Water Professionals Student Chapter at the University of Kentucky
(AWWA/WEA) CONSTITUTION and BYLAWS

INTRODUCTION

The Kentucky/Tennessee Section of the American Water Works Association (AWWA) and the Kentucky/Tennessee Section of the Water Environment Federation (WEF) are the franchisers of the University of Kentucky combined student chapters of the American Water Works Association /Water Environment Federation. The American Water Works Association and its relevant section, which may hereafter be referred to as the Association, AWWA, or the section, is the name of the franchisor of this Chapter. The Board of Directors of the Association, at its discretion, may charter local or area chapters. Individual chapters may not charter, create, or otherwise franchise other chapters.

ARTICLE I
NAME AND LOCATION

1. Name. The name of this Chapter shall be the Water Professionals Student Chapter at the University of Kentucky (AWWA/WEA), hereinafter referred to as the Chapter.

2. Location. The principal place of business and location of Chapter records shall be the University of Kentucky, Lexington, KY, U.S.A.

3. Chapter status. The Chapter shall be operated as an unincorporated nonprofit association within a section of the American Water Works Association.

4. Intention. It is the intention of this Chapter to conduct its affairs in conformity and harmony with the bylaws and strategic plan of the American Water Works Association (AWWA), Water Environment Federation (WEF) and the policies and procedures of the University of Kentucky.

ARTICLE II
OBJECTIVES & PURPOSES

1. Chapter. This Chapter shall be a not-for-profit, professional organization for men and women planning to enter the water industry.

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
MEMBERSHIP

1. Membership. All members of the Water Professionals Student Chapter at the University of Kentucky (AWWA/WEA) shall be members of the Association. Open to any and all members of the University of Kentucky community. Individuals shall be provided chapter membership, if they meet the written criteria for membership established by the AWWA Board of Directors and the WEF; namely, students who are working full- or part-time toward a graduate or undergraduate degree at the University of Kentucky, who are in good standing with the University, and who demonstrate a commitment 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 vote.

3. Dues. Members shall pay annual dues to the Association in an amount to be determined, from time to time, by the Association. Members shall pay annual dues to the Chapter in an amount determined, from time to time, by the Chapter Board of Directors, based on the requirements of the Chapter. College chapter dues will be due annually, on a rotating anniversary system.

ARTICLE IV
MEETINGS OF CHAPTER MEMBERSHIP

1. Regular Meetings. Regular meetings of the Chapter shall be held monthly at such dates and times as the Chapter Board shall determine. Notice of regular meetings shall be given to members at least seven days prior to the meeting, and shall be in writing and sent via campus mail or electronic media, including e-mail, to all chapter members of record.

2. Special Meetings. Special meetings may be called by the Chapter Board of Directors, or by petition delivered to the Secretary of 25% of the chapter membership eligible to vote. Notice of special meetings shall be given to members seven days prior to the meeting. Notice shall be given as provided in Article V, Item 1. Notice to the members shall identify the person(s) calling the special meeting and clearly state the date, time, location, and purpose of the special meeting. No other business shall be discussed at the special meeting, other than that stated in the notice.

3. Annual Meeting. The regular chapter meeting in April shall be known as the Annual Meeting, and shall be for the purposes of electing officers, receiving reports of officers and committees, and such other business as shall be determined by the Chapter Board of Directors. Notice of the Annual Meeting shall be given, as provided in Article V, Item 1.

4. Quorum. One third of the members of the Chapter who are eligible to vote will constitute a quorum for the transaction of business at a 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 Association and the Chapter Board of Directors and in good standing with the University of Kentucky. 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, and will begin at the first meeting of the fall semester and end with the election of a successor. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

3. Resignations. Any officer may resign at any time by serving written notice to the Chapter President 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, an individual may be selected by the Chapter Board of Directors to complete the unexpired term.

5. Chapter President. The President of the Chapter shall chair all meetings of the Board of Directors and the Chapter, prepare 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 Board of Directors may designate, shall serve ex officio without vote on all standing committees, and shall act as formal representative of the chapter to the University of Kentucky. The President is responsible for filing the annual report of chapter activities with the Association.

6. 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 Officers. The Secretary shall keep a record of minutes of all regular meetings of the board and the chapter membership, and if directed by the Board, of committee meetings.

7. Treasurer. The Treasurer shall ensure the fiscal integrity of the Chapter and shall record and deposit all funds in a timely manner and in accordance with generally accepted accounting procedures. He/she shall receive, maintain, and distribute adequate records of the Chapter’s funds and present them for audit or inspection, upon request. The Treasurer shall assist in the preparation of the budget and monitor chapter expenditures.

 ARTICLE VI
CHAPTER BOARD OF DIRECTORS

1. Composition. The Chapter Board of Directors shall consist of the Officers of the Chapter and two Directors elected by the membership at the Annual Meeting. All officers shall serve without compensation. The Chapter President shall serve as Chair of the Board of Directors.

2. Advisors. The Chapter shall be assisted by a Faculty Advisor, who will work with the chapter on campus in an advisory capacity. In addition, the section 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.

3. General Authority. The Board of Directors 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 Association 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 Board of Directors shall conflict with action taken by the Association’s Board of Directors or be in conflict with the rules, regulations, and policies of the University. The Chapter Board of Directors 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 College/University. In all circumstances, the chapter’s members, directors, and officers will be subject to the order of the Association, at its sole discretion.

4. Chapter Board of Director Meetings.
   (A) Regular Meetings. The Chapter Board of Directors shall meet at least once a year on such dates and at such times and places as the Board of Directors shall decide. Additional regular meetings of the Board may be held, as required, and scheduled by the Board of Directors. Notice of regular meetings of the Board shall be given to members at least seven prior to the meeting.

   (B) Special Meetings. Special meetings of the Board may be called at the discretion of the Chapter President or by a majority of the members of the Board of Directors in office, to be held at such time, date, and place as shall be designated in the notice of the special meeting, as provided in Article VI, Section 4.(C) of these bylaws.

   (C) Notice. Notice of the date, time, and place of any meeting of the Chapter Board of Directors shall be given seven days prior to the meeting; notice to be sent by campus
mail or electronic media, including e-mail, to each Director. In the case of a Special Meeting, the notice shall state the authority of calling the meeting, as well as the date, time, location, and the purpose for which the special meeting has been called. No other business shall be transacted, other than that stated in the notice.

5. Quorum. Unless otherwise required by law, a majority of the duly elected members of the Chapter Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Chapter Board of Directors.

6. Term of Office. A member of the Chapter Board of Directors will serve a one (1)-year term, with a maximum of two (2) consecutive terms.

7. Vacancies. In the event of a vacancy, an individual shall be selected by the Chapter Board of Directors to complete the term.

ARTICLE VII
COMMITTEES

1. Standing Committees

(A). Executive Committee. The Chapter Executive Committee shall be composed of the officers identified in Article V of these bylaws. The Executive Committee shall be vested with the powers possessed by the board itself, to the degree and extent necessary to conduct the business of the chapter between meetings of the Chapter Board of Directors. The Executive Committee’s duties may include setting the agenda for the board and overview of the operations and budget of the chapter. The Executive Committee shall convene upon the call of the Chair, as needed. All members of the Executive Committee shall constitute a quorum for the conduct of business at any Executive Committee meeting.

(B). Membership Committee. The Membership Committee shall consist of not less than two members of the chapter. The Membership Committee shall promote membership, maintain an accurate roster of members, maintain an accurate member and prospective member mailing list, and monitor renewals. The Committee shall also serve as a membership retention committee.

(C). Professional Advancement Committee. The Professional Advancement Committee shall consist of not less than two members of the chapter. The Committee shall develop and execute informative and educational programs for the membership meetings of the chapter.

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 directors, 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 an organization holding U.S. Internal Revenue Code 501(c)(3) status. A final report shall be filed with the AWWA International Headquarters, 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

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members eligible to vote, provided that the amendment has been approved by AWWA International Headquarters, WEF and the University of Kentucky prior to being submitted in writing to the membership and described at the previous regular meeting.

ARTICLE XI
FISCAL YEAR

The Chapter's fiscal year will begin on January 1 and close on December 31.

ARTICLE XII
RECORDS AND REPORTS

Chapter files and records are to be stored on campus and be accessible to chapter officers, 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 section, shall be prepared and filed by the President on behalf of the Chapter Board of Directors on or before April 15th of each year.

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.
ROLES AND RESPONSIBILITIES OF CHAPTER OFFICERS

PRESIDENT

The President is the chief elected officer of the chapter, presiding at all meetings, and serves as an ex-officio member of all committees.

The President conducts all business meetings by using the parliamentary authority chosen by the chapter; Robert’s Rules of Order serves as the parliamentary authority for the Association.

As the chapter’s chief elected officer, the President holds responsibility for all chapter business. He/she ensures that decisions, orders, and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are submitted to the chapter’s sponsoring section.

He/she shall:

- Appoint/have elected the following officers and standing and temporary chairs:
  1. President-Elect*
  2. Vice President(s)*
  3. Secretary*
  4. Treasurer*
  5. Membership Chair
  6. Education/Professional Advancement Chair
  7. Communications Chair
  8. Social Committee Chair
  *Designates officers elected by the membership

- Notify the AWWA section of all new officers within two weeks of their election and all new committee chairs within two weeks of their appointment
- Call special meetings as needed
- Conduct the business of the chapter by consulting with the faculty advisor
- Make a special study of the chapter’s bylaws. See that the bylaws are properly applied and enforced.
- Understand and know about all of the business conducted by the chapter
- Ensure that Chapter Accord requirements are completed (Chapter Leadership Form, Annual Chapter Activity Report, Budget Information, etc.) and have been filed with the section
- Serve as an ex-officio member of all committees
- Prepare the agenda for all regular meetings and the Annual Meeting
- **Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term.**

PRESIDENT-ELECT/VICE PRESIDENT(S)

The President-Elect has authority as, and assumes the full duties of, the President in case of the President’s absence. If there is no President-Elect, the first vice president assumes this authority. If there is a President-Elect, he/she automatically assumes the presidency in the following year—chapters elect a President-Elect, but do not elect a President (after the Charter President), because the President-Elect succeeds the office.

He/she shall:

- Become acquainted with all the duties of the President and other officers
- Become acquainted with the chapter’s bylaws and operating procedures
- Chair at least one Board Committee
- Become familiar with the duties of all committees
- Act as liaison with the committees, Board of Directors, and AWWA International Headquarters, as needed by the President
- Perform duties as assigned by the President
- Turn over to the successor all chapter records and/or property immediately, when completing the term resigning before the end of the term

**SECRETARY**

He/she shall:

- Prepare and distribute accurate minutes of all chapter and Board of Directors meetings. The secretary also records minutes from committee and member meetings, if directed by the Board of Directors.
- Prepare correspondence, at the direction of the President and/or Board of Directors
- Maintain chapter correspondence and program files. A permanent file shall be maintained to house founding documents, as well as updated copies of Bylaws, Chapter Affiliation Agreement, etc. The secretary provides copies of the latest versions of these documents to all officers.
- Other duties, as assigned by the President and/or Board of Directors
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

**TREASURER**

He/she shall:

- Serve as the fiscal officer for the chapter and is responsible for all funds, as outlined in the Chapter Bylaws
- Maintain all financial records, collect debts, and make payments, as authorized by the Board of Directors
- Provide the President with financial information needed from chapter records for the annual report
- Maintain the chapter’s financial recording system and recommend improvements as necessary
- Deposit the monthly chapter reimbursement check from AWWA International headquarters, and all other chapter receipts, in a timely manner
- Assist in preparation of the annual budget and monitor chapter expenditures
- Record checks and invoices from AWWA International Headquarters in a timely manner
- Prepare financial statements
- Provide information to the Audit Committee appointed by the President
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

**MEMBERSHIP CHAIR**

He/she shall:

- Report to the Chapter President, Board of Directors, and membership at regular intervals
- Prepare and execute a membership recruitment plan
- Prepare and execute a membership retention plan
- Promote cultural diversity in membership
- Act as liaison between the Chapter President and the AWWA section on membership matters
- Follow up on any membership-related correspondence received from AWWA or the section
- Keep the membership roster continuously up to date and provide AWWA with any address corrections or discrepancies
- Develop a program to welcome new members and encourage their participation in chapter activities
- **Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term**

**PROFESSIONAL ADVANCEMENT/EDUCATION CHAIR**

He/she shall:

- Report to the Chapter President, Board of Directors, and membership at regular intervals
- Prepare and execute a plan for each semester’s chapter educational programs
- Provide cultural diversity in programs to serve members of all types
- Recruit members for the Education/Program Committee
- Encourage involvement of members in chapter programming
- Develop programs that respond to the educational needs of chapter members
- Maintain program records, including description, attendance, evaluation, and revenue
- Work with the Communication Chair and Newsletter Editor to publicize programs
- **Turn over to the successor all chapter records and/or property immediately when completing the term or resigning before the end of the term.**

**COMMUNICATIONS/PUBLIC AFFAIRS CHAIR**

He/she shall:

- Coordinate the preparation of all printed materials to ensure the consistent use of the AWWA and the chapter’s logo, chapter name, presentation of chapter mission and goals, etc. (See “AWWA Logo Usage Guide,” Version 1.1, available on the AWWA web site in the Member Gateway under Chapter Resources)
- Prepare a regular newsletter (unless chapter has a Newsletter Editor) /Social Media Updates and other communications to all chapter members and prospects
- Prepare annual directory of all chapter members
- Develop a list of local and campus media representatives
- Build relationships with members of the media
- Write and distribute press releases on a regular basis
- Manage Social Media Presence
- **Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term**

**SOCIAL COMMITTEE CHAIR**

He/she shall:

- Plan a “mixer” at the beginning of each semester so that student members can get to know each other
- Plan a “stress reducer” at the end of each semester. If the chair chooses to include a program, it should highlight all the work accomplished during the semester so that student members can celebrate reaching chapter goals.