

# Constitution and By-Laws



## South Suburban Water Works Association

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Amended: July 16, 1959  
Revised: September 19, 1963  
Revised: June, 1969  
Revised: June 17, 1976  
Amended: March 18, 1976  
Revised: June 1977  
**Revised June 2009**

# **SOUTH SUBURBAN WATER WORKS ASSOCIATION**

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE I - NAME**

The name of this association shall be South Suburban Water Works Association, hereinafter referred to as 'The Association'. This Association shall be chartered by the State of Illinois and shall be incorporated as a non-profit organization.

### **ARTICLE 2 - OBJECTIVE**

The objective of this association shall be to organize a voluntary unit for the purpose of:

1. Exchanging technical, general and formal information and ideas.
2. Providing mutual aid whenever and wherever necessary.
3. Promoting and aiding better relationships between towns, villages, and cities, especially as they relate to their water works.
4. Stimulating interest in the furtherance of the objectives of this association.
5. Exchange of mutual operating solutions and new methods of operating.
6. Promoting and assisting in certification seminars and other training for its members.
7. Promoting the theory, practices, and principals of good water utility management.

## **ARTICLE 3 - MEMBERSHIP**

**SECTION 1** Eligibility for membership may be changed from time to time as determined by the Board of Directors with the majority approval of entire membership.

**SECTION 2** Membership shall be graded as follows: Active, Associate, and Life.

1. Active members shall be Water Utility Superintendents/Directors, Water Plant Operators, Public Works Superintendents, Engineers and Sales Representatives, Municipal employees and Officials and other Public or Private Utility Companies.
2. Associate members shall be those certain individuals who by virtue of their contributions to the association, the Board of Directors feels are worthy of the honorary membership. Associate members shall not pay dues but shall be subject to the rules, regulations and privileges of the association. Associate members shall not be allowed a vote in the association.
3. Life members shall be those individuals who have had twenty years of continuous membership in the association and at the discretion of the Board of Directors shall be declared as life members. Life members shall be subject to all rules, regulations, and privileges of the association. They shall not pay dues to the association' but shall be allowed to vote.

**SECTION 3** Regular membership is contingent upon continued participation in the water works field.

**SECTION 4** A member must be notified in writing by the Secretary, Chair or Board of Board of Directors whenever it becomes necessary to strike the member's name from the

roll, either due to loss of relationship of admission or delinquent dues.

**SECTION 5** Reinstatement of membership is contingent upon payment of all outstanding balances owed the Association by the prospective member

## **ARTICLE 4 - MEETINGS**

**SECTION 1** The annual meeting (elections) shall be the regular meeting in June.

**SECTION 2** The regular meeting shall be held on the third Thursday of specified months, the time and place of the following meeting shall be announced at the prior month's meeting. In the event of conflicts, the date of meeting may be changed by consent of the membership present at the prior meeting.

**SECTION 3** Board meetings may be held upon the request of any Board member.

**SECTION 4** Special meetings may be called at the request of the Chair and two Board members or by any five regular members by presenting their request in writing or by e-mail with a five day written notice sent to the membership with reason stated.

## **ARTICLE 5 – ELECTIONS**

**SECTION 1** Elections shall be by acclamation and a majority vote shall elect. Officers shall be elected annually. Newly elected officers shall assume duties immediately after their election at election meetings.

**SECTION 2** Officers to be elected shall be: Chair, Vice-Chair, Treasurer, and Secretary.

**SECTION 3** Unless they are unable to serve, or the Nominating Committee determines that in the interest of the Association another member should be nominated, the Vice-

Chair shall be automatically nominated as Chair, the Treasurer automatically nominated as Vice-Chair, and the Secretary automatically nominated as Treasurer.

**SECTION 4** At least one officer, but not more than two officers, shall be non-municipal employees.

**SECTION 5** Nominating Committee, selected from the floor at the February meeting, shall report their recommended slate at the April meeting. Consent of all candidates on the nominating slate must be obtained. Election shall then be held at the June meeting and nominations from the floor may be made at the April meeting. All candidates for office must be paid up members of the association.

**SECTION 6** If there are no nominations from the floor, then the current Board shall move up to the next position with majority vote at the meeting.

**SECTION 7** Vacancies occurring in the office shall be filled by the President with the approval of the Board of Directors with the exception of office of the President. In the event of a vacancy in the office of President the Vice President shall assume the duties of President.

**SECTION 8** The advancement of the officers shall occur at the first annual meeting of the year, that being the third Thursday of June. The advancement allows for officers to advance one Board level, in the order of office as defined in Article 5, Section 3 of these Bylaws.

## ARTICLE 6 – OFFICERS AND DUTIES

**SECTION 1** Chair The Chair shall preside at all regular, executive and special meetings; shall be ex-officio member of all committees, excepting the Nominating committee, shall appoint all other committees not covered by the by-laws, shall countersign checks with the Treasurer and shall perform such duties usual to the office.

**SECTION 2** Vice Chair Shall perform the duties of the chair in his absence, or upon his request shall be Chairman of the Membership Committee, acting as liaison officer between Villages, etc. and the Association and such duties as usual to this office. The Vice Chair shall also prepare the meeting location with the flags of the Association.

**SECTION 3** Treasurer. The office of treasurer shall keep a record of all financial transactions and have custody of all funds. He shall pay out money authorized by the Board of the Association, signing all checks with the President. He shall present a statement of accounts for each regular meeting, prepare all necessary annual reports to the State or/and U.S. Government, shall see that his books are audited in sufficient time to turn his books over to his successor in good condition, shall see that proper parties are notified when members are delinquent in dues (Membership Chairman) or of any change in the status of a member

**SECTION 4** Secretary. The Secretary shall keep correct records of all meetings in a numbered and bound book, including executive board meetings also a sign-in book for attendance records. The Secretary shall present an order of business for the president's use at all meetings which order of business shall prepared from the minute book, as well as any

new business which may be known, shall keep accurate records of names, addresses, titles of all members, shall have charge of all correspondence and responsible for notices which are to be mailed out, attend to all printing and similar duties and shall perform all duties assigned to him either by the President or the Association.

**SECTION 5** The Board of Directors Shall be composed of the following: The immediate past Chair, the Chair, the Vice Chair, the Treasurer, the Secretary, and the chairs of the Golf, Program & Education, Membership, and Website committees. The Chair shall be the Chairman of the Board. The Board of Directors shall be empowered to act between meetings on all emergencies that may arise. The Board of Directors shall constitute the Executive Board of the Association and shall be responsible for the execution, through its officers, of the authorized policies of the Association. The Board of Directors shall have the power to overrule or modify the action of any officer of the Association. The Board of Directors shall finally approve or reject, after due consideration of the membership committee's reports and recommendations, any nominations for the membership.

## **ARTICLE 7 – COMMITTEES AND DUTIES**

**SECTION 1** Chairman of Standing and Special Committees shall be appointed by the Chair (with approval of the Board of Directors).

**SECTION 2** Standing Committees shall be Condolence, Golf, Program & Education, Membership, Scholarship, and Website.

**SECTION 3** Special committees shall be Auditing, Christmas, Constitution and By-laws,

Nominating, Joint Products Day and, Water Taste Contest committees.

**SECTION 4** Standing Committees function from the time of their appointment until they are dissolved by vote of the membership and shall submit written reports at the annual meeting in June covering their activities for the past year.

Condolence Committee duties shall be to advise and inform the membership of all serious sickness or death in the Association and to send cards and/or flowers to those affected, and report to every meeting. The Board of Directors will constitute the Condolence Committee.

Golf Committee shall make the necessary arrangements for site selection, fees, and program and shall recommend approval of any contracts necessary.

Program & Education Committee shall set up programs for each meeting throughout the year. The committee shall also be responsible for arranging additional educational opportunities in furtherance of the Associations educational objectives.

Membership Committee shall contact any eligible person for membership; keep accurate records of active, paid up members and any other duties assigned to him.

Website Committee shall be responsible for the maintenance of the Associations website. The committee shall post information of the website as approved or instructed by the Board. The committee chair shall have the authority to contract with an internet service provider to house the website, at a fee established by the Board and approved by the membership.



**SECTION 5** Special Committees, appointed by the Chair, act only until their mission is accomplished, and are automatically canceled upon its completion and report to the Association.

Auditing Committee shall audit the Treasurer's books annually and in time to be presented in good order to the incoming Treasurer. This Committee is to be appointed in March.

Christmas Committee shall fulfill the Associations semi-annual responsibilities for the joint SSWWA/APWA Christmas party.

Constitution & By-laws Committee shall present any additional rules and by-laws in proper manner and time, and also keep records of new amendments passed.

Nominating Committee shall consist of three members selected by the Association at the February meeting. It shall be their duty to contact eligible officers and obtain their permission to present their names as candidates for offices to be filled. Serving on the Nominating Committee does not eliminate the possibility of one of its members running as a candidate for office also. The Nominating Committee shall present its slate of candidates at the April meeting for the consideration by the Association. Additional nominations from the floor may be made at the June meeting.

## **ARTICLE 8 – QUORUMS**

Quorum for a regular meeting shall be 10% active, paid up members; quorum for a special meeting shall be nine active, paid up members, and quorum for a board

meeting shall be 40% active, paid up officers.

## **ARTICLE 9 – ASSOCIATION FINANCES**

**SECTION 1** Dues shall be assessed against members as required to fulfill the objectives of the Association

**SECTION 2** Annual dues of this Association shall be reviewed and established by the Board of Directors with the approval of the membership. Dues shall cover the period of regular meeting in June of current year up to but not including the following regular meeting in June. In order to vote at the annual June election meeting a member must have his dues paid for the ensuing year.

**SECTION 3** Dues paid in advance are transferable.

**SECTION 4** The Association reserves the right to collect fees for Association activities and events as appropriate (e.g. registration fees for meetings, registration fees for golf outings, etc.). Such fees will be established in accordance with these bylaws.

**SECTION 5** All Association finances shall be managed in accordance with these Bylaws and all applicable state and federal financial rules and regulations. The Association finances shall be audited on an annual basis by the Auditing Committee, and at least every four years by an outside auditor. The outside auditor will be a Certified Public Accountant, who is not a member of the Association.

## **ARTICLE 10 -- AMENDMENTS**

**SECTION 1** Constitution may be amended at any annual meeting by a 2/3 vote of the active,

paid up members present providing proposed amendments were submitted in writing and read to the Association at a regular meeting at least one month prior to the voting at the annual meeting.

**SECTION 2** By-laws may be amended at any regular or annual meeting by a majority vote of active, paid up members present providing proposed amendments were submitted in writing and read to the Association at a regular meeting at least one month prior to voting. They also may be amended at any regular meeting without previous notice, providing amendment can be carried by a 2/3 vote of the entire membership.

**SECTION 3** Amendments to these Bylaws may be proposed by the Board or by any member of the Association in good standing. The amendments shall be submitted in writing to the Board, which shall determine if the amendments proposed are lawful and in accordance with the Bylaws, policies and traditions of the Association. After approval of proposed amendments by the Board, the amendments shall be submitted to the members of the Association in writing together with the notice of the meeting at which those amendments are to be considered.

**SECTION 4** Amendments approved as above shall become effective upon certification by the Board that the amendments and the approval process conforms to these Bylaws.

## **ARTICLE 11 – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall govern this Association in all matters not covered in the By-Laws.

## **ARTICLE 12 – DISSOLUTION**

- SECTION 1** In case of dissolution of the Association, the Treasurer shall use remaining funds in the Association treasury to pay any outstanding obligations of the Association.
- SECTION 2** The balance of the Association funds and property shall be disposed of by transfer to any one or more corporations, funds, or foundations with like purposes and goals, hereinafter referred to as the “receiving organization.” The receiving organization shall: be one operated exclusively for scientific, educational or charitable purposes, no part of the net earnings of which inures to the benefit of any private shareholders or individual, no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation, and which does not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- SECTION 3** Such receiving organization is to be selected by vote of the majority of the members of the Association at a meeting called for the purpose, or if for any reason such disposition cannot be affected, then such funds shall be so distributed pursuant to the order, judgment, or decree of a court having jurisdiction over the assets and property of the Association.