

## **BY-LAWS**

### **Article I – Meetings**

Section 1 – The Association shall hold at least one regular meeting each year which shall be designated the “Annual Meeting”.

Section 2 – The “Annual Meeting” of the Association shall be held during the course of the annual Training School for Water treatment professionals, so long as such schools are sponsored by the Association.

Section 3 – All meetings of the Association shall be conducted according to the latest edition of *Robert’s Rules of Order*.

### **Article II – Training Schools**

Section 1 – The Executive Committee, in conformity to the purposes of the Association and subject to its approval, may sponsor or conduct statewide Training Schools for Waterworks Operators.

Section 2 – The Association shall sponsor at least one statewide training school for Waterworks Operators annually, the exact time and place being determined by the Executive Committee in congruity with such agencies cooperating in conducting the said school.

Section 3 – The annual training school shall constitute a period of intensive training in all phases of water treatment designed to assist operators preparing for certification examinations.

Section 4 - The Executive Committee shall have general direction of and responsibility for the training school(s), and may create regular or special committees to perform certain specific duties.

### **Article III – Certification Plan**

The Executive Committee in conformity with the purpose of the Association shall develop examinations to be approved by the N.C. Water Treatment Facility Operator’s Certification Board. These examinations will be developed by a Board of Examiners appointed by the Executive Committee.

### **Article IV – Publications**

All publications of the Association shall be issued under the direction of the Executive Committee.

### **Article V – Committees**

Section 1 – The Executive Committee shall direct the affairs of the Association in conformity to its Constitution and By-Laws. It shall direct the financial affairs of the Association, and supervise all matters pertaining to publicity of the Association. It shall have general direction of and responsibility for the annual training schools for water treatment operators and shall supervise the publication and distribution of all publications issued by the Association.

Section 2 – The Nominating Committee shall prepare and submit at the annual meeting a list of proposed officers to be elected in accordance with the Constitution and By-Laws of the Association.

Section 3 – There will be four divisions that will comprise the NCWOA Committee Structure; Finance, Professional Development, Public Image and Membership/Leadership.

- A. Finance - This division will be directed by the Past President of the Association and consist of the Finance Committee.
- B. Professional Development - This division will be directed by the First Vice President of the Association and consist of the Seminar, Annual Schools, and Lab Analyst Committees and the Board of Examiners.
- C. Public Image - This division will be directed by the Public Relations Officer of the Association and consist of the Public Relations and the Awards Committees.
- D. Membership/Leadership - This division will be directed by the Second Vice President of the Association and consist of the Nominating, Rules and Membership Committees.

Section 4 - Additional committees, either regular or special, may be created by the Executive Committee, in conformity to the purposes of the Association, as necessary to carry out the work of the Association.

### **Article VI – Sections**

#### **Section 1**

- 1.1 A section of North Carolina Waterworks Operators Association, hereinafter referred to as the Parent Association, may be organized by the Executive Committee on receipt of a written request to that effect, and signed by a total of at least twenty (20) active members in the Parent Association residing or working in the proposed section.
- 1.2 The boundaries of the proposed section must be specifically defined in the request for organization to the Executive Committee.
- 1.3 The proposed section boundaries must follow existing county lines.
- 1.4 All members of the Parent Association residing or working within a county included in such a section may be members of this section upon compliance with the Constitution and By-Laws adopted by said section.

## Section 2

- 2.1 Each organized section shall elect annually from active members, in good standing, of the Parent Association a *President*, a *Vice-President*, and a *Secretary-Treasurer*.
- 2.2 The Section President shall have general supervision of the section affairs, and shall preside at all said meetings. The President of each section shall become a member of the Executive Committee of the Parent Association upon confirmation at the annual meeting of the Parent Association.
- 2.3 The Section Vice-President shall preside at all meetings in the absence of the Section President and perform other duties as pertaining to his/her office.
- 2.4 In the absence of the Section President the Section Vice-President shall act in matters pertaining to the presentation of reports at the annual business meeting, but shall not be entitled to represent the Section President on the Executive Committee of the Parent Association.
- 2.5 The Secretary-Treasurer of each section shall perform all duties as prescribed in the Constitution and By-laws of the said section, or so shall be assigned to him/her by the Section President.
- 2.6 Committees may be appointed by the Section President as necessary to carry out the work of the section, which shall be in conformity with the purposes of the Parent Association.
- 2.7 The President of each organized section shall deliver or prepare for delivery a written summary report of the activities of said section for the preceding year at the annual meeting of the Parent Association. This report shall be submitted to the Secretary of the Parent Association for inclusion in the minutes of said meeting. Likewise, the Treasurer of each section shall deliver or prepare for delivery a written financial statement of all income and disbursements of said section for the preceding year at the annual meeting of the Parent Association. This report shall be submitted to the Secretary of the Parent Association for inclusion in the minutes of said meeting.

## Section 3

- 3.1 All dues as prescribed by the Constitution and By-laws of the Parent Association shall be paid directly to the Parent Association.
- 3.2 In order to aid the organized section in carrying out their activities, the Parent Association will remit to each section four percent (4%) of the dues received from members residing or working within each said section each year, following the close of the books at the end of the fiscal year.

### **Article VII – Permanent Records**

Section 1 – The Treasurer shall be bonded by a reputable bonding company in an amount established by the Executive Committee and the bond premium shall be paid by the Association. In the event of resignation or replacement of the Treasurer, written clearance shall be required from the Executive Committee to certify compliance with Article IX, Section 5 of the Constitution before release from bond can be obtained.

Section 2- Documentation shall be retained by the Secretary consisting of recorded minutes of official meetings and business of the Association, officers, and official committees, all members of the Association in good standing each year and other pertinent business of the Association.

### **Article VIII –The “Outstanding” Operator of the Year Award**

A special award may be given annually by the North Carolina Waterworks Operators Association to be known as “The Outstanding Operator of the Year Award.”

#### **Object of the Award**

The object of the award is to annually recognize one waterworks operator, for his/her outstanding ability and devotion to the water supply profession, best merits the title “Outstanding Operator of the Year.”

#### **Type of Award**

1. The Association will purchase a specially designed bronze wall plaque suitably inscribed with the name of the Association, the object and name of the award. This wall plaque shall be mounted in a prominent location in the building housing the Training and Certification Division of DENR in Raleigh, NC (or such other appropriate place as the Association may designate).
2. Each recipient of the award shall receive a small plaque for his/her permanent use. The plaque shall be suitably inscribed with the name of the Association, the name of the award, and the name of the recipient together with the year in which the award was made.
3. A printed citation, suitably framed, shall be presented by the Association to the employer of the individual receiving the award.
4. Each year the Public Relations Committee will feature the award winner in the Annual Yearbook.

#### **Eligibility for the Award**

1. Only active members in good standing of this Association will be considered for the award.
2. A member, in order to qualify for the award, must be engaged in water treatment, at least part of the time, on a regular basis.

#### **Basis for the Award**

The award may be made by the Outstanding Operator of the Year Award Committee for any of the following reasons: outstanding proficiency in plant operations; records, and reports; exceptional organizational activities in the award winner's facility, demonstrated educational practices or investigations leading to improvement of the profession; exceptional devotion to duty; and outstanding service to the Association.

#### **Outstanding Operator of the Year Award Nominating Committee**

The Past President of the Association shall inform the respective Section Chairs, Regional Engineers and/or Water Plant Consultants of the Division of Environment and Natural Resources each year to canvass their section and region for a possible nominee for the award; and request that a written nomination be sent to the Association Administrative office by July 1 of that year. The past President will inform the Regional Engineers and/or Water Plant Consultants of the Division of Environment and Natural Resources, Public Water Supply Section, of the nominees in their section and determine if any reason exists to not consider any nominee. If after the canvass, no nominee qualifies for the award, the Section President and a regional Engineer or Water Plant Consultant shall reply to that effect. The respective sections shall not make their nominations in open meetings.

#### **Outstanding Operator of the Year Award Committee**

1. Each year the immediate past President of the Association shall be appointed Chairperson of the Outstanding Operator of the Year Award Committee by the President of the Association.
2. The President of the Association also shall appoint two (2) other members to the Outstanding Operator of the Year Award Committee as follows:
  - (a) An active member at large.
  - (b) The latest living recipient of the award.
3. It shall be duty of the Outstanding Operator of the Year Award Committee to meet before August 15 to review the submitted nominations, and select the recipient.
4. The Chairperson of the Outstanding Operator of the Year Award Committee shall inform the Chairperson of the Public Relations Committee and the Association Administrative office of the selection by September 1.

#### **Time of Award**

The award shall be made at the Annual Awards Banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related meetings during the following months.

#### **Article IX – Certified Operator Awards**

A special award is established by the North Carolina Waterworks Operators Association to honor an operator within each of the various grades of certification and shall be titled (A Surface, B Surface, C Surface, A-Well, B-Well, C-Well, D-Well) Operator of the Year.”

#### **Object of the Award**

To recognize at each level of certification (A Surface, B Surface, C Surface, A-Well, B-Well, C-Well, D-Well) a waterworks operator who has demonstrated outstanding ability and devotion and technical expertise in the operation of a water treatment facility.

#### **Type of Award**

The award shall be honorary and consist of a printed citation, suitably framed, and contain the following:

1. The name of the association, the object and name of the award.
2. The name of the individual and grade of certification, and
3. The year for which the award was issued.

#### **Eligibility for the Award**

1. Only active members in good standing of this association will be considered for the award.
2. An operator, in order to qualify for this award, must be actively engaged at least part-time in the technical (as opposed to the administrative) operation of the water treatment facility.

#### **Certified Operator Awards Nominating Committee**

The Public Relations Officer of the Association shall inform the respective Section Chairs, Regional Engineer and/or Water Plant Consultant of the Division of Environment and Natural Resources each year to canvass their section and region for a possible nominee for the awards, (A-

Surface, B-Surface, C-Surface, A-Well, B-Well, C-Well, D-Well) and request that a written nomination be sent to the Association administrative office by July 1 of that year. If after the canvass, no nominee qualifies for the award, the Section President and regional Engineer or Water Plant Consultant shall reply to that effect. The respective sections shall not make their nominations in open meetings. The respective Section Presidents shall be responsible for promoting and obtaining nominations within their region.

#### **Certified Operator Awards Committee**

1. Each year the President of the Association shall appoint the Public Relations Officer of the Association as Chairperson of the Certified Operator Awards Committee. In addition, the following members shall be appointed:

- 1.1 One Regional Engineer or Water Plant Consultant.
- 1.2 Two active members not otherwise eligible for the award.
- 1.3 The five Section Chairs.

2. It shall be the duty of the Certified Operator Awards Committee to meet before August 15 to review the submitted nominations and select the recipients.

3. The Chairperson of the Certified Operator Awards Committee shall inform the Association administrative office of the selection by September 1.

4. The Chairperson of the Certified Operator Awards Committee will attempt to discreetly arrange with the employers of the recipient ~~in order~~ to insure the attendance of the recipient at the annual awards banquet.

#### **Time of Award**

The award shall be made at the Annual Awards Banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related meetings during the following months.

#### **Article X – Special Award of Merit**

A special award is established by the North Carolina Waterworks Operators Association to be known as “The Special Award of Merit.”

#### **Object of the Award**

The object of this award is to recognize a member or members of the Association for their devotion, outstanding service, and dedication to the Association and the Waterworks Profession.

#### **Time of Award**

The award shall be made at the Annual Awards Banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related activities during the following months.

#### **Type of Award**

The award shall be honorary and consist of a printed citation, suitably framed, and contain the following:

1. The name of the association, the object and name of the award.
2. The name of the individual and grade of certification, and
3. The year for which the award was issued.

#### **Eligibility for the Award**

All members of the Association, including water industry support, will be eligible for the award.

#### **Recipient Selection**

Recipients will be selected by the Executive Committee at or before the last Executive Committee meeting before the annual business meeting. The award will be given only when special recognition of a member is deemed necessary.

#### **Time of Award**

The award shall be made at the annual awards banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related activities during the following months.

#### **Article XI – Laboratory Analyst of the Year**

#### **Object of the Award**

To annually recognize one person who has demonstrated outstanding ability in the field of drinking water analysis, and who has made exceptional achievements and contributions to the field of drinking water analysis and/or drinking water treatment.

#### **Time of Award**

The award shall be made at the Annual Awards Banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related activities during the following months.

#### **Type of Award**

1. The award shall be honorary and consist of a printed citation or plaque suitably inscribed with the following:

2. The name of the Association, the object and name of the award.
3. The name of the recipient.
4. The year in which the award was made.

#### **Eligibility for the Award**

1. The candidate must be employed as one of the following:
  - 1.1. A chemist,
  - 1.2. A chemical and / or microbiological analyst at a drinking water facility,
  - 1.3. An employee at a drinking water facility, with duties that include performing the analysis of drinking water samples,
  - 1.4. A position that involves working closely with the drinking water community.
2. Candidates may be nominated by their co-workers, supervisors, or by someone who is familiar with the professional work of the candidate.
3. Candidates may win this award only once every 10 years.

#### **Recipient Selection**

1. Each year the President of the Association shall appoint the 1<sup>st</sup> Vice President of the Association as Chairperson of the Awards Committee. In addition, the following members shall be appointed:
  - 1.1. One Regional Engineer or Water Plant Consultant.
  - 1.2. Two active members not otherwise eligible for the award.
  - 1.3. The five Section Chairs.
2. It shall be the duty of the Certified Operator Awards Committee to meet before August 15 to review the submitted nominations and select the recipients.
3. The Chairperson of the Certified Operator Awards Committee shall inform the Association administrative office of the selection by September 1.
4. The Chairperson of the Certified Operator Awards Committee will attempt to discreetly arrange with the employers of the recipient to insure the attendance of the recipient at the annual awards banquet.

### **Article XII – Educator of the Year**

#### **Object of the Award**

To recognize a person who has demonstrated outstanding devotion, service, and dedication to the Association and Waterworks Profession in the area education.

#### **Time of Award**

The award shall be made at the Annual Awards Banquet of the Association. Subsequent recognition of the recipient may be made at other Association-related activities during the following months.

#### **Type of Award**

1. The award shall be honorary and consist of a printed citation or plaque suitably inscribed with the following:
2. The name of the Association, the object and name of the award.
3. The name of the recipient.
4. The year in which the award was made.

#### **Eligibility for the Award**

1. Characteristics of the candidate shall/may include:
  - 1.1. Have documented efforts in the area of Operator education,
  - 1.2. Be an engaging and inspiring presence in the area of Operator education,
  - 1.3. Demonstrate outstanding leadership in the area of Operator education,
  - 1.4. Demonstrate innovativeness with regards to Operator education.
2. Candidates may be nominated by their co-workers, supervisors, or by someone who is familiar with the professional work of the candidate.
3. Candidates may win this award only once every 10 years.

#### **Recipient Selection**

1. Each year the President of the Association shall appoint the 1<sup>st</sup> Vice President of the Association as Chairperson of the Awards Committee. In addition, the following members shall be appointed:
  - a. One Regional Engineer or Water Plant Consultant.
  - b. Two active members not otherwise eligible for the award.
  - c. The five Section Chairs.
2. It shall be the duty of the Awards Committee to meet before August 15 to review the submitted nominations and select the recipients.
3. The Chairperson of the Awards Committee shall inform the Association administrative office of the selection by September 1.

4. The Chairperson of the Certified Operator Awards Committee will attempt to discreetly arrange with the employers of the recipient to insure the attendance of the recipient at the annual awards banquet.

**Article XIII – Amendments**

Section 1 – Amendments to these By-Laws shall be made only at the annual meeting of the Association by a majority of the members present and voting, or by the utilization of direct mail as detailed under Article XII of the Constitution.

