, and who demonstrate an interest in a career in the water or wastewater industries, the water resources profession, or related profession.
- 4.2 **Voting Privileges.** Each member of the Chapter, who is present at a membership meeting of the Chapter, shall be entitled to one equal vote on each matter.
- 4.3 **Dues.** Members shall pay annual dues for student membership required at the discretion of the Executive Board to the franchisers in an amount to be determined, from time to time, by the franchisers' Boards of Directors.
- 4.4 **Non-Discrimination.** Membership in the Chapter is open to all University of Idaho students meeting the above criteria, irrespective of race, creed, color, gender identity/expression, class, age, nation or origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

## ARTICLE V

### CHAPTER OFFICERS

- 5.1 **Officers.** The Officers of the Chapter shall be a president, vice president, secretary, and treasurer. All officers must be registered University of Idaho students, current members of the Chapter, and in good standing with the University of Idaho. All officers shall serve without compensation. Officers shall perform their duties, as prescribed by law, by the requirements of the University, by these bylaws, and by the parliamentary authority adopted by the Chapter.
- 5.2 **Manner of Election.** Officers shall be elected by a majority of eligible voting members present at the Annual Meeting. The term of office shall be one (1) year, beginning and ending at the conclusion of the fall semester. All offices may be re-elected for a maximum of 3 terms.
- 5.3 **Resignations.** Any officer may resign at any time by serving written notice to the Chapter Chair or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the president or secretary.

- 5.4 **Removal.** If a cause were to arise that merits officer removal, this organization will first confer with its faculty advisor and seek reasonable avenues for resolution. If no resolution can be made, then this organization's may remove any Officer for cause by two-thirds (2/3) vote of all voting members and officers (then in office), at any regular or special meeting, provided that a statement of the reason or reasons shall have been given to the faculty advisor and the officer proposed for removal at least thirty (30) days before any final action is taken by this organization. This statement shall be accompanied by a notice of the time when, and the place where, this organization is to take action on the removal. The officer shall be given an opportunity to be heard and the matter considered by the organization at the time and place mentioned in the notice.
- 5.5 **Vacancies.** In case of resignation of an officer prior to completion of his/her term, the Executive Board shall present a candidate to the Chapter membership for election to complete the unexpired term.
- 5.6 **President.** The president of the Chapter shall preside over all meetings of the Chapter Executive Board and the Chapter, prepares the agenda for the Annual Meeting, as well as all regular and special meetings, and shall have general knowledge of, and responsibility for, the supervision of the business of the Chapter. The president shall also perform such other duties as the Chapter Executive Board may designate. The president is responsible for filing the annual report of Chapter activities with the Clean Water Association U.I. Chapter Executive Director.
- 5.7 **Vice President.** The Vice President of the Chapter shall assist the President in the performance of prescribed duties and shall preside over all meetings in absence of the President. In the case the President cannot act, the Vice President shall act. In the case the Vice President cannot act, the eligible voting members shall elect an interim representative to act.
- 5.8 **Secretary.** The secretary shall keep the original or a copy of these bylaws, including all amendments, and shall ensure that current copies of the Chapter's bylaws are provided to the Chapter Officers. The secretary shall keep a record of minutes of all regular meetings of the Chapter Executive Committee and the Chapter membership, and if directed by the Executive Committee, of Chapter committee meetings.
- 5.9 **Treasurer.** The treasurer, in accordance with generally accepted accounting procedures, shall ensure the fiscal integrity of the Chapter, shall record receipt of all funds, and in a timely manner transfer funds and receipt records to the Chapter Executive Director for deposit. The treasurer shall assist in the preparation of the Chapter budget request and monitor Chapter expenditures. Upon approval of the budget request by the Chapter Executive Board, the treasurer will submit the budget request to the Chapter Treasurer no later than the date prescribed by the Chapter budget procedures.

## ARTICLE VI

## MEETINGS

- 6.1 **Regular Meetings.** Regular meetings of the Chapter shall be held monthly during the academic year at such dates and times as the Chapter Executive Board shall determine.
- 6.2 **Special Meetings.** Special meetings may be called by the Chapter Executive Board or by petition delivered to the Chapter Secretary of 25% of the Chapter membership eligible to vote.
- 6.3 **Annual Meeting.** A regular Chapter meeting in November shall be held for the purposes of electing officers, receiving reports of officers, and such other business as shall be determined by the Chapter Executive Board.
- 6.4 **Quorum.** A quorum shall consist of those Chapter members present at the meeting.

## ARTICLE VII

### CHAPTER EXECUTIVE COMMITTEE

- 7.1 **Composition.** The Chapter Executive Board shall consist of the Officers of the Chapter as identified in Article V of these bylaws and the University Faculty Advisor. All officers shall serve without compensation. The President shall serve as President of the Executive Board.
- 7.2 **Advisors.** The Chapter shall be assisted by a University Faculty Advisor or Advisors who shall serve as an ex-officio member of the Chapter Executive Board with no voting privileges, work with the Chapter on campus in an advisory capacity. Advisors will serve as mentors to the Chapter and assist with educational programming, networking, and professional development, as well as provide advice. The Professional Advisor will serve as the Chapter liaison to the Chapter Executive Committee. All advisors shall serve without compensation.
- 7.3 **General Authority.** The Chapter Executive Board shall manage, supervise, and control the business, property, and affairs of the Chapter, and be vested with the authority to determine the policies of the Chapter, consistent with those of the Chapter and the University; prosecute its purposes; appoint and remunerate agents; collect and disburse the funds of the Chapter; adopt rules and regulations for the conduct of its business; supervise the affairs of the Chapter between meetings; and have the power to fix dates, times, and places of its meetings. No action taken by the Chapter Executive Board shall conflict with action taken by the Chapter Executive Board or be in conflict with the rules, regulations, and policies of the University. The Chapter Executive Board shall be subject to the order of the Chapter membership acting by a majority of the whole, and may delegate responsibilities, as shall be deemed advisable insofar as such delegation is not inconsistent with, nor repugnant to, these bylaws or the rules, regulations, and policies of the University. In all

circumstances, the Chapter's members and Officers of the Chapter will be subject to the order of the Chapter Executive Committee, at their discretion.

**7.4 Chapter Executive Committee Meetings.**

- 7.4.1 **Regular Meetings.** The Chapter Executive Board shall meet at least once a year on such dates and at such times and places as the Officers shall decide. Additional regular meetings of the Chapter Executive Board may be held, as required, and scheduled by the members of the Executive Board.
- 7.4.2 **Special Meetings.** Special meetings of the Chapter Executive Board may be called at the discretion of the President or by a majority of the members of the Executive Board.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

- 8.1 **Governance.** The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Chapter or its board may adopt, state law, or any rules and regulations promulgated by the University.

**ARTICLE IX**

**NO PRIVATE BENEFIT**

- 9.1 **Limitations.** The Chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of the net earnings, gains, or assets of the Chapter shall inure to the benefit of, or be distributable to, its members, officers, other private individuals, or organizations organized and operating for profit, except that the Chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these bylaws, and by statute or regulation.
- 9.2 **Dissolution.** Upon dissolution or final liquidation of the Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the Chapter, be distributed to the Civil and Environmental Engineering Department at the University of Idaho. A final report shall be filed with the franchisers, indicating the date and nature of dissolution, an account of the vote for dissolution, the disposition of assets and liabilities, and a description of any public or private liabilities, legal actions or matters, and contracts, obligations, or similar issues which may be pending.

**ARTICLE X**



#### AMENDMENT OF BYLAWS

- 10.1 **Amendment.** Recommendations for amendment of these bylaws may be requested in writing to the University by a two-thirds vote of the Chapter membership at any regular meeting. These bylaws may only be amended by a majority vote of the Chapter Executive Committee upon receipt of written notice of approval from the University.

#### ARTICLE XI

##### FISCAL YEAR

- 11.1 **Fiscal Year.** The Chapter's fiscal year will begin on January 1 and close on December 31.

#### ARTICLE XII

##### RECORDS AND REPORTS

- 12.1 **Files.** Chapter files and records are to be stored on campus and be accessible to Chapter Officers and advisors, insofar as they may be required for Officers to perform their duties.
- 12.2 **Annual Report.** An annual report of Chapter activities, in the form and nature directed by the Chapter Executive Committee, shall be prepared and filed with the Chapter Executive Director by the Chair on behalf of the Chapter Executive Committee on or before May 1 of each year.

Date approved

Executive's Signature