

THE CENTRAL ILLINOIS PROFESSIONAL WASTEWATER OPERATORS CONSTITUTION AND BYLAWS

ARTICLE 1 - Names and Objectives

Section 1

The name of the Organization shall be "Central Illinois Professional Wastewater Operators", a non-profit organization.

Section 2

The objectives of the Organization shall be to promote training, education, and certification of all wastewater operators; to encourage the science, practices, and handling of wastewater collection and wastewater treatment; to promote cooperation among the membership, institutions of learning, regulatory agencies and public health agencies; and to enable each member to benefit from the experience of others, thus providing a better environment for the citizens of the East Central Region of the State of Illinois.

ARTICLE 2 - Membership and Membership Fees

Section 1

The membership of the Organization shall consist of active, associate, and honorary.

Section 2

An active member shall be an individual who is engaged in the operation of a public or private wastewater facility in any capacity. The active member shall pay dues as determined by the Board of Directors to the Secretary-Treasurer.

Section 3

An associate member shall be an individual who is professionally interested in the principles of the Organization. The associate member shall pay dues as determined by the Board of Directors to the Secretary-Treasurer.

Section 4

An honorary member shall be an individual who has retired from employment and was an active or associate member of the Organization at the time of retirement. The honorary member shall not pay dues.

ARTICLE 3 - Board Officers

Section 1

The Organization shall be governed by a Board of Directors consisting of a President, Vice-President, two Coordinators, and a Secretary-Treasurer.

- A. Board Officers shall be elected by the membership as a whole and may not succeed themselves for a period of five years (with exceptions to the Secretary-Treasurer as noted below). The Board of Directors will submit to the members for election at least one nomination for Vice-President at the Annual Meeting. Elected Officers shall serve one year as Vice-President followed by one year as President then serve two years as Coordinator (Junior, and Senior respectively) for a total of four years of service.
- B. The Secretary-Treasurer shall have a term of one year and shall be appointed by the Board of Directors no later than the last Board meeting held prior to the end of the current fiscal year. Each term of the Secretary-Treasurer shall begin June 1. Successive terms without limitation are allowed for the Secretary-Treasurer.
- C. All officers must be either active or honorary members of the organization and possess a current Illinois Wastewater Operator Certification as issued by the Illinois EPA at the commencement of their terms.
- D. Exceptions to Section 1 Para. C of this Article may be allowed for the Illinois Wastewater Operator Certification requirement as follows; 1. the candidate for nomination should be actively employed within wastewater treatment operations at the commencement of their term, or 2. may be any active member in good standing including Honorary members who's certification has lapsed, and be approved by a majority vote of the Board of Directors prior to the election.

Section 2

The responsibilities of the officers are:

- A. The President shall be the Chief Executive Officer of the Organization and preside over all meetings including those of the Board of Directors. The President shall direct the Organization to fulfill the requirements of the Constitution and bylaws, and the Organization's Mission Statement.
- B. The Vice-President shall preside over all meetings including those of the Board of Directors in the absence of the President, and in the event that the President is unable, direct the Organization until the President can resume his duties.

- C. The Secretary-Treasurer shall keep the minutes of all meetings, all records and archives of the Organization, and keep a current membership roster.
- D. The Secretary-Treasurer shall be responsible for the flow of moneys to and from the Organization. The Secretary-Treasurer shall procure a place of meeting adequate for the purposes of conducting an Annual Meeting which shall be held in January of each year.
 - 1. The Secretary-Treasurer shall submit a full financial statement of the previous fiscal year to the Board of Directors and submit for publication to the CIPWO membership a summarized financial statement on or about May 15.
- E. The Coordinators shall assist the President and Vice-President in business matters of the Board to include, but not limited to, submission of nominees for the prospective position of Board Officer, and nominees for presenters, and speakers at Organization meetings and functions.

Section 3

- A. Three (3) members of the Board of Directors must be present to constitute a quorum.
- B. In the event of a meeting of the Board of Directors in which the Secretary-Treasurer is not present the minutes will be taken by an appointed Officer or member who will submit the minutes to the Secretary-Treasurer as soon as applicable.

Section 4

The Annual Meeting held each July will determine the beginning and end of each Officer's term unless otherwise stated.

Section 5

Any officer may be removed from office for good and sufficient reasons by a two-thirds vote taken at a duly constituted meeting of the Board of Directors.

Section 6

In the event of a vacancy in any of the officer positions, the remaining members of the Board shall select an appointee to fulfill the remaining term of the vacant office.

ARTICLE 4 - Meetings

Section 1

There shall be a minimum of one meeting per year of all members of the Organization at a time and place selected by the Board of Directors.

Section 2

The Board of Directors shall have a minimum of one meetings per year.

Section 3

Special Meetings:

A special Meeting of the Board of Directors may be called by the President or a quorum of the Board of Directors by written notice of the Secretary-Treasurer or the President. The written notice shall be given with a minimum of two days notification of the meeting and may be sent via a digital method such as email to satisfy this requirement.

ARTICLE 5 – Amendments

Section 1

Proposed amendments to this Constitution shall be submitted in writing to the Board of Directors. To adopt any amendment, an affirmative vote of a minimum of two thirds present at a meeting of the Organization membership shall be required. The Board of Directors may order an election of the proposed amendment at any time.

Section 2

Amendment 1:

Regardless of term limitation(s) in any Article of the Constitution and By-laws in the event of a vacancy of any officer the “Appointee” selected by the Board to fill that office may be a sitting or out-going officer if approved by a majority of the remaining Board where the requirements of a quorum are met.

Amendment 2:

An Auxiliary Board Officer given the title of “Information Coordinator” may be appointed by the Board of Directors to assist in the operation of the Organization. The term of this Officer will consist of one-year beginning and

ending with each fiscal year and may be renewed by the Board without term limitation.

The duties of the Information Coordinator shall be the same as a regular Coordinator except that they will only vote when a motion of the Board might end in a tie. This officer may be appointed to fill vacated officer seats. This officer may also be used to meet the requirements of a quorum.

Additionally, the Information Coordinator will be responsible for the maintenance of a website and/or any other internet-based presence of the organization necessary for the purposes of dissemination of information to members and the public.

Amendment 3:

Board business may be conducted by means of long-distance communications such as conference calls, email, or any other method in which a majority of the Board Officers are in agreement. The business conducted may be of any and all types up to and including regular officer meetings.

Amendment 4:

An "Auxiliary Treasurer" shall be appointed from one of the existing CIPWO officers by the Board of Directors (Board) to assist the activities of the Secretary-Treasurer and shall report directly to the Board. The term of this Officer will be consistent with that of the Secretary-Treasurer and may be renewed by the Board without term limitation. This officer must be eligible to meet the requirements of a financial officer as required by all controlling authority.

The duties of the Auxiliary Treasurer shall also be the same as the Secretary-Treasurer in relation to the access and control of the flow of monies and financial records at the direction of the Secretary-Treasurer. And during the absence of the Secretary-Treasurer, at the direction of the Board will fulfill the duties of the Secretary-Treasurer until that officer returns to duty.

Amendment 5:

The Board may appoint any one member as an "Auxiliary Information Coordinator" to assist the Information Coordinator in the maintenance of the website and/or internet presence of the organization as needed. This Officer position shall be a non-voting associate member of the Board. The term of this position shall be the same as that of the Information Coordinator.

This Officer shall assume the duties of the Information Coordinator at the direction of the Board or the Information Coordinator and have access to the

tools and/or online facilities in the performance of these duties. This Officer shall assume the role and duties in-full of the Information Coordinator in the absence until their return or replacement.