

## SAMPLE COLLEGE CHAPTER BYLAWS

### INTRODUCTION

The American Water Works Association (AWWA) 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 \_\_\_\_\_  
\_\_\_\_\_ College chapter, (*include acronym, if appropriate*), hereinafter referred to as the Chapter.

2. Location. The principal place of business and location of Chapter records shall be (*insert city, state/province, country*) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

3. Chapter status. The Chapter shall be *included on the college/university's tax exemption OR operated as an unincorporated nonprofit association within a section of the American Water Works Association. This choice must adhere to college/university requirements, and satisfactory evidence of inclusion in the college's tax exemption must be provided to AWWA, if this option is chosen.*)

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) and the policies and procedures of \_\_\_\_\_ College/University.

### 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 AWWA (*insert name*) \_\_\_\_\_ Chapter shall be members of the Association. Individuals shall be provided chapter membership, if they meet the written criteria for membership established by the AWWA Board of Directors; namely, students who are working full- or part-time toward a graduate or undergraduate degree at an accredited two- or four-year college or university, who are in good standing with the college or university, and who demonstrate a commitment to a career in fund development or nonprofit management.

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 (*choose one: monthly, quarterly, etc.*) at such dates and times as the Chapter Board shall determine. Notice of regular meetings shall be given to members at least (*choose one: 7 days, 15 days, etc.*) 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 (*choose one: seven days, 15 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 (*insert month*) 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. (**NOTE: The Annual Meeting will most effectively be held at the last meeting of the spring semester/quarter, with newly-elected officers assuming office at the first meeting of the fall semester/quarter.**)

4. Quorum. (*insert number*) of the members of the Chapter who are eligible to vote will constitute a quorum for the transaction of business at a meeting. (**NOTE: A quorum should be "representative," particularly at the Annual Meeting. We recommend that one-third of chapter members serve as a quorum.**)

#### **ARTICLE V CHAPTER OFFICERS**

1. Officers. The Officers of the Chapter shall be a President, (President-elect optional), Secretary, and Treasurer. All officers must be current members of the Association and the Chapter Board of Directors and in good standing with \_\_\_\_\_ College/University. All officers shall serve without compensation. Officers shall perform their duties, as prescribed by law, by the requirements of the College/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 (*insert number*) \_\_\_\_\_ consecutive terms in the same office. (**NOTE: We recommend no more than two 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, (*select one: The Nominating Committee shall present a candidate to the Chapter Board of Directors for election OR 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* (*specify: with or without vote*) on all standing committees, and shall act as formal representative of the chapter to \_\_\_\_\_ College/University. 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 (*choose: one, two, three, etc.*) 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 College/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 College/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 (*choose one: seven days, 15 days, etc.*) 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 (*choose one: seven days, 15 days, etc.*) 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 (*select one: The Nominating Committee shall present a candidate to the Chapter Board of Directors for election by the Directors OR, 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). Nominating Committee. The Nominating Committee shall consist of (*insert number*) \_\_\_\_\_ members. (*It is recommended that this committee consist of both current Directors on the Board of Directors and from the general membership...at least one committee member should be from the general membership.*) The Nominating Committee shall meet at least sixty (60) days prior to the Annual Meeting and choose a slate of nominees to fill the Officer positions and vacancies on the Chapter Board of Directors. Members of the Nominating Committee will serve a one (1)-year term. The Nominating Committee shall present the slate of nominees to all Chapter members, by campus mail or e-mail at least thirty (30) days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting.
- (C). Membership Committee. The Membership Committee shall consist of not less than (*insert number*) \_\_\_\_\_ 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.

- (D). Professional Advancement Committee. The Professional Advancement Committee shall consist of not less than *(insert number)* \_\_\_ 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 College/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 and the College/University prior to being submitted in writing to the membership and described at the previous regular meeting. *(NOTE: Annual review of the bylaws is highly recommended in order to keep them current with changes made to the Association bylaws and to ensure that they continue to reflect the actual operation of the chapter.)*

## **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 15<sup>th</sup> of each year.