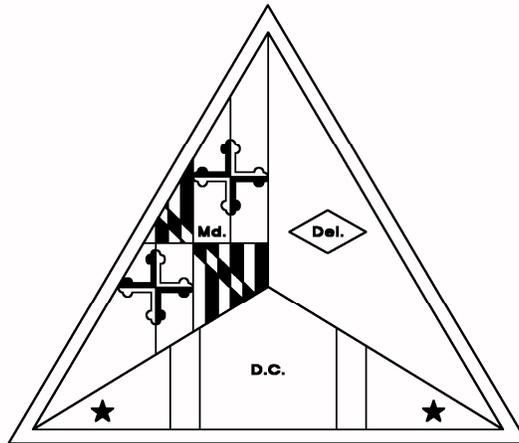


WWOA

OFFICIAL HANDBOOK



***Water and Waste Operators Association
of Maryland, Delaware and District of Columbia***

"Professionals Dedicated to Improving the Environment Through the Advancement of Knowledge."

CONSTITUTION

**The Water and Waste Operators Association
of Maryland, Delaware and District of Columbia**

(as amended through August 2013)

and Section BYLAWS

(last amended August, 2006)

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WHO WE ARE

The WWOA is a non-profit organization whose objectives are:

- To further the knowledge of the planning, design, construction, operation, maintenance and management of systems for water supply and distribution, collection and treatment of domestic and industrial wastewaters, and solid waste collection, disposal, recycling and utilization
- To inform the public about those systems and the necessity for highly skilled operating personnel
- To promote the certification of operators in these facilities

WWOA CONSTITUTION AND BYLAWS

As Amended August 29, 2013

The Constitution of The Water and Waste Operators Association of Maryland, Delaware and District of Columbia

ARTICLE I – NAME

The name of this Incorporated, Non-Profit Organization shall be "The Water and Waste Operators Association of Maryland, Delaware and District of Columbia."

ARTICLE II – OBJECTIVES

The Objectives of this Association shall be: The advancement of the knowledge of the planning, design, construction, operation and management of systems for water supply and distribution, systems for water pollution control by collection and treatment of domestic and industrial wastewaters, and systems for solid wastes collection and disposal; to inform the public in regard to those systems and the need for competent operating personnel; and to assist the certification and renewal of certification for operators of these facilities.

ARTICLE III – MEMBERSHIP

Section 1.

The membership of the Association shall consist of Active Members, Non-Resident Members, Associate Members, and Life Members.

Active Members shall be:

Any individual, board, commission, department, municipal or private corporation or any person engaged or interested in the planning, design, construction, operation or supervision of water, wastewater, industrial waste treatment and solid wastes systems in Maryland, Delaware or the District of Columbia, except those engaged in the manufacture and sale of equipment for water, wastewater, industrial waste treatment and solid wastes systems.

Non-Resident Members shall:

- (A) Be any non-resident individual, board, commission, municipal or private corporation or any person interested in the planning, design, construction, operation or supervision of water, wastewater, industrial waste treatment and solid wastes systems and not engaged in the manufacture, sale or promotion of equipment for water, wastewater, industrial waste treatment and solid wastes systems.
- (B) Include editors of national waterworks and wastewater magazines, whose membership shall be gratis.
- (C) Have no voting power.

Associate Members shall be:

Any individual, company or corporation or representative thereof engaged in the manufacture and sale of equipment for water, wastewater, industrial waste treatment and solid wastes systems.

Life Members shall be:

Any Active, Non-Resident or Associate Member who has paid dues to the Association for 25 years. The Secretary shall prepare a certificate designating this life membership and mail it to the eligible member. The member shall have all the privileges of an Active, Non-

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Resident or Associate member dependent on their status at the time of becoming a life member, and shall be relieved of further payment of dues.

Section 2.

Any board, commission, department, municipal or private corporation being a Member of this Association shall designate one person as its representative who shall enjoy all the prerogatives of an Active Member.

Section 3.

Any person or organization desiring to become an Active Member, Non-Resident Member or an Associate Member of the Association shall complete an application for admission. The Executive Board shall have the authority to accept or reject an application.

Section 4.

Any Member of any classification may be suspended or expelled from the Association by the Executive Board for just cause after such Member has been given an opportunity for a hearing. Suspended Members can be reinstated upon application, accompanied by all back dues, if approved by the Executive Board.

ARTICLE IV - FEES AND DUES

Section 1.

There shall be no admission fee charge for any class of membership in the Association. The Executive Board shall set annual dues. All dues shall be on a calendar year basis. The membership year shall commence on January 1st and expire on December 31st of each year. The Executive Board may expand the membership period on a case-by-case basis as deemed appropriate.

Section 2.

Dues are payable upon receipt of the annual billing. Members whose dues are not paid by January 1st of the current year shall be in arrears and shall not receive the publications of the Association and, unless the delinquent dues are remitted by March 1st of the current year, the Secretary shall drop their names from the rolls.

Section 3.

New members shall be entitled to receive publications and notices once their application has been processed. Members joining after October 15 will have membership privileges until December of the following year.

Section 4.

The fiscal year of the Association shall begin on January 1st and end on December 31st.

ARTICLE V – OFFICERS

Section 1.

The officers of the Association shall be a President, a President-Elect, a Vice-President, the immediate Past-President, a Secretary and a Treasurer.

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Section 2.

The President-Elect shall automatically ascend to the position of President at the Annual Business Meeting. The term of office for the President shall be for one year or until succeeded, beginning at the Annual Business Meeting at which he or she assumes the Presidency. The term of office for all other officers shall be for one year, or until their successors are elected, beginning at the Annual Business Meeting at which they are elected.

Section 3.

Officers and elected members of the Executive Board shall be elected by letter ballot mailed to the Members not less than 30 days prior to the Annual Business Meeting of the Association. Only Active and Associate Members are eligible for election to office.

Section 4.

The President shall be the principal executive officer of the Association and, subject to the control of the Executive Board, shall in general supervise and control all of the business and affairs of the Association. The President shall, when present, preside at all meetings of the membership and the Executive Board; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time to time.

Section 5.

In the absence of the President, the President-Elect shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The President-Elect shall perform such other duties as from time to time may be assigned to him or her by the President or the Executive Board.

Section 6.

In the absence of both the President and the President-Elect, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice-President shall be this Association's Co-Chairperson on the Annual Conference Committee and shall perform such other duties as from time to time may be assigned to him or her by the President or the Executive Board.

Section 7.

The Secretary shall keep the minutes of the meetings of the Association and Executive Board meetings, see that notices are duly given in accordance with the provisions of these Bylaws or as required, be custodian of the Association's records and of the Seal of the Association and in general perform all duties incident to the office of Secretary and other such duties as from time to time may be assigned to him or her by the President or the Executive Board.

Section 8.

The Treasurer shall have charge and custody and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association from any source whatsoever; deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with these Bylaws; sign all checks, drafts, notes or other instruments for payment of Association bills or indebtedness; and in general perform all duties incident to the office of Treasurer and other such duties as from time to time may be assigned to him or her by the President or the Executive Board.

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As Amended August 29, 2013

Section 9.

(A) No officer except the Secretary and the Treasurer shall be allowed to hold the same office for more than one consecutive term.

(B) The Secretary may designate an Assistant Secretary who will, after approval of the Board, assist the Secretary by performing the duties of that office in the event of the Secretary's absence or at such times as the Secretary is unable to fulfill the duties of the Office and render such assistance as the Secretary may request.

(C) The Treasurer may designate an Assistant Treasurer who will, after approval of the Board, assist the Treasurer by performing the duties of that office in the event of the Treasurer's absence or at such times as the Treasurer is unable to fulfill the duties of the Office and rendering such assistance as the Treasurer may request.

(D) The Treasurer and the Assistant Treasurer shall be bonded in an amount determined by the Executive Board at the expense of the Association.

Section 10.

(A) The President shall appoint a Nominating Committee of up to five Members, excluding those seeking office, who shall submit to the Executive Board no later than 60 days before the date of Annual Business Meeting the names of the nominees for the several offices and the Executive Board. All attempts will be made to insure the nominating committee is representative of the entire membership. The selections of the Nominating Committee shall be mailed in ballot form to the Members with the program at least 30 days in advance of the Annual Business Meeting.

(B) Any ten Members of the Association in good standing may submit names of persons whom they desire as candidates for office to the Nominating Committee and these names shall be included on the ballot.

(C) The Nominating Committee shall obtain written statements of willingness to serve before nomination. Ballots shall be counted by the nominating committee prior to the Business Session of the Annual Business Meeting. The last date to accept ballots will be set by the nominating committee and printed on the ballots.

Section 11.

The Executive Board may fill all vacancies of the Board for the unexpired term.

ARTICLE VI – COMMITTEES

Section 1.

(A) There shall be an Executive Board consisting of the Officers, three Trustees and Directors of the Sections. All Executive Board members shall be voting members. At all meetings of the Board, each Officer, Trustee and Section Director shall have one vote.

(B) The three Trustees shall consist of one member each from Maryland, Delaware, and District of Columbia. The three Trustees shall be elected for a term of three years, with one Trustees' term expiring annually.

(C) Directors of the Sections shall be elected in accordance with Article IX of this Constitution.

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(D) In event of vacancy in any position on the Executive Board, except the Directors of the Sections, by other than expiration of term, the Executive Board shall elect by majority vote an Active Member or Associate Member to serve the unexpired term. Vacancies in the position of trustee shall be filled by an Active or Associate member from the same jurisdiction where the vacancy occurs. In filling the position the Board shall take into account any recommendations by WWOA members in good standing from that jurisdiction, but shall not be bound by those recommendations.

(E) In the event of a vacancy in any position of Director of a Section, the voting members of that Section shall elect a member to serve the unexpired term in accordance with their Bylaws.

(F) All Executive Board members shall be voting members.

Section 2.

The Executive Board shall have general supervision of the affairs of the Association between its business meetings, make recommendations to the Association and shall perform such other duties as are specified in these Bylaws. The Executive Board members shall in all cases act as a Board and may adopt such rules and regulations for the conduct of their meetings and the management of the Association, as they may deem proper, not inconsistent with these Bylaws and the laws of the state of Maryland. The Board shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

Section 3.

Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the third Wednesday of each month, except April, October and December. Special meetings of the Board may be called by or at the request of the President or by written request of any three Executive Board members. The person or persons authorized to call special meetings of the Executive Board may fix the place for holding any special meeting of the Board called by them.

Section 4.

Notice of any special meeting of the Executive Board shall be given at least seven (7) days previous to the scheduled meeting. The attendance of an Executive Board member at a Board meeting shall constitute a waiver of notice of such meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 5.

At any meeting of the Executive Board a majority of the members of the Board shall constitute a quorum for the transaction of business. A majority of the Board shall be defined as one-half (1/2) of the Executive Board membership plus one (1). In the event that the Executive Board is composed of an odd number of members, a majority shall consist of one-half (1/2) of the executive membership rounded to the next highest whole number. If less than a quorum is present at a meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

Section 6.

The act of the majority of the Executive Board members present at a meeting at which a quorum is present shall be the act of the Executive Board.

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Section 7.

Any member of the Executive Board, except Section Directors, may be removed from office for just cause by a two-thirds vote of the entire Executive Board and after such member has been given an opportunity for a hearing before the Executive Board.

Section 8.

The Executive Board of the Association shall have the right to take any action in the absence of a meeting, which they could take at a meeting by obtaining the written approval of a majority of the Executive Board members and such approval is filed, with the minutes of the proceedings of the Executive Board. Any action so approved shall have the same effect as though taken at a meeting of the Executive Board.

Section 9.

Other committees, either standing or ad hoc for whatever purpose, may be appointed by the President or Executive Board or upon request by majority of the Members at the business session of any meeting. The Chairperson and members of all ~~such~~ committees shall be appointed by the President and shall have consented to serve. Chairs of standing committees shall be appointed annually and shall serve at the pleasure of the President.

Section 10.

All Committee Chairpersons may sit with the Executive Board at meetings during their term of office, at the discretion of the Executive Board, but shall have no vote on matters before the board.

Section 11

Under the terms of the MOU dated August, 2012, by and among WWOA, CWEA and CSAWWA, the President shall appoint one member to serve as a Director on the Board of the Chesapeake Tri-Association, Inc., which was formed to oversee and administer the Associations' annual conference, and the Short Course.

ARTICLE VII – Meetings

Section 1.

The Executive Board shall set the place and time for all Meetings of the Association. Meetings shall be conducted in conformance with the current edition of Robert's Rules of Order newly revised, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Section 2.

The holding of joint meetings with other organizations having related interests may be arranged at the discretion of the Executive Board.

Section 3.

The papers presented at meetings may, if authorized by the Executive Board, be published as Proceedings of this Association and be distributed to all members.

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ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION

Section 1.

Amendments may originate in the Executive Board, or through it, in writing, signed by at least ten (10) members, in good standing, of the Association.

Section 2.

Upon introduction of any proposed amendments to these Bylaws, the Executive Board shall provide opportunity for discussion of the proposed amendments at a general membership meeting.

Section 3.

Amendments to the Constitution must be voted on by letter ballot. Following discussion of any proposed amendments to this Constitution, as prescribed in Section 2, the Secretary, on the instruction of the Executive Board, shall mail a ballot containing the complete text of any proposed amendments to each member with a return due date of not less than thirty (30) days from the date of mailing. A two-thirds vote of ballots cast is required for passage and adoption of any amendments to this Constitution.

Section 4.

All amendments to the Constitution so passed shall become effective as of the date of passage and adoption.

ARTICLE IX – SECTIONS

Section 1.

A section may be formed by a minimum of fifty (50) voting members of the Water and Waste Operator's Association of Maryland, Delaware and District of Columbia, all of which shall be from approximately the same geographic area. A list of these members including their addresses, telephone numbers, and places of employment shall be presented to the Executive Committees at any business meeting. Along with this list shall be the names of a Director and Vice-Director for the Section, which have been elected by the majority of the members on such said list. A proposed name for the Section shall also be presented to the Executive Board for its consideration.

Section 2.

Within 60 days the Executive Board shall make known its decision to the general membership either in the regular publication of the Association or in the form of a special mailing.

Section 3

In the event that the Executive Board rejects such application for the formulation of a Section, it shall also make known the justification for the rejection. Also, in the event of a rejection, the same members may request that approval for the formation of a Section be placed in the form of a ballot to be mailed to the general membership at the same time as ballots for officers of the Executive Board are mailed prior to the Annual Business Meeting of the Association.

Section 4

Upon the approval of a Section by the Executive Board, the Director or his representative shall have membership on the Executive Board. In addition, each Section shall have the right to place one representative of the Section Director's choice on all committees formed by the Executive

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Board. However, the President shall select the chairman. In addition, each Section may have financial support for meetings, special projects and other endeavors as determined by the Executive Board.

ARTICLE X - DONATIONS AND CONTRIBUTIONS

This Association may, from time to time, desire to make donations to charitable, non-profit groups, as defined under section 501(c) of the Internal Revenue Service code, or make contributions to other groups or organizations in environmental fields and endeavors related to this Association, consistent with the purposes, intent and spirit of Article II of this Constitution. The Executive Board shall adopt such rules, regulations and policies that it deems necessary to administer and accomplish the objectives of this Article.

ARTICLE XI - INTERPRETATION – MISCELLANEOUS

Section 1. Conflict.

These Bylaws are subordinate and subject to all provisions of the Articles of Incorporation of the Association. All of the terms hereof, except where clearly repugnant to the context, shall have the same meaning as they are defined to have in the Articles of Incorporation. In the event of any conflict between these Bylaws and the Articles of Incorporation, the provisions of the Articles of Incorporation shall control.

Section 2. Severability.

In the event any work, phrase or provision of these Bylaws shall be determined by a court of competent jurisdiction to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other work, phrase or provision hereof which can be given effect.

Section 3. Waiver.

No restriction, condition, obligation or provision of these Bylaws shall be deemed to have been abrogated or waived by reason of any failure or failures to enforce the same.

Section 4. Gender, etc.

Whenever in these Bylaws the context so requires, the singular number shall include the plural and the converse, and the use of any gender shall be deemed to include all genders.

CENTRAL SECTION BYLAWS

.....CE * ~ • o G e i

ARTICLE I – NAME

The name of this organization shall be “Central Section” of the Water and Waste Operators Association of Maryland, Delaware and the District of Columbia. Hereinafter the “Central Section” shall be referred to as the “Section” and the Water and Waste Operators Association of Maryland, Delaware and the District of Columbia shall be referred to as the “Association”.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 2.1 – Creation of the Section

The Section was created in accordance with and in compliance with, and for the purposes stated in the Association’s Constitution as now stated or amended from time to time.

Section 2.2 – Purpose

The purpose for which the Section is formed is to promote public health, safety and welfare through the organization of its membership, by meetings, conferences and communication on a regional level and to provide representation on matters of official Association business.

Section 2.3 – Objectives

The objectives of this Section shall be consistent with the Association’s constitution, specifically Article II titled “Objective” and its official policy statements as now stated or amended from time to time.

ARTICLE III – MEMBERSHIP

Section 3.1 – Membership

All members of the Association in good standing shall be entitled to membership in the Section. They shall hold the same grade of membership as in the Association and shall be subject to the constitution and governing documents of the Association and the Bylaws of the Central Section.

Section 3.2 – Admissions

Any person or organization desiring to become a member of the Section must make application for admission with the Association.

Section 3.2 – Separations

Any person or organization whose membership is terminated, suspended or expelled by the Association shall thereafter be removed from membership of the Section.

ARTICLE IV – DUES AND FEES

There shall be no fees or dues charged for membership in the Section.

ARTICLE V – OFFICERS AND BOARD OF TRUSTEES

Section 5.1 – Board As Governing Body

The governing body of the Section shall be a Board of seven (7) members, hereinafter called the “Board” each of whom shall be a member of the Section in good standing.

Section 5.2 – Board Members

The Board shall consist of a Director, Director-Elect, Secretary-Treasurer, the most recent past Director and three (3) Trustees.

Section 5.3 – Officers

The officers shall consist of a Director, Director-Elect, Secretary-Treasurer, and most recent past Director.

Section 5.4 – Term of Office

The term of office of the Director, Director-Elect, past Director and Trustees shall be one (1) year. Upon the expiration of the term of the Director, the Director-Elect shall accede to the office of Director and a new Director-Elect shall be elected to fill the resulting vacancy. The term of the office of the Secretary-Treasurer shall be two (2) years. Director and Director-Elect shall not succeed self in the same office.

Section 5.5 – Office Location

The headquarters of this Section shall be at the Office of the Director, unless otherwise designated by the Board.

Section 5.6 - Board Member’s Removal

Any member of the Board may be removed from office, for just cause, by a majority vote of the entire Board, and after such board member has been given an opportunity for a hearing before the board.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND TRUSTEES

Section 6.1 – Nominating Committee

The Board shall appoint a Nominating Committee of a least three (3) members at least ninety days (90) prior to the Annual Meeting, and shall designate a Chairperson thereof.

Section 6.2 – Nominees of Section Vacancies

The Nominating Committee shall select one (1) nominee for each position to become vacant. Said nomination shall be announced to the membership of the Section at least thirty (30) days prior to the Annual Meeting. Each candidate for officer must signify a willingness to accept the nomination

Section 6.3 – Nominees From the Floor

Supplemental nomination for any office to become vacant may be made from the floor during the business session of the Annual Meeting. In the event of the nomination of more than one (1) member for any one office, the election for that office shall be by ballot. Each candidate for office must signify a willingness to accept the nomination.

Section 6.4 – Election

The election of new officers shall be supervised by the Secretary-Treasurer during the business session of the Section's Annual Meeting. Election shall be by a simple majority of the members attending.

Section 6.5 – Beginning of Term

Newly elected officers shall take office immediately upon the conclusion of the business session on the day which they are elected.

Section 6.6 – Vacancy

Any vacancy in the office occurring between Annual Meetings of the Section shall be filled by the Board for the unexpired term.

ARTICLE VII – DUTIES OF OFFICERS AND TRUSTEES

Section 7.1– Duties of the Director

The Director shall:

1. Supervise and coordinate the affairs of the Section.

2. Direct such actions that are provided for by these Bylaws.
3. Preside at the meetings of the Section and of the Board.
4. Appoint all Committee Chairpersons of the Section.
5. Attend the Water and Waste Operators Association Executive Board meetings and report activities to the Section. When the Director is unable to attend the Director shall appoint a Board member to attend.

Section 7.2 – Duties of the Director-Elect

The Director-Elect shall perform the duties of the Director in his/her absence, together with such other duties as may be assigned by the Director or the Board. The Director-Elect should plan and coordinate the Annual and Section Meetings under the supervision of the Director. In case the Director-Elect cannot act, the Past Director shall be the Acting Director.

Section 7.3 – Duties of the Secretary-Treasurer

The Secretary -Treasurer shall attend all meetings of the Section and the Board, duly recording the proceedings thereof and supervise the annual election of officers of the Section. The Secretary-Treasurer shall carry out all such correspondence and notices of the Section as directed by the Director and the Board. The Secretary-Treasurer shall have charge of all funds of the Section and shall promptly deposit same to the credit of the section, pay all bills against the Section and shall make a report to the Section at its Annual Meeting of all money received, expended and on hand.

Section 7.4 – Duties of the Trustee

Each trustee shall attend all meetings of the Section and Board. The Director, with the consent of the Board, may assign certain other duties and responsibilities to the Trustees.

Section 7.5 – Board Responsibilities

The Board shall act in an advisory capacity and shall be responsible for the general supervision and control of all the affairs of the Section.

ARTICLE VIII – MEETINGS

Section 8.1– Annual Meeting

The Section shall hold an Annual Meeting by the end of March of the following calendar year for the purpose of holding the Election of Officers for the Section, the reading of the Section's financial report and other reports, the presentation of awards and the consideration of business related to the affairs of the Section. A technical session will also be presented at this meeting.

In the event the Annual Meeting is canceled for reasons beyond the board's control, the Annual Meeting will be conducted as soon as possible thereafter.

Section 8.2 – Other Section Meetings

At least two other section meetings will be held during the year. A Technical Session will be conducted at the Section meetings.

Section 8.3– Location and Date

The geographical location and date of the Annual and other meetings of the Section shall be determined by the Board.

Section 8.4 – Quorum

The quorum for the transaction of business at any meeting of the Section shall be twenty (20) members in good standing and for any meeting of the Board, a quorum shall be four (4) members.

Section 8.5 – Board Meeting

The Board shall hold a regular meeting approximately one (1) month prior to the Annual Meeting and at such other times as the Director or any four (4) members of the Board jointly deem it necessary.

Section 8.6- Voting

Action by the Board shall be by affirmative majority vote as an assembled body.

Section 8.7 – Conduct of Meetings

All Section and Board meetings shall be conducted according the latest edition of "Robert's Rules of Order", except as otherwise provided in these Bylaws.

ARTICLE IX – COMMITTEES

Section 9.1 – Committees

The Board shall appoint standing and special committees as needed.

Section 9.2 – Director-Ex-Officio Member

The Director will be a member ex-officio of each committee or the Director may designate a member of the Board to serve in an ex-officio capacity.

ARTICLE X – AMENDMENTS

Section 10.1 – Recommended Amendments

These Bylaws may be proposed for alteration, amendment, repeal, or new Bylaws may be proposed for adoption by a vote of two-thirds of the Board at a duly held Board Meeting. Such action may be taken by mail ballot by written unanimous vote of the Board. Proposed Bylaws amendments may also be submitted in writing to the Board signed by at least (10) members in good standing of the Section. When so submitted, the Board shall approve the proposal and proceed to notify the membership in accordance with Section II of this Article.

Section 10.2 – Notification

Once approved by the Board, the proposed amendments to these Bylaws shall be submitted in writing to the membership a minimum of thirty (30) days prior to a meeting of the Section along with a notice of intent to amend.

Section 10.3 – Approval by Section

At a meeting of the Section, the proposed action shall be submitted to the membership for consideration. The proposed action will be adopted upon a two-thirds vote of the members of the Section in good standing, present.

ARTICLE XI – DISPOSAL OF FUNDS UPON DISSOLUTION

Section 11.1 – Termination

The Section shall be declared dissolved by the Board in the event there are insufficient members of good standing in attendance at the Annual Meeting to reach a Quorum for two (2) successive years.

Section 11.2 – Disposal of Funds Upon Dissolution

In case of dissolution of the Section, the balance of the Section's funds or property shall be disposed of by transfer and distribution to the association. In the event that this may not occur to any one or more corporation funds or foundation organized and operated in the State of Maryland exclusively for the purpose of environmental education, so designed by the Board.

Section 3.3 – Separations

Any person or organization whose membership is terminated, suspended or expelled by the Association shall thereafter be removed from membership of the Section.

Article IV - Dues and Fees

There shall be no fees or dues charged for membership in the Section.

Article V - Officers and Board of Trustees

Section 5.1 - Board as Governing Body

The governing body of the Section shall be a Board of three (4) members, hereinafter called the "Board" each of whom shall be a member of the Section in good standing.

Section 5.2 - Board Members

The Board shall consist of a Director, Director Elect, Secretary Treasurer and most recent past Director.

Section 5.3 - Term of Office

The term of office of the Director, and Director-Elect shall be one (1) year. Upon the expiration of the term of the Director, the Director-Elect shall accede to the office of Director, and a new Director-Elect shall be elected to fill the resulting vacancy. The term of the office of the Secretary-Treasurer shall be for two (2) years.

Section 5.4 - Office Location

The headquarters of this Section shall be at the office of the Director, unless otherwise designated by the Board.

Article VI - Nomination and Election of Board Members

Section 6.1 - Nominating Committee

The Director of the section shall appoint a Nominating Committee of at least three (3) members ninety (90) days prior to the Annual Meeting and shall designate a Chairperson thereof.

Section 6.2 - Nominees of Section Vacancies

The Nominating committee shall select one (1) nominee for each position. Said nomination shall be announced to the membership of the Section at least thirty (30) days prior to the

Annual Meeting. Each candidate for office must signify a willingness to accept the nomination. Each member shall receive a ballot with the announcement of nominees.

Section 6.3 - Election

Election of new officers shall be made by ballot if there is more than one (1) nominee for an office.

Section 6.4 - Election, Single Candidate

If there is a single candidate for an office, affirmation may be formalized by voice vote.

Section 6.5 - Election, More Than One Candidate

If more than one candidate is nominated for a vacant office, a secret ballot will be called for by the Secretary-Treasurer.

Section 6.6 - Beginning of Term

Newly elected officers shall take office immediately upon the conclusion of the business session on the day of the Annual Meeting.

Section 6.7 – Vacancy

Any vacancy in office occurring between Annual Meetings of the Section shall be filled by the Board for the unexpired term.

Article VII - Duties of Officers

Section 7.1- Directors Duties:

The Director shall:

1. Supervise and coordinate the affairs of the Section.
2. Direct such actions that are provided for by their Bylaws.
3. Preside at the meetings of the Section and of the Board.
4. Appoint all Committee Chairpersons of the Section.

Section 7.2 - Director Elect Duties:

The Director Elect shall perform the duties of the Director when absent together with such other duties as may be assigned by the director or the board. In case the Director Elect cannot act, the Secretary-Treasurer shall be the Acting director.

Section 7.3- Secretary-Treasurer Duties:

The Secretary-Treasurer shall have charge of all funds of the Section and shall promptly deposit same to the credit of the Section, pay all bills against the Section and shall make a report to the Section at the annual Meeting of all money received, expended and on hand.

Section 7.4 - Board Responsibilities

The Board shall act in an advisory capacity and shall be responsible for the general supervision and control of all of the affairs of the Section.

Article VIII– Meetings

Section 8.1 - Annual Meeting

The Section shall hold an annual Meeting during the month of April of each calendar year for the purpose of announcing the election of officers for the Section, the reading of the Section's financial report and other reports, the presentation of awards and the consideration of business related to the affairs of the Section.

Section 8.2- Other Section Meetings

When the Board deems it desirable and necessary, membership meetings may be held for the reading of reports to the membership and the consideration of business related to the affairs of the Section.

Section 8.3 - Location and Date

The geographical location and date of the annual and other meetings of the Section shall be determined by the Board.

Section 8.4 - Board Meeting

The Board shall hold a regular meeting one (1) month prior to the annual Meeting and at such other times as the President deems it necessary.

Section 8.5 – Nominations

The Director shall call the nominating session to order and the Secretary shall read the names of those candidates which had been properly submitted to the Board in accordance with Article VI.

Section 8.6 - Conduct of Meetings

All section and Board meetings shall be conducted according to the latest edition of "Robert's Rules of Order," except as otherwise provided in these Bylaws.

Article IX – Committees

Section 9.1– Committees

The Director shall appoint standing and special committees in accordance with the requirements set forth in the "Organization and Function of the Eastern Shore Section Committees" as adopted by the Board.

Article X – Amendments

Section 10.1 - Recommended Amendments

These Bylaws may be proposed for alteration, amendment, repeal, or new Bylaws may be proposed for adoption by a vote of two-thirds of the Board. Such action may be taken by mail ballot by written unanimous vote of the Board.

Section 10.2– Notification

Once approved by the Board, the proposed amendments to these Bylaws shall be submitted to the membership a minimum of thirty (30) days prior to a meeting of the Section along with a notice of intent to amend.

Section 10.3- Approval by Section

At a meeting of the Section, the proposed action shall be submitted to the membership for consideration. The proposed action will be adopted upon a two-thirds vote of the members of the Section in good standing, present.

Article XI – Dissolution

Section 11.1 – Dissolution

Upon dissolution of the Section, all property and funds revert to the Association.

Article IV - Dues and Fees

There shall be no fees or dues charged for membership in this Section.

Article V - Officers and Board of Trustees

Section 5.1 - Board as Governing Body

The governing body of the Section shall be a Board of eleven (11) members, hereinafter called the "Board" each of who shall be a member of the Section in good standing.

Section 5.2 - Board Members

The Board shall consist of a Director, Director Elect, Treasurer, Recording Secretary, Corresponding Secretary, the most recent past Director and five (5) Trustees, one each representing the counties of Allegheny, Carroll, Frederick, Garrett and Washington, each of whom shall have full voting power.

Section 5.3 - Officer

The officers shall consist of a Director, Director – Elect, Treasurer, Recording Secretary and Corresponding Secretary.

Section 5.4 - Term of Office

The term of office of the Director, and Director-Elect and Trustees shall be one (1) year. Upon the expiration of the term of the Director, the Director-Elect shall accede to the office of Director, and a new Director-Elect shall be elected to fill the resulting vacancy. The term of the office of the Treasurer, Recording Secretary and Corresponding Secretary shall be for two (2) years. No officers shall succeed self in the same office.

Section 5.5 - Office Location

The headquarters of this Section shall be at the office of the Director, unless otherwise designated by the Board.

Article VI - Nomination and Election of Board Members

Section 6.1 - Nominating Committee

The Director of the section shall appoint a Nominating Committee of at least three (3) members ninety (90) days prior to the Annual Meeting and shall designate a Chairperson thereof.

Section 6.2 - Nominees of Section Vacancies

The Nominating committee shall select one (1) nominee for each position. Said nomination shall be announced to the membership of the Section at least thirty (30) days prior to the Annual Meeting. Each candidate for office must signify a willingness to accept the nomination. Each member shall receive a ballot with the announcement of nominees.

Section 6.3 – Nominations from the Floor

Supplemental nomination for any office to become vacant may be made from the floor during the business session of the Annual Meeting. In the event of the nomination of more than one (1) member for any one office, the election for that office shall be by Ballot. Each candidate for office must signify a willingness to accept the nomination.

Section 6.4. – Election

The election of new officers shall be supervised by the Recording Secretary during the business session of the Section's Annual Meeting. Election shall be by simple majority of the members attending.

Section 6.5 - Beginning of Term

Newly elected officers shall take office immediately upon the conclusion of the business session on the day which they are elected.

Section 6.6 - Vacancy

Any vacancy in office occurring between Annual Meetings of the Section shall be filled by the Board for the unexpired term.

Article VII - Duties of Officers

Section 7.1 - Directors Duties:

The Director shall:

1. Supervise and coordinate the affairs of the Section.
2. Direct such actions that are provided for by their Bylaws.
3. Preside at the meetings of the Section and of the Board.
4. Appoint all Committee Chairpersons of the Section.

Section 7.2 - Director Elect Duties:

The Director Elect shall perform the duties of the Director when absent together with such other duties as may be assigned by the director or the board. In case the Director Elect cannot act, the Past Director shall be the Acting director.

Section 7.3 – Recording Secretary Duties

The Recording Secretary shall attend all meetings of the Section and the Board, duly recording the proceedings thereof and supervise the annual election of officers of the Section.

Section 7.4 – Corresponding Secretary Duties

The Corresponding Secretary shall attend all meetings of the Board and shall carry out all such correspondence and notices of the Section as directed by the Director and the Board.

Section 7.5 – Treasurer Duties

The Treasurer shall have charge of all funds of the Section and shall promptly deposit same to the credit of the Section, pay all bills against the Section and shall make a report to the Section at its Annual Meeting of all money received, expended and on hand.

Section 7.6 - Trustee Duties

Each Trustee shall attend all meetings of the Board as representative of the Section membership for the respective County for which elected. The Director, with the consent of the Board, may assign certain other duties and responsibilities to the Trustees.

Section 7.7 – Board Responsibilities

The Board shall act in an advisory capacity and shall be responsible for the general supervision and control of all of the affairs of the Section.

Article VIII – Meetings

Section 8.1 - Annual Meeting

The Section shall hold an annual Meeting during the month of April of each calendar year for the purpose of announcing the election of officers for the Section, the reading of the Section's financial report and other reports, the presentation of awards and the consideration of business related to the affairs of the Section.

Section 8.2 - Other Section Meetings

When the Board deems it desirable and necessary, membership meetings may be held for the reading of reports to the membership and the consideration of business related to the affairs of the Section.

Section 8.3 - Location and Date

The geographical location and date of the Annual and other meetings of the Section shall be determined by the Board.

Section 8.4 – Quorum

A quorum for the transaction of business at any meeting of the Section shall be thirty (30) members in good standing and for any meeting of the Board, a quorum shall be six (6) members

Section 8.5 - Board Meeting

The Board shall hold a regular meeting one (1) month prior to the annual Meeting and at such other times as the President deems it necessary.

Section 8.6 – Voting

Action by the Board shall be by affirmative majority vote as an assembled body.

Section 8.7 – Nominations

The Director shall call the nominating session to order and the Recording Secretary shall read the names of those candidates which had been properly submitted to the Board in accordance with Article VI. The Recording Secretary shall then invite nominations from the floor.

Section 8.7.1 – Election, Single Candidate

If there is a single candidate for an office, affirmation may be formalized by voice vote.

Section 8.7.2 – Election, More than One Candidate

If more than one candidate is nominated for a vacant office, a secret ballot will be called for by the Recording Secretary.

Section 8.8 - Conduct of Meetings

All section and Board meetings shall be conducted according to the latest edition of "Robert's Rules of Order," except as otherwise provided in these Bylaws.

Article IX – Committees

Section 9.1 – Committees

The Director shall appoint standing and special committees in accordance with the requirements set forth in the "Organization and Function of the Western Maryland Section Committees" as adopted by the Board.

Article X – Amendments

Section 10.1 - Recommended Amendments

These Bylaws may be proposed for alteration, amendment, repeal, or new Bylaws may be proposed for adoption by a vote of two-thirds of the Board. Such action may be taken by mail ballot by written unanimous vote of the Board.

Section 10.2 – Notification

Once approved by the Board, the proposed amendments to these Bylaws shall be submitted to the membership a minimum of thirty (30) days prior to a meeting of the Section along with a notice of intent to amend.

Section 10.3 - Approval by Section

At a meeting of the Section, the proposed action shall be submitted to the membership for consideration. The proposed action will be adopted upon a two-thirds vote of the members of the Section in good standing, present.

Article XI – Dissolution

Section 11.1 – Termination

The Section shall be declared dissolved by the Board in the event there are insufficient members of good standing in attendance at the Annual Meeting to reach a Quorum for two (2) successive years.

Section 11.2 – Disposal of Funds Upon Dissolution

In case of dissolution of the Section, the balance of the Section's funds or property shall be disposed of by transfer and distribution to any one or more corporations, funds or foundation organized and operated in the State of Maryland exclusively for the purpose of environmental education, so designated by the Board.

Section 3.3- Separations

Any person or organization whose membership is terminated, suspended or expelled by the Association shall thereafter be removed from membership of the section.

ARTICLE IV - DUES AND FEES

There shall be no fees or dues charged for membership in the Section.

ARTICLE V - OFFICERS AND BOARD OF TRUSTEES

Section 5.1 - Board As Governing Body

The governing body of the Section shall be a Board of seven (7) members, hereinafter call the "Board" each of who shall be a member of the Section in good standing, Board members must be employed in the geographic area assigned to the Southern Section.

Section 5.2 - Board Members

The officers shall consist of a Director, Director-Elect, Secretary, Treasurer, the most recent past Director and three (3) Trustees. One (1) Trustee from each county will be elected to the Board.

Section 5.3 – Officers

The officers shall consist of a Director, Director-Elect, Secretary, Treasurer, and most recent past Director.

Section 5.4 - Term of Office

The term of office of the Director, Director-Elect, past Director and Trustee shall be one (1) year. Upon the expiration of the term of the Director, the Director-Elect shall accede to the office of Director and a new Director-Elect shall be elected to fill the resulting vacancy. The Term of the office of the Secretary and Treasurer shall be two (2) years. Director and Director-Elect shall not succeed self in the same office.

Section 5.5 - Office Location

The headquarters of the Section shall be at the Office of the Director, unless otherwise designated by the Board.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS AND TRUSTEES

Section 6.1 - Nominating Committee

The Board shall appoint a Nominating Committee of at least three (3) members at least ninety days (90) prior to the Annual Meeting, and shall designate a Chairperson thereof.

Section 6.2 - Nominees of Section Vacancies

The Nominating committee shall select one (1) nominee for each position to become vacant. Said nomination shall be announced to the membership of the Section at least thirty (30) days prior to the Annual Meeting. Each candidate for office must signify a willingness to accept the nomination.

Section 6.3 - Nominees From the Floor

Supplemental nomination for any office to become vacant may be made from the floor during the business session of the Annual Meeting. In the event of the nomination of more than one (1) member for any one office, the election for that office shall be by ballot. Each candidate for office must signify a willingness to accept the nomination.

Section 6.4- Beginning of Term

Newly elected officers shall take office immediately upon the conclusion of the business session on the day which they are elected.

Section 6.5 - Vacancy

Any vacancy in the office occurring between Annual Meetings of the Section shall be filled by the Board for the unexpired term.

ARTICLE VII - DUTIES OF OFFICERS AND TRUSTEES

Section 7.1 - Duties of the Director

The Director shall:

1. Supervise and coordinate the affairs of the Section.
2. Direct such actions that are provided for by these Bylaws.
3. Preside at the meetings of the Section and of the Board.
4. Appoint all Committee Chairpersons of the Section.
5. Attend the Water and Waste Operators Association Executive Board meetings and report activities to the Section. When the Director is unable to attend the Director shall appoint a Board member to attend.

Section 7.2 - Duties of the Director-Elect

The Director-Elect shall:

1. Perform the duties of the Director in his/her absence.
2. Perform such other duties as may be assigned by the Director or the Board.
3. Plan and coordinate the Annual and Section Meetings under the supervision of the Director.
4. In case the Director-Elect cannot act, the Past Director shall be the Acting Director.

Section 7.3- Duties of the Secretary

The Secretary shall:

1. Attend all meetings of the Section and the Board.
2. Duly record the proceedings of all meetings of the Section and the Board.
3. Supervise the Annual Election of officers of the Section.
4. Perform such other duties as may be assigned by the Director or the Board.

Section 7.4 - Duties of the Trustees

Each Trustee shall:

1. Attend all meetings of the Section and Board.
2. The Director, with the consent of the Board, may assign certain other duties and responsibilities to the Trustees.

Section 7.5 - Duties of the Treasurer

The Treasurer shall:

1. Have charge and custody and be responsible for all funds and securities of the Section;
2. Receive and give receipts for monies due and payable to the Section from any source whatsoever;

3. Deposit all such monies in the name of the Section in such banks, trust
4. Sign all checks, drafts, notes or other instruments for payment of Section bills or source whatsoever;
5. In general perform all duties incident to the office of Treasurer and other such duties as from time to time may be assigned to him or her by the Section Director or the Section Board.

Section 7.6- Board Responsibilities

The Board shall:

1. Be responsible for the general supervision and control of all the affairs of the section
2. Otherwise act in an advisory capacity.

ARTICLE VIII - MEETINGS

Section 8.1- Annual Meeting

The Section shall hold an Annual Meeting during the month of January of each calendar year for the purpose of holding the Election of Officers for the Section; the reading of the Section's financial report and other reports; the presentation of awards and the consideration of business related to the affairs of the Section. A technical session will also be presented at this meeting. In the event the Annual Meeting is postponed for reasons beyond the Board's control (such as inclement weather), the Annual Meeting will be conducted as soon as possible thereafter.

Section 8.2 - Other Section Meetings

At least two other section meetings will be held during the year. A Technical Session will be conducted at all Section meetings.

Section 8.3 - Location and Date

The geographical location and date of the Annual and other meetings of the Section shall be determined by the Board.

Section 8.4 - Quorum

The quorum for the transaction of business at any meeting of the Section shall be twenty (20) members in good standing and for any meeting of the Board, a quorum shall be four (4) members.

Section 8.5 - Board Meetings

The Board shall hold a regular meeting approximately one (1) month prior to the Annual Meeting and at such other times as the Director or any four (4) members of the Board jointly deem it necessary.

Section 8.6 - Voting

Action by the Board meetings shall be conducted according to the latest edition of "Robert's Rules of Order," except as otherwise provided in these Bylaws.

ARTICLE IX - SPONSORSHIP AND DONATIONS

Section 9.1 - Requesting

Requested for sponsorship and donations must be made in writing to the Section Director within thirty (30) days of the next scheduled section business meeting. All requests should be clearly state Who, What, When, Where, and Why the sponsorship or donation is needed.

Section 9.2 - Awarding

Sponsorship and donation request must be made at any business meeting of the Section. The Director will advise the membership of any request as "New Business" during the Section Meeting. The sponsorship and/or donation awarded cannot exceed \$1.00 per voting Section member present at the meeting. Two-thirds of the Section members present must approve such award.

ARTICLE X - AMENDMENTS

Section 10.1- Recommended Amendments

These Bylaws may be proposed for alteration, amendment, repeal, or new Bylaws may be proposed for adoption by a vote of two-thirds of the Board at a duly held Board Meeting. Such action may be taken by mail ballot by written unanimous vote of the Board

Section 10.2 - Notification

Once approved by the Board, the proposed amendments to these Bylaws shall be submitted I writing to the membership a minimum of thirty (30) days prior to a meeting of the Section along with a notice of intent to amend.

Section 10.3 - Approval by Section

At a meeting of the Section, the proposed action shall be submitted to the membership for consideration. The proposed action will be adopted upon a two-thirds vote of the members of the Section in good standing, present.

ARTICLE XI - DISPOSAL OF FUNDS UPON DISSOLUTION

Section 11.1 - Termination

The Section shall be declared dissolved by the Board in the event there are insufficient members of good standing in attendance at the Annual Meeting to reach a quorum for two (2) successive years.

Section 11.2 - Disposal of Funds Upon Dissolution

In case of dissolution of the Section, the balance of the Section's funds or property shall be disposed of by transfer and distribution to the Association. In the event that this may not occur to any one or more corporation funds or foundation organized and operated in the State of Maryland exclusively for the purpose of environmental education, so designed by the Board.

WVOA EXECUTIVE BOARD & COMMITTEE CHAIR'S RESPONSIBILITIES **August 2006**

The following is a list of duties and responsibilities for Executive Board members and Committee Chairpersons. This list is by no means complete and may be subject to change.

PRESIDENT:

1. Ex-officio member of all committees.
2. Chairs all Board meetings and sets meeting agenda with the assistance from the secretary.
3. Attends at least one (1) Section meeting for each Section of the Association during the year.
4. Offers testimony for the Association at public hearings, etc., on matters of concerns to the Association.
5. Confers as needed with the other Environmental Association on matters of mutual concern.
6. Signs and may prepare correspondence to all outside agencies.
7. Votes on motions when needed to break tie votes.
8. All persons submitting reports are to have them to the President 45 days prior to the annual conference.

PAST PRESIDENT

1. Prepares the Annual Report on accomplishments of his/her terms to the Board at the first meeting of each year.
2. Attends Executive Board meetings and votes on motions at same.
3. Assists the President with the wisdom acquired during his/her tenure as President

PRESIDENT-ELECT:

1. Assumes and carries out all duties of the President if and when the President cannot fulfill such tasks.

2. Attends all Board meetings and votes on the motions at same.
3. Chairs the Nominations Committee for new Board Members each year. The Committee is to have the slate of new officers to the Board members for review and comments.

VICE-PRESIDENT:

1. Chairs the WWOA delegation to the Joint or Tri Annual Conference Committee, serving as the Chair for the entire committee every other year; reports the Joint or Tri Committee progress at Board meetings; and sees that the conference materials are disseminated to the members in time to meet registration deadlines.
2. Attends all Board meetings and votes on motions at same.
3. Serves on the Nominations Committee since he/she will be working with the Board members elected when serving as President.
4. Works with By-Laws Committee to help with Annual Reports.

SECRETARY:

1. Attends and records the minutes at all Board meetings and votes on the motions at same.
2. Receives all correspondence to the Association.
3. Sends out prepared minutes of the last meeting and notice of the upcoming meeting in time for the members to review the minutes.
4. Designates and, with Board approval, appoints an Assistant Secretary to help with the duties and performs such duties in the absence of the Secretary.

TREASURER:

1. Attends all Board meetings and votes on the motions at same.
2. Becomes and remains bonded in the amount determined by the Board.
3. Receives all funds paid to the Association, pays all the bills, and invests all funds as directed by the Board.
4. Prepares and submits an up-to-date financial statement for all Board meetings and Annual Conference.
5. Chairs the Finance Committee and, as such, submits the budget to the Board at the budget meeting each year.

6. Designates and, with the Board approval, appoints an Assistant Treasurer to help with the duties and perform such duties in the absence of the Treasurer.
7. Prepares and submits all tax returns.

TRUSTEE: MD, DC, AND DEL.

1. Attends all Board meetings.
2. Participates in voting on Board matters.
3. Supports and serves on committees as needed.
4. Support, advise and accept assignments from the Board or the President.
5. Assists other Trustees as needed.
6. Acts as Liaison between his/her jurisdiction (MD, DEL, or DC as appropriate) members and the Board.
7. Represents membership concerns.
8. Communicates Board activities to the local membership.
9. Recruits members from his/her jurisdiction to serve on each committee.
10. Works with the Section Directors to assist in planning the regional meetings.
11. Attends Section meetings and events.
12. Assists in the planning of training sessions and other events.
13. Supports Section Officers as needed.
14. Submit an annual report to the President 45 days prior to the conference

SECTION DIRECTOR: CENTRAL, EASTERN, SOUTHERN, AND WESTERN.

1. Attends all Board meetings and votes on the motions at same.
2. Acts as Liaison between the Section members and the Board.
3. Recruits Section members to serve on committees.
4. Serves on the Section Meeting Committee when it is being held in their Section.

5. Designates an alternate to attend the Executive Board meeting when the Director cannot be present.
6. In order to receive support funding from the main body, coordinates at least two training sessions per year for their Section.
7. Coordinates the affairs of the Section in accordance with the Section's bylaws.
8. Submit an annual report to the President 45 days prior to the conference.

AWARDS COMMITTEE:

1. Assembles worthy candidates for the W. McLean Bingley Distinguished Service Award in Wastewater Treatment Field; the Stanley Kappe Award for Training; the Distinguished Service Awards for Water Treatment, Water Distribution, Wastewater Collection, Industrial Wastes, Sludge Management, and Laboratories; and any other awards the Board deems appropriate. The solicitation of candidates is by an appropriate means approved by the Committee.
2. Selects the worthy candidate(s) for each category and presents the slate of candidates to the Board for review, comment and approval.
3. Prepares the plaques with the names and award categories for presentation by the President at the annual conference. The Chair handles the awards ceremony.
4. The Chair submits an Annual report to the outgoing President 45 days prior to the annual conference.
5. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

BYLAWS COMMITTEE:

1. Reviews the Association's bylaws at least annually and brings prepared suggested additions, revisions, and deletions to the Board for approval.
2. Once approved, the Committee will prepare the amendments for mailing by the Secretary.
3. Requests input on the bylaws from the general membership.
4. The Chair submits an Annual Report to the President 45 days prior to the annual conference.

5. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

DELAWARE, MARYLAND AND DISTRICT OF COLUMBIA CERTIFICATION LIAISON:

1. Attends all meetings involving certification matters.
2. Reports to the Board on certification activities in their jurisdiction.
3. Requests certification input from the general membership.
4. Requests support from the Board as needed.
5. Submits an Annual Report to the President 45 days prior to the annual conference.
6. Works with other certification to be uniform between all three.
7. Assists members having trouble with exams, with tutoring resources.

ECOLETTER COMMITTEE:

1. Together with CWEA members, publishes the *Ecoletter* quarterly (Fall, Winter, Spring, and Conference issues).
2. Solicits articles of interest to the membership from the Board and general membership.
3. Submits a budget request for WWOA's share of the cost of publishing the *Ecoletter* for the year by the Board's Budget-meeting each year.
4. Assures that WWOA is fairly represented in the *Ecoletter*.
5. Reports to the Board on the *Ecoletter* staff activities.
6. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
7. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

EDUCATION COMMITTEE:

1. Presents awards to students at science fairs in Maryland, Delaware, and the District of Columbia. Types and amounts of awards are to be determined by the Board.
2. Coordinates the Gerry Slattery Short Course scholarship program.
3. Assists in planning the technical sessions for the regional meetings, issuing certificates, keeping attendance records, and submitting these, along with a completed TRE application, to WWOA's representative to TRE for his/her forwarding the same to TRE.
4. Submits budget requests to the Board for the year at the Board's budget meeting each year.
5. Seeks input from the general membership on education needs.
6. Consults with entities, such as MCET and DCET, who provide education for environmental professionals to see that their offerings meet the needs of the membership. If not, requests that such offerings are provided in the future.
7. Reports to the Board on the committee's activities.
8. The Chair submits an Annual Report to the Presidents 45 days prior to the annual conference.

REGIONAL TRAINING CONFERENCE COMMITTEE:

1. The trustees should help section leaders set up Regional.
2. Handles all the arrangements for the Fall Regional Training Conference. This includes: the site; refreshments; lunch; tours, technical sessions, including certificates (both provided by the Education Committee); announcements; and mailing said announcements with five weeks before the training conference.
3. Submits cost estimates for the training conference to the Board.
4. Reports to the Board on the committee's activities.
5. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
6. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

FINANCE COMMITTEE:

1. Chaired by the Treasurer.
2. Prepares a budget based on goals, activities and submits a recommended budget to the Board in the fall.
3. Identifies revenues and submits recommendation to the Board (including any needed dues increase) for approval.
4. Does long-range planning on finances.
5. Seeks the best source for investment of the Association's monies.
6. Reports to the Board on the committee's activities.
7. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
8. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

ANNUAL CONFERENCE COMMITTEE:

1. Chaired by the Vice President.
2. Strives to have the papers to be presented represent the interests of all the membership.
3. Submits the Annual Conference budget at the Associations meeting for Board's approval six months prior to the conference.
4. Reports to the Board on the committee's activities.
5. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
6. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.
7. WWOA will have at least four (3) voting members on the Annual Conference committee each year.

MEMBERSHIP COMMITTEE:

1. Prepares and mails out the annual dues notices so that they are in the hands of the members no later than December 1st of each year.
2. Prepares and mails out the annual dues notices for those who have not renewed, no later than February 28 of each year.
3. Contacts members whose dues are in arrears according to the bylaws.
3. Submits budget requests for the year at the budget meeting.
6. Reports to the Board on membership status and the committee's activities.
7. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
8. The Membership Chair will coordinate with a designated member of each Section to ensure communication on membership issues.
9. Membership Chair shall be the contact with the Association mailing service.
10. Membership Chair shall coordinate all main body membership drives.

NOMINATIONS COMMITTEE:

1. Chaired by the Past President.
2. Solicits candidates for upcoming vacant offices of the Board.
3. Presents the slate of candidates to the Board at least 6 months prior to the annual conference. Ballots should be mailed 60 days prior to the annual meeting.
4. Submits budget requests for the year at the budget meeting.
5. Reports to the Board on the committee's activities.
6. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
7. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.

PUBLIC RELATIONS COMMITTEE:

1. Provides a membership table at all Association regional meetings, annual meetings, and other meetings or events as directed.
2. Provides WWOA promotional materials such as hats, pins, shirts, etc., when needed and keeps account of it.
3. Recommends new PR items to the Board for approval.
4. Procures and distributes approved items as directed.
5. Assists with promotional campaigns whenever possible.
6. Submits budget requests for the year at the budget meeting.
7. Reports to the Board on the committee's activities as requested.
8. The Chair submits an Annual Report to the President 45 days prior to the annual conference.

SHORT COURSE COMMITTEE:

1. Attends all Short Course committee meetings and report back to Main Board.
2. Assures the educational offerings of the Short Course meet the needs of the membership.
3. Takes all concerns of the Board to the entire Short Course committee.
4. Submits budget requests for the year at the Association's Budget meeting.
5. Reports to the Board on the committee's activities.
6. The Chair submits an Annual Report to the President 45 days prior to the annual conference.
7. The Committee's membership will consist of a member representing each Section and Trustee. A single member may fulfill two (2) representations (for example, Central Section and Maryland). The Committee will have no less than three (3) members and a Chair.
8. Follows the Short Course Committee Operating Procedures as described by all three Associations (WWOA, CWEA and AWWA).
9. WWOA will have at least (5) voting members on the annual short course committee each year.

TRE COMMITTEE REPRESENTATIVE:

1. Attends all the Maryland TRE meetings.
2. Reports to the Board on TRE activities.
3. Requests support from the Board as needed.
4. Submits all TRE applications from the Education Committee.
5. The Representative submits an Annual Report to the President 45 days prior to the annual conference.

WWOA EXECUTIVE BOARD MEETING & ASSOCIATION SCHEDULE

JANUARY-----Board Meeting 3rd Wednesday

FEBRUARY-----Board Meeting 3rd Wednesday
Membership Renewal Reminders Mailing by 2/28

MARCH-----Board Meeting 3rd Wednesday
Awards Announcement Application Mailing

APRIL----- Spring Regional
Short Course Scholarship Application Mailing w/ Regional notice

MAY-----Board Meeting 3rd Wednesday
WWOA Executive Board Officers Ballot Mailing 30 days before Joint (Tri) Conference

JUNE-----Board Meeting 3rd Wednesday

JULY-----Joint Conference or Board
Meeting 3rd Wednesday

AUGUST-----Board Meeting 3rd Wednesday and or
Tri-Conference

SEPTEMBER----- Tri-Conference or Board
Meeting 3rd Wednesday

OCTOBER-----Fall Regional
Membership Renewal Mailing by 10/31

NOVEMBER-----Board Meeting 3rd Wednesday

DECEMBER-----Board Meeting if needed

WWOA Regional Schedule
Spring '06' Eastern Section
Fall '06' Southern Section
Spring '07' Central Section
Fall '07' Western Section

Ecoletter Schedule
Winter
Spring
Summer
Fall

Annual Events
Short Course/Annual Conference

NOTES

Revised August 2006