

Bylaws  
Of the Ohio Water Environment Association

ARTICLE I. - DUTIES OF OFFICERS

Section 1. The President shall have general direction of the affairs of the Association, and shall preside at all meetings of the Executive Committee and at the Annual Business Meeting of the Association. He shall appoint, with the approval of the Executive Committee, the Administrator of the Laboratory Analyst Certification program, the chairpersons of the Standing Committees of the Association, and may appoint special committees as deemed necessary.

Section 2. The President Elect and Vice President shall assist the President in the performance of his duties, and shall act in the capacity of President in his absence. The President Elect shall serve as Program Chair of the Annual Conference Committee.

Section 3. The Secretary-Treasurer shall oversee the collection and disbursement of all funds and conduct the general fiscal business of the Association. He shall make a report at the Annual Business Meeting, showing the number of members and the financial standing of the Association. He shall maintain a roll of members in good standing with correct mailing addresses.

The Secretary-Treasurer, upon authorization from the Executive Committee, may enter into contracts as approved by the Executive Committee.

The Assistant Secretary-Treasurer shall be a member of the Association, nominated by the Secretary-Treasurer and approved for appointment by the Executive Committee. The duties of the Assistant Secretary-Treasurer shall be determined by the Secretary-Treasurer. This position is a nonvoting appointment of one year to the Executive Committee.

Monthly membership reports shall be made to the Federation accompanied by funds to cover the annual dues as provided in Article 3 of the Federation bylaws. The Secretary-Treasurer shall prepare and present a budget of the estimated income and expenses of the Association for the ensuing year. On the adoption of the budget by the Executive Committee, the expenses of the Association shall be limited as far as may be practicable within the amount prescribed by the budget.

Section 4. The Directors to the Federation Board of Control shall represent the Association in the business of the Federation, shall report periodically to the Executive Committee on the affairs of the Federation, and shall present a report to the Association at the Annual Business Meeting.

## ARTICLE II. - DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall act as the governing body of the Association and shall conduct its affairs subject to the conditions prescribed in the Constitution and these bylaws.

Section 2. Actions of the Executive Committee shall be taken by a majority of members present and voting. A quorum of the Executive Committee shall consist of a majority of the members of that Committee.

Section 3. Meetings of the Executive Committee shall be held from time to time as called by the President, but not less than two meetings per year to be held in addition to the Annual Business Meeting.

## ARTICLE III. – SECTIONS

Section 1. The Association shall consist of four sections as defined by the official map. They shall be divided geographically and be known as the Northwest Section, Northeast Section, Southwest Section, and Southeast Section. The Counties within each section shall be:

### Northwest Section

Allen, Auglaze, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Marion, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, VanWert, Williams, Wood, Wyandot.

### Northeast Section

Ashland, Ashtabula, Columbiana, Cuyahoga, Geauga, Holmes, Knox, Lake, Lorain, Mahoning, Medina, Morrow, Portage, Richland, Stark, Summit, Trumbull, Wayne.

### Southwest Section

Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Logan, Madison, Miami, Montgomery, Preble, Shelby, Union, Warren.

### Southeast Section

Athens, Belmont, Carroll, Coshocton, Delaware, Fairfield, Franklin, Galia, Guernsey, Harrison, Hocking, Jackson, Jefferson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Tuscarawas, Vinton, Washington.

Section 2. Each section shall have its own officers, Constitution, and bylaws. The sections Constitution and bylaws shall be in harmony with the Association Constitution and bylaws. Each section shall appoint a delegate who shall serve on the State Executive Committee. Each section's officers and delegate shall be active members of the Association.

Section 3. Members of the sections may be any of the classifications defined in the Association's Constitution or may be a section member as defined by each section's constitution.

Section 4. Section members need not be Association members, nor do they need to reside or work within the Section boundary.

#### ARTICLE IV. - STANDING COMMITTEES

Section 1. The Standing Committees of the Association shall be the committees on Membership, Nominating, Government Affairs, Auditing, Plant Operations, Industrial Wastes, Annual Conference, Personnel Education, Safety, Public Education, Awards, Laboratory Analysis, Publications, Pretreatment, and Collection Systems. A standing committee is defined as a committee which has Association responsibilities. Completion of tasks are normally expected on a yearly basis and/ or benefit the Association as a whole. All members of each standing committee must be a member of the Association unless otherwise exempted by the Executive Committee. The committee members specified in these Bylaws shall be the minimum makeup of the committee and each committee chair may appoint additional members to that committee. The Committee Chair may appoint additional members to the committee on an Ad Hoc basis as needed. If any committee conducts a vote on any issue, only Association members are eligible to vote.

The Association President Elect shall submit his nominations for committee chairs, for approval of the Executive Committee at the Executive Committee Meeting prior to the Annual Business Meeting. Each Committee Chair shall serve a one year term and is eligible to be reappointed four times. A nominee for Committee Chair should previously have served at least one year on the Committee to which he is being appointed chair, unless exempted by the Executive Committee.

Section 2. The Chair of each Standing Committee shall prepare committee goals and a budget request within 60 days following the Annual Business Meeting at the beginning of his term, and shall prepare a report to be presented to the Association at the next Annual Business Meeting. In the event of inability of the Chairperson or a committee member to present the report personally, it shall be delivered to the Secretary-Treasurer by the first day of the month in which the Annual Business Meeting occurs.

Section 3. Most Standing Committees require that each section be represented on the committee and each section member be nominated for a two year term. The section members shall not normally be eligible for more than two consecutive two year terms. The new committee chair shall choose a Vice Chair from the committee members who are starting the second year of their term on those committees which include section representation.

The Association President shall appoint, as a liaison, a member of the Executive Committee to each Standing Committee. This liaison shall be a nonvoting member of the Standing Committee.

Section 4. The Membership Committee shall consist of a Chair, a member from each section, the liaison member from the executive Committee, and the Secretary-Treasurer of the Association. The Northwest and Northeast sections shall each nominate a member in the odd numbered years and the Southwest and Southeast sections shall each nominate a member in the even numbered years. The committee is charged with the formulation and implementation of policies and programs to increase and maintain the membership of the Association. It shall conceive programs of service which should by their nature maintain an increased interest in the activities of the Association. New policies and programs shall be approved by the Association's Executive Committee.

Section 5. The Nominating Committee shall consist of three (3) past Association Presidents, with the least most recent Past President acting as Chair of the Nominating Committee. The Nominating Committee shall nominate candidates for the offices of President Elect, Vice President, and Secretary-Treasurer as provided for in the Constitution. Upon direction of the President the Nominating Committee shall nominate to the Executive Committee a candidate to fill any vacancy in any elective office or past presidents' positions.

Section 6. The Government Affairs Committee shall consist of a Chair and a member of each Section. The Northeast and Northwest Sections shall each nominate a member in the odd numbered years and the Southwest and Southeast Sections shall each nominate a member in the even numbered years.

The committee shall submit at least one article per year, for publication in the association's Publication, that is related to current government activities. The committee will review, at the request of the Editor or Publication Committee potential articles for Associations Publications. This committee shall recommend topics for the Annual Conference program. The committee duties shall include review and analysis of state and federal legislation in water pollution control and related fields, and provide timely assistance to the Association Executive Committee in matters related to Association activity in this area.

Section 7. The Auditing Committee shall consist of a Chair and one member. Each member shall serve a term of two (2) years. The terms will be alternated so that only one member will be appointed each year. The Auditing Committee shall direct an annual review of all Association financial transactions, balancing receipts and disbursements, and dated balances with bank statements. The Committee Chair shall prepare a report attesting to the financial condition of the Association within 90 days after the end of the fiscal year, and shall submit the report to the Executive Committee of the Association and it will be attached to the Annual Treasurer's Report.

Section 8. The Annual Conference Committee shall consist of a Chair recommended by the Host section's Executive Committee and approved by the Association Executive Committee, Secretary-Treasurer of the Association, and additional members to be nominated by the committee chairman and approved by the Executive Committee. Others serving on this committee, including spouses, may be appointed without being members of the Association.

This committee shall be responsible for making all arrangements necessary to conduct the Association's Annual Conference. The committee shall work with local convention bureaus and Chambers of Commerce; arrange for services required at the Annual Conference and shall conduct all other preparations required for the Annual Conference as outlined in the Local Arrangements Manual.

The chair of the subcommittee for Program shall be the President Elect of the Association. The Program subcommittee shall prepare the technical and business program for the Annual Conference. It shall obtain program speakers and assist the Annual Conference Committee chair and Secretary-Treasurer in preparing the Annual Conference.

Section 9. The Plant Operations Committee shall consist of a Chair, a Vice-Chair, and members that represent one or more of the following areas of interest: the four OWEA Sections, WWTP's less than 1.0 MGD, WWTP's between 1.0 and 5.0 MGD, WWTP's between 5.0 and 10.0 MGD, WWTP's between 10.0 and 20.0 MGD, WWTP's between 20.0 and 50.0 MGD, and WWTP's greater than 50.0 MGD. All members should be full-time employees of wastewater treatment and residual management operating agencies. The Northwest and Northeast sections shall each nominate members in the odd numbered years and the Southeast and Southwest sections shall each nominate members in the even numbered years.

The committee shall direct its efforts toward the study of activities associated with the treatment and management of municipal wastewater and residuals. The committee chairman shall appoint subcommittees to study specific activity areas to accomplish various functions of benefit to the members of the Association and to the field of wastewater and residual management. The committee shall prepare summary reports and white papers for the Executive Committee's action.

The committee shall recommend program subjects for the Annual Conference on wastewater and residuals management subjects or papers for consideration.

The committee shall submit at least one article per year, to the Publications Committee for consideration in the Association's Publications. The committee shall also submit a report on the committee's activities and future plans. The committee shall review, at the request of the Publication Committee potential articles relating to the treatment and disposal of wastewater and sludge for the Association's Publications.

Section 10. The Industrial Wastes Committee shall consist of a Chair and a member from each section, who is a full-time employee of industry or agencies handling industrial waste. The Northwest and Northeast Sections shall each nominate a member in the odd numbered years and the Southwest and Southeast Sections shall each nominate a member in the even numbered years.

This Committee shall direct its effort toward a study of issues associated with the collection, treatment, reuse and disposal of industrial wastes. The Committee Chairman may

recommend to the Executive Committee issues which are believed worthy of study by the Association. The Committee shall recommend subjects for the Annual Conference program. The committee shall submit articles to the Publication Committee for consideration in the Association's Publications that are related to the committee's function (not committee activities).

Section 11. The Personnel Education Committee shall consist of a Chair; a member from each section, and five members, who shall serve as Trustees of the Operator Training Committee of Ohio, inc., and shall represent the Association on this Corporation. The Section members shall be determined by the Southwest and Southeast Sections each nominating a member in the odd numbered years and the Northwest and Northeast Sections each nominating a member in the even numbered years.

One Trustee of the Operator Training Committee of Ohio, Inc. shall be appointed from each of the Section Associations, and with all terms of appointment for three years. Appointments shall be made from the Southwest and southeast sections the first year; from the Northwest and Northeast sections the second year; and a member-at-large the third year; and shall thereafter be appointed in similar rotation. One OTCO Trustee shall be appointed from this committee to report on the activities of the Corporation at the Annual Business Meeting of the Association.

The committee shall work to achieve recognition of persons working in the field through the support and coordination of activities of members. The committee shall report to the Association the results of their studies for the benefit of the members of the Association. The committee shall submit at least one article per year, for publication in the "Association Publications," that is related to the committee's function (not committee activities). The committee will review, at the request of the editor or editorial committee, potential articles for publication.

Section 12 . The Safety Committee shall consist of Chair and a member from each section. The Southwest and Southeast Sections shall each nominate a member in the odd numbered years and the Northeast and Northwest Sections shall each nominate a member in the even numbered years.

The Safety Committee shall direct its efforts toward formulating objectives, programs, and policies in the interest of safety concerning the construction, operation, and maintenance of wastewater treatment plants and collection systems. The committee, in the interest of safety, shall make recommendations to the Executive Committee for action.

The committee shall submit at least one article per issue, for publication in the Association Publications, that is related to the committee's function (not committee activities). The committee will review, at the request of the Publications Committee, potential articles for consideration in the Association's publications.

The committee shall conduct the Safety Certificate Program and make the selections for Association Safety Awards and Water Environment Federation's George W. Burke, Jr. Award.

Section 13. The Public Education Committee shall consist of a Chair, a member from each Section and the Annual Conference Committee's Public Relations representative. The Southwest and Southeast Sections shall each nominate a member in the odd numbered years, and the Northeast and Northwest Sections shall each nominate a member in the even numbered years.

The committee chair is designated as reporter from the Ohio Association to the Federation Publications. This committee shall be responsible for public awareness and public education programs. It shall promote activities of the Association and its members through the use of the media. This committee shall coordinate the Water Quality Awareness Week, student related programs including science fair programs, press releases, and general articles of interest.

The committee shall submit at least one article per year, for publication in the "Association Publications" that is related to the committee's function (not committee activities). The committee will review, at the request of the editor or Publication Committee potential articles for consideration in Association Publications.

Section 14. The Awards Committee shall consist to seven (7) members to serve for rotating terms of two (2) years each. One member shall be nominated from each of the four sections - Southwest and Southeast members shall be nominated in odd numbered years, and Northwest and Northeast members shall be nominated in even numbered years. Section members, where practical, shall be past recipients of an award. One member shall be appointed by the Executive Committee and shall be a member of the Ohio Environmental Protection Agency. The other two members shall be the most recent living Past Presidents of the Association and the senior of these past presidents shall be the Awards Committee chairman. The committee shall solicit nominations for each award through the section committee members and shall submit a report of recommended recipients to the Executive Committee for approval during or before the March Executive Committee meeting. The awards to be considered shall be all those in the current Water Environment Federation Distinguished Honors and Awards Publication and the OWEA Awards Program document. The OWEA Awards Program document shall include at least, but not limited to, the following: award criteria; eligibility; nomination and selection procedures; nomination submission deadlines; and the procedures for submission of nominees to other entities for their awards program consideration. Not all awards need to be given each year if, in the opinion of the awards committee, one or more awards should not be presented. The OWEA Awards Program document shall be presented annually in March to the Executive Committee for review and approval. Upon approval the OWEA Awards Program shall become a part of these bylaws.

Section 15. The Laboratory Analysis Committee shall consist of a Chair and one member from each section. The Northwest and Northeast sections shall each nominate a member in the odd numbered years and the Southwest and Southeast sections shall each nominate a member in the even numbered years.

The Committee shall direct its efforts in the interest of promoting high quality performance of water pollution control laboratories. This committee shall endeavor to improve communications between laboratories, promote professionalism by keeping laboratory personnel abreast of training and informed of any changes in the Environmental Protection Agency's approved methods.

The committee shall submit at least one article per year, for publication in Association Publications, that is related to the committee's function (not committee activities). The committee will review, at the request of the editor or Publications committee, potential articles for publication in the Association Publications.

The committee shall recommend program subjects for the Annual Conference program.

Section 16. The Publications Committee shall consist of a chair, one member from each section, and the editor of the Association's Publication. The Southwest and Southeast sections shall each nominate a member in the odd numbered years, and the northeast and northwest shall each nominate a member in the even numbered years. The editor of the Association's Publication shall not be eligible to serve as chairman of this committee. Emphasis shall be given to incorporating multiple professional disciplines in the committee membership.

The committee shall provide guidance and assistance to ensure all Association publications maintain the highest standards. The committee shall meet a minimum of four times per year. The committee shall ensure a technical review of all articles is performed.

The committee shall subscribe to and annually review and update as necessary the written policies and procedures of the Association's Publication and shall submit them to the executive committee. The committee chairman may appoint technical editors who shall serve on an Ad Hoc basis to approve technical publications for the Association as needed.

Section 17. The Pretreatment Committee shall consist of a Chair, Vice-Chair, and one member from each section. The Northwest and Northeast Sections shall each nominate a member in even numbered years and the Southwest and Southeast Sections shall nominate a member in the odd numbered years.

The committee shall direct its efforts toward the study of issues related to the pretreatment of industrial wastes.

The committee shall submit at least one article per year for publication in the Association publications that is related to the Committee function (not committee activities).

The committee shall recommend subjects for the Annual Conference program.

The committee shall promote programs to strengthen Association -industry relationships.

The committee shall disseminate to the membership through the BB Notes imminent legislation or policies affecting pretreatment programs.

Section 18. The Collection Systems Committee shall consist of a Chair, Vice-chair, two representatives from each Section and other members as approved by the Executive Committee. The Northwest and Northeast Sections shall each nominate members in even numbered years and the Southwest and Southeast Sections shall each nominate members in odd number years.

The goals of this committee shall be directed to educating the membership in the areas of technology, regulations, funding, preventative maintenance, public relations and safety for collection systems.

The committee shall work jointly with other committees, as required, to review or assist with the development of policies or programs which will affect the membership in the area of collection systems.

The committee shall recommend topics for the Annual Conference.

The Committee shall submit and review potential articles for consideration, at the request of the Publications Committee, that are related to the committee's function.

#### ARTICLE V. - SPECIAL OR AD HOC COMMITTEES

Section 1. Special or Ad Hoc Committees may be appointed by the Association President as deemed necessary. Any such committee may not be required to report at the Annual Business Meeting unless requested to by the Association President.

#### ARTICLE VI. - VOLUNTARY CERTIFICATION BOARD OF ADMINISTRATION

Section 1. Voluntary Laboratory Analyst Certification Board of Administration shall administer the overall program for the OWEA Voluntary Laboratory Analyst Certification. The Board shall be composed of the following personnel:

- a) Administrator, appointed by OWEA President.
- b) Secretary/Treasurer of the OWEA.
- c) Chair of the OWEA Laboratory Analyst Committee.
- d) One wastewater trustee of the Operator Training Committee of Ohio, Inc., appointed by OTCO.
- e) One representative from the Ohio Environmental Protection Agency, preferred to be the Ohio EPA Lab Quality Assurance Officer.

Duties of the Board include:

1. Review applications for Class I, Class II, Class III, and Class IV exams.
  2. Maintain accreditation with the ABC.
  3. Maintain test bank from the ABC for all exam classes.
  4. Conduct Class I, Class II, Class III, and Class IV examinations.
  5. Shall utilize the ABC's education/experience requirements to issue certificates.
  6. Shall maintain confidential records regarding applications and examination records.
  7. Maintain roster of personnel that have achieved certification.
  8. May revoke certificates for due cause such as: fraud, deceit, gross neglect, incompetence, misconduct or for any other violation of the ABC requirements.
  9. Recommend fees to administer and maintain the Voluntary Laboratory Analyst Certification program. Fees are approved by the OWEA Executive Committee.
- The OWEA Voluntary Laboratory Analyst Certification program only certifies a person's knowledge as demonstrated by successful completion of an ABC exam.

## ARTICLE VII - MEMBERSHIP CLASSIFICATIONS

Section 1. Federation Memberships.

Membership classifications defined by the Water Environment Federation shall also apply for membership in the Association.

Section 2. Dual Membership.

A Dual member of the Association shall be a member in good standing of any other member association of the Water Environment Federation (WEF) who has paid Ohio dual member dues. Dual members shall have all privileges of active members with the exceptions of the privilege to vote and the privilege to hold office.

Section 3. Affiliate Membership.

(a) An Affiliate member of the association shall be a member who would otherwise be eligible for membership as a Professional Wastewater Operator but does not become a member of WEF. An Affiliate member shall have all privileges of PWO members with the exceptions of the privilege to vote and the privilege to hold office.

(b) No person shall be a member of this classification for more than three years.

(c) Dues for Affiliate members shall be the amount established as dues for Dual members plus an additional amount. The additional amount will be distributed to the appropriate section.

## ARTICLE VIII. - DUES AND FEES

Section 1. Annual dues for membership in the Association shall be established by the Executive Committee in accordance with the Constitution and are presently as follows:

- a) For each Affiliate membership the dues shall be the amount established for Dual members plus an additional \$5.00
- b) For each Dual membership the dues shall be \$10.00
- c) For each Life member Association dues shall be waived.

- d) For each Student membership the dues shall be the amount established by WEF for this classification plus \$\_\_\_\_\_.
- e) For all other classifications of membership the dues shall be the amount established by WEF for each respective classification plus \$\_\_\_\_\_.

Section 2. Fees to administer the Voluntary Laboratory Analyst Certification program are as follows.

- a) Examination fee for all exams Forty-five Dollars (\$45.00).
- b) Analyst Certificate renewal fees shall be paid biannually in the amount of \$15.00 on a schedule established by the Voluntary Laboratory Analyst Certification Board.

Section 3. The four sections of the Association shall receive an allocation Of \$5.00 per year per WEF member assigned to each respective section.

#### ARTICLE IX. – AMENDMENTS

Section 1. The Executive Committee may amend these bylaws in an manner consistent with the provisions of the Constitution.

Section 2. Proposed amendments to the bylaws shall be presented in writing to each member of the Executive Committee at least thirty (30) days prior to the Executive Committee Meeting at which the amendment is proposed to be adopted. An affirmative vote of two-thirds (2/3) of the membership of the Executive Committee shall be necessary for adoption of amendments to the bylaws.

Section 3. When amendments to the bylaws have been approved by the Executive Committee, they shall take effect immediately, and the revisions shall be reported to the Association at the next Annual Business Meeting.