

NEW JERSEY
WATER ENVIRONMENT ASSOCIATION
njwea.org

BY-LAWS



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BY-LAWS

ARTICLE 1 – MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

1.1 MEMBERSHIP CLASSES

Membership classes in the New Jersey Water Environment Association (hereinafter designated as the Association or NJWEA) shall be as follows:

Active Members.

Corporate and Consultant Members.

Contractor Members.

Student Members.

Professional Wastewater Operation (PWO) Members.

Retired Members.

Dual Members.

NJWEA Life Members.

Federation Life/Honorary Members.

1.2 ACTIVE MEMBERS

Qualifications

Any person professionally engaged or interested in the advancement of knowledge relating to the objectives of the Association and the Water Environment Federation (Federation).

Rights and Privileges

Shall have voting rights.

Shall have all the rights and privileges granted by the Association and the Federation including the rights to hold office and serve on Committees.

Shall be entitled to receive publications of the Association and Federation, as authorized by the Association's Governing Council and the Federation's House of Delegates, for the Active Membership class.

1.3 CORPORATE AND CONSULTANT MEMBERS

Qualifications

An organization or individual engaged in the design, construction, operation or management of water pollution control systems.

May be a governmental agency.

May be an industrial organization.

May be any other corporate body or organization or individual engaged in or interested in at least one of the stated objectives of the Association and the Federation.

Rights and Privileges

Shall be entitled to one representative who shall have all the rights and privileges of an Active Member. The representative may be changed at the discretion of the Corporate or Consultant Member on written note to the Executive Director of the Association.

1.4 CONTRACTOR MEMBERS

Qualifications

A person, firm or corporation commercially engaged in general contracting or specialty subcontracting whose major construction activities are related to the construction of municipal and/or industrial wastewater treatment facilities, pumping stations, force mains, collection systems and/or outfall lines.

Rights and Privileges

Shall be entitled to one representative who shall have all the rights and privileges of an Active Member. The representative may be changed at the discretion of the Contractor Member on written notice to the Executive Director of the Association.

1.5 STUDENT MEMBERS

Qualifications

A regularly enrolled college, university or high school student who spends at least one-half of his or her time on academic course work or the equivalent.

May not retain this class of membership beyond the first anniversary date following termination of qualifications as a Student Member.

Rights and Privileges

Shall have all the rights and privileges of an Active Member except holding Association and Federation office.

NJWEA Student Members may opt to form a Student Chapter within their respective college, university or high school. Any such group of students desiring to do so shall contact the NJWEA Executive Director of their interest and be guided by the procedures described in the Water Environment

Federation's publication, "Student Version – (current year)". All such chapters shall conform to the NJWEA Constitution and By-Laws and all business shall be conducted through the office of the NJWEA Executive Director.

1.6 PROFESSIONAL WASTEWATER OPERATION (PWO)

Qualifications

A person who is actively employed by the responsible operating entity on the facility site on a day-to-day basis in the operation and maintenance of wastewater collection facilities, wastewater treatment facilities, or wastewater laboratories provided for such treatment facilities, or is an off-site private laboratory technician who routinely performs wastewater analyses, or retired there from.

Rights and Privileges

Shall be an eligible voting member of the Association.

Shall have all the rights and privileges granted to the PWO class of membership by the Association and the Federation including the rights to hold office and serve on Committees.

Shall be entitled to receive publications of the Association and the Federation, as authorized by the Association's Governing Council and the Federation's House of Delegates, for the PWO membership class.

1.7 RETIRED MEMBER

Qualifications

Any person, sixty-five (65) years or older from and not currently professionally affiliated with the water quality field who retains Active or PWO membership in the Association.

Rights and Privileges

In addition to the rights and privileges allowed by the Active or PWO membership class, shall be allowed to free registration at the Annual Conference to attend the general sessions, business meetings and exhibits only.

1.8 DUAL MEMBER

Qualifications

A Dual Member shall be a person who is a member of the NJWEA but whose primary membership is with a WEF Member Association other than the NJWEA.

Rights and Privileges

A Dual Member shall have all the rights and privileges of an Active Member in the Association except for voting and holding office.

1.9 NJWEA LIFE MEMBERS

Qualifications

Members who have been Active or PWO Members (or a combination there) of of this Association for twenty-five (25) years or more, who have attained the age of sixty-five (65) years or more, and who have applied to the Association for Life Membership through the Executive Director and recommended for Life Membership by the Council. NJWEA Life Members shall also be Life Members of their respective Section.

Rights and Privileges

Shall have all the rights and privileges granted by the Association in the membership class before Life Membership was granted, except that he or she shall be exempt from paying dues.

The Association shall pay the dues of Life Members to the Association and the Federation. Life Members shall submit the renewal applications to the Executive Director of the NJWEA.

May be invited to attend all Executive Committee Meetings; however, shall not function as voting member of the Executive Committee nor be counted to produce a quorum at an Executive Committee meeting; however, shall be allowed to voice opinion and advice at Executive Committee Meetings.

Life Members may be presented with a suitable plaque from the Federation at the times of the election.

1.10 FEDERATION HONORARY MEMBERS, FEDERATION LIFE MEMBERS, CONSULTANT MEMBER REPRESENTATIVES, AND ASSOCIATE MEMBER REPRESENTATIVES

Qualifications

Federation Honorary Members, Federation Life Members, and Representatives of Consultant Members and Associate Members (not Active Members of another Member Association) are eligible to apply for Active Membership if they reside in or if their place of business is in the State of New Jersey of the United States of America; if they are Active Members of another Member Association, and if they are non-residents and their place of business is outside of the State of New Jersey of the United States of American, they shall be eligible to apply for Dual membership.

Rights and Privileges

Federation Honorary Members, Federation Life Members, Consultant Member Representatives and Associate Member Representatives accepted as Active or Dual Members shall have all the rights and privileges of membership.

ARTICLE 2 – DUES

2.1 PAYMENT OF DUES

- 2.1.1 For each Active, Corporate and Consultant, Contractor, Student, Professional Wastewater Operation, Retired, and Dual Member, the annual dues shall be determined by the Governing Council as initiated by the Executive Committee and shall include the current dues for each class of membership as established by the House of Delegates of the Federation. No Federation dues are payable to this Association in the instance of Federation Life and Honorary Members
- 2.1.2 Student Members shall pay initial Federation dues through the Executive Director and subsequent renewals through the Federation. Section dues shall be included in the NJWEA dues structure.
- 2.1.3 Annual dues will be billed directly to Association Members by the Federation Executive Director. Dues shall be payable within one (1) month after a Member's anniversary date. The NJWEA Treasurer shall, upon receipt of the monthly dues payment from the Federation, disburse the appropriate amount to each of the Sections. These payments shall be quarterly to the Sections.
- 2.1.4 Dues are payable for a twelve (12) month period beginning with the first date of membership that is defined as the anniversary date.
- 2.1.5 Past President's of the Association are exempt from Association dues; however, they are not exempt from Federation dues.

2.1.6 SUBSCRIPTION INCLUDED IN DUES

2.1.6.1 All members certified to the Federation by the Association shall be entitled to such publications of the Federation as may be approved by the House of Delegates for the appropriate membership class. All members shall be entitled to the publications of the Association as may be approved by the Governing Council for the appropriate membership class.

2.1.7 ARREARS

2.1.7.1 Association Active, Corporate, Contractor and Consultant, Student, Professional Wastewater Operation, Retired, and Dual Members whose dues shall not have been paid within one (1) month after the anniversary date will be given notice of such default by the Federation Executive Director.

2.1.7.2 If the dues remain unpaid fifteen (15) days after such notice, the members in default may be removed from the roll of the Federation by the Executive Director of the Federation and from the roll of the Association.

ARTICLE 3 – ADMISSION AND EXPULSION

3.1 ADMISSION

3.1.1 Any personal desiring to become an Active, Corporate, Contractor, Student, Professional Wastewater Operation, or Dual Member shall file an application blank provided by the NJWEA accompanied by check or money order in the amount of the current dues.

3.1.2 An applicant for membership as an Active or PWO Member shall also apply to one or more of the three (3) Sections of their choice as part of their to membership application to the Association by indicating their choice on the application blank. Section Dues shall be uniform and will be established by the Council of Delegates. Membership dues for the first Section choice shall be collected as part of the NJWEA/WEF Dues

Collection process. Membership dues for additional Section memberships shall be collected by the NJWEA Treasurer for disbursement to the respective Sections. In the absence of a selection of Section on the part of the applicant, the NJWEA shall assign the applicant to a Section according to the applicant's preferred mailing address.

3.1.3 Where there is no question of the eligibility of the applicant for a certain class of membership, the Executive Director shall accept the application; however, if there is a question of eligibility, the application shall be submitted to the Executive Committee where a majority vote shall be required for approval.

3.1.4 There shall be no admission fee.

3.2 EXPULSION

3.2.1 Any member may be expelled from the Association for good and sufficient reason by a two-thirds vote of the Governing Council.

3.2.2 Any Officer may be removed from office for good and sufficient reason by a two-thirds vote taken at a duly constituted meeting of the Governing Council.

ARTICLE 4 – OFFICERS

4.1 DUTIES AND FUNCTIONS

4.1.1 PRESIDENT

4.1.1.1 General supervision of affairs of the Association.

4.1.1.2 Preside at all sessions of the Governing Council and of the Executive Committee.

4.1.1.3 Be an ex-officio member of all Committees, other than the Nominating Committee, appoint the Chair of each Committee,

and approve the Vice-Chair and the members of all Committees where membership is not otherwise specified in the By-Laws.

- 4.1.1.4 Perform such other duties as may be assigned by the Governing Council or the Executive Committee.
- 4.1.1.5 Represent the New Jersey Water Environment Association at the Annual Meeting of the Water Environment Federation.
- 4.1.1.6 Countersign checks issued against the funds of the Association when either the Treasurer or the Executive Director is unable to do so.
- 4.1.1.7 Be bonded at the expense of the Association and at the amount to be determined by the Executive Committee.

4.1.2 PRESIDENT-ELECT AND VICE-PRESIDENT

- 4.1.2.1 Assist the President in the performance of prescribed duties.
- 4.1.2.2 Preside at conference and meetings of the Association and at meetings of the Governing Council in the absence of the President.
- 4.1.2.3 Be an ex-officio member of all Committees other than the Nominating Committee.
- 4.1.2.4 Perform such other duties as may be assigned by the Governing Council or Executive Committee.
- 4.1.2.5 In case the President cannot act, the President-Elect shall act and in case the President-Elect cannot act, the Vice-President shall act. In case the Vice-President cannot act, the latest living Past President shall do so. The Governing Council shall elect one of its members to act if the Past President cannot do so.

4.1.3 FEDERATION DELEGATES

- 4.1.3.1 The Federation Delegate(s) shall represent the Association in the conduct of all business by the House of Delegates of the Federation.

4.1.4 TREASURER

- 4.1.4.1 Shall be in charge of the funds of the Association, oversee any investments, review on a quarterly basis the books of the Financial Comptroller and report to the Executive Committee and the Governing Council at their scheduled meetings.
- 4.1.4.2 Shall be one of the five signatories of the Association checking and savings accounts.
- 4.1.4.3 Perform such other duties as may be assigned by the Governing Council and Executive Committee.
- 4.1.4.4 Be bonded at the expense of the Association and at the amount to be determined by the Executive Committee.

4.1.5 EXECUTIVE DIRECTOR

- 4.1.5.1 Serve as the Executive Officer of the Association and operate under the general direction of the President and the Governing Council and as a non-voting member of the Executive Committee.
- 4.1.5.2 Be appointed pursuant to Article 8.4 of the Constitution by the Executive Committee with the approval of the Governing Council as described in 4.153 of these By-Laws.
- 4.1.5.3 Be appointed initially for a term of one (1) year and thereafter for a term not to exceed three years as determined by the Council. Any new Executive Director shall be appointed initially for a one (1) year term.
- 4.1.5.4 See that all monies collected for the Association are transferred promptly to the custody of the Treasurer; scrutinize all

expenditures; certify to the accuracy of all bills and vouchers on which money is to be paid; and, countersign checks drawn by the Treasurer against fund of the Association (see Article 4.116 of these By-Laws).

- 4.1.5.5 Present at the Annual Meeting of the Council a balance sheet of his or her books as of the 31st of December preceding the meeting; which books shall have been audited annual by public accountants appointed by the Executive Committee.
- 4.1.5.6 Serve as editor or employ on his or her staff an editor or editors of all publications of the Association.
- 4.1.5.7 Employ, direct and dismiss staff as he or she deems advisable at costs within the approved budget of the Association and as may be approved by the Executive Committee.
- 4.1.5.8 Maintain continual liaison with Secretaries of the Sections of the Association and the Member Associations of the Federation.
- 4.1.5.9 Be bonded at the expense of the Association and at the amount to be determined by the Executive Committee.
- 4.1.5.10 Be compensated for the above duties as determined by the Council and Executive Committee.

ARTICLE 5 – EXECUTIVE COMMITTEE

5.1 MEMBERSHIP

- 5.1.1 The Association President
- 5.1.2 The Association President-Elect
- 5.1.3 The Association Vice-President
- 5.1.4 The Association Executive Director (non-voting member)
- 5.1.5 The Association Treasurer

- 5.1.6 Federation Delegate(s)
- 5.1.7 The Association immediate Past President
- 5.1.8 The North, Central and South Section Presidents
- 5.1.9 Three elected members (one (1) from each section)
- 5.1.10 Three (3) professional regulatory personnel
- 5.1.11 The Executive Committee shall manage the affairs of the Association between meetings of the Governing Council.
- 5.1.12 The Executive Committee shall meet at least four (4) times per year and one of its meetings shall be held during the week of the Annual Conference of the Council.

5.2 MAJORITY

- 5.2.1 A majority of the Executive Committee defined as greater than fifty percent (50%) shall constitute a quorum of the Executive Committee calculated as follows:

$$\text{Members present} \times 100 / \text{Total members} > 50.00\%$$

- 5.2.2 The Executive Committee shall approve of all committee appointments prepared by the President, except for those determined by the Constitution and By-Laws.
- 5.2.3 A Budget and Finance Sub-Committee shall be formed within the Executive Committee comprised of the Treasurer as Chair and the three Section President's. This sub-committee shall set forth all anticipated income and expenses for the ensuing year through communication with each Section and each Committee Chair for advice and shall collaborate with the Executive Director in preparation of the annual budget.
- 5.2.4 The fiscal year of the Association shall begin on July 1st of one year and end on June 30th of the following year.

- 5.2.5 All Committee Chairpersons and Section Treasurers shall submit all original cancelled checks, vouchers, bankbooks, ledgers, disbursement sheets, receipt sheets and reports by July 15th, after the end of the fiscal year to the Treasurer for annual audit.
- 5.2.6 The Elected Members to the NJWEA Executive Committee shall serve as voting Members of the NJWEA Executive Committee.
- 5.2.7 The Elected Members of the Association Executive Committee shall be an Active or PWO Member and nominees will be considered on recommendations from the Sections.

ARTICLE 6 – GOVERNING COUNCIL

6.1 MEMBERSHIP

- 6.1.1 Membership on the Governing Council requires all members to be current members of the NJWEA.
- 6.1.2 The Association President
- 6.1.3 The Association President-Elect
- 6.1.4 The Association Vice-President
- 6.1.5 The Association Executive Director (non-voting member)
- 6.1.6 The Association Treasurer
- 6.1.7 Federation Delegate(s)
- 6.1.8 The three (3) Section Presidents (North, Central, South)
- 6.1.9 Three (3) elected Section Members
- 6.1.10 Three (3) professional regulatory personnel

6.1.11 Thirty (30) delegates (up to ten (10) from each Section) and a maximum of fifteen (15) Alternate Delegates (up to five (5) from each Section). A Section may use an Alternate Delegate at any meeting requiring delegates provided that the Executive Director has been notified prior to the meeting and that the alternates are paid-up members. Each Section's Secretary must provide the Executive Director with a list of delegates and alternates for the Annual Business Meeting at the February Executive Committee Meeting. A maximum of ten (10) Delegates or Alternate Delegates from each Section will be seated and have voting power at any meeting of the Governing Council.

6.2 PRESIDING OFFICER

The President of the Association shall be the presiding officer of the Governing Council.

6.3 MAJORITY

A majority of the Governing Council defined as greater than fifty percent (50%) of the total membership of the Council shall constitute a quorum calculated as follows:

$$\text{Members present} \times 100 / \text{Total members} > 50.00\%$$

6.4 DUTIES OF THE GOVERNING COUNCIL

6.4.1 Shall be the legal representative of the Association and manage its affairs subject to the condition and limitations prescribed in the Constitution and By-Laws.

6.4.2 Shall appoint an Executive Director at the Annual Meeting, when required, to serve the Association as provided in the Constitution and By-Laws.

6.4.3 Receive reports from the Standing Committees at the pleasure of the President and taken action accordingly upon the recommendations made in these reports.

ARTICLE 7 – TERMS OF OFFICE

- 7.1 The terms of office of the President, President-Elect and Vice President shall be for two (2) years and succession from President-Elect to President and Vice President to President-Elect shall be automatic.
- 7.2 The President is ineligible for re-election. The President-Elect and Vice-President are not eligible for the same office until one (1) full term has elapsed at the end of the respective terms. This prohibition does not apply to the President-Elect or Vice-President acting as President under provisions in Article 4.125 of these By-Laws.
- 7.3 The terms of the Federation Delegate(s) shall be for three (3) years and may serve subsequent three-year terms if so elected or appointed by the New Jersey Water Environment Association.
- 7.4 The term of the Treasurer shall be two years (2) and shall be limited to two (2) consecutive full terms. The Treasurer shall receive the same consideration of the other officers. The Treasurer's position shall be chosen from the Past Presidents or Federation Delegates or someone who through much committee participation is very familiar with the operations of the Association.
- 7.5 The terms of the thirty (30) delegate members of the Governing Council elected by the Sections shall be for one (1) year.
- 7.6 Each Section shall elect up to ten (10) Delegates and five (5) Alternate Delegates each year to serve on the Association Governing Council who are Active or PWO Members in good standing and who shall begin their terms of office on May 1st of the Business Year or at the Call to Order of the Association Annual Business Meeting whichever is later.
- 7.7 The terms of the three (3) professional regulatory personnel elected to the Governing Council to serve on the Executive

Committee shall be for three (3) years with one term to expire each year.

- 7.8 The terms of office of the three (3) Elected Members (one (1) from each Section) elected by the Governing Council to serve on the Executive Committee shall be for two (2) years.

ARTICLE 8 – NOMINATIONS AND ELECTIONS

- 8.1 The Nominating Committee (see Article 9, Section 9.2 of these By-Laws) shall choose a list of nominees from the membership of the Association for the offices of President, President-Elect, Vice President, Federation Delegate(s) and Treasurer; who will also serve on the Executive Committee; three (3) Elected Members (one (1) from each section) and three (3) professional regulatory personnel to serve on the Governing Council and Executive Committee. The list of nominees shall be submitted to the Executive Director at the February Executive Committee Meeting.
- 8.2 The names of other candidates for any of the offices listed in Article 8.1 of these By-Laws shall be submitted to the Executive Director in writing not less than twenty (20) days prior to the Annual Meeting of the Governing Council providing the list of such nominees is accompanied by a petition of at least ten percent (10%) of the active and/or PWO members in good standing with their Sections, Association and Federation. The Executive Director shall notify all members of the Governing Council that balloting for such candidates shall take place during the Annual Meeting of the Governing Council.
- 8.3 Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately for consideration.
- 8.4 No nominees for any office listed in Article 8.1 of these By-Laws shall be a valid candidate for that office unless he or she

has consented to accept the responsibilities of the office in a written statement to the Executive Director prior to the Annual Meeting of the Governing Council.

ARTICLE 9- COMMITTEES

9.1 In addition to the Executive Committee described under Article 5 of these By-Laws and the Nominating, Policy Advisory and Standing Committee's described below in these By-Laws, the President is empowered to appoint additional committee's as may be required to advance the best interest of the Association and to enable it to fulfill its objectives.

9.2 NOMINATING COMMITTEE

9.2.1 Shall be comprised of five (5) latest living Past Presidents.

9.2.2 The Chairperson shall be the senior member based on service as President of the NJWEA.

9.2.3 Shall nominate candidates for office as provided in Article 5.1 of these By-Laws except the Executive Director (5.14) who shall be appointed by the Executive Committee and approved by the Governing Council pursuant to 4.152 and 4.153 of these By-Laws.

9.3 POLICY ADVISORY COMMITTEE

9.3.1 Shall be comprised of the five (5) latest living Past Presidents and two (2) former elected members of the Executive Committee.

9.3.2 The Chairman or Chairwoman shall be the latest living Past President and he or she shall be a member of the Executive Committee.

9.3.3 The Policy Advisory Committee shall consider matters referred to it by the Council, the Executive Committee or the President.

Such matters shall have to do with long-term policies of the Association.

- 9.3.4 Recommendations formulated by the Policy Advisory Committee shall be submitted to the Governing Council, Executive Committee or the President, depending upon the original source of the referral.

9.4 STANDING COMMITTEES

- 9.4.1 In addition to the Executive, Nominating and Policy Advisory Committee's established by the Constitution and By-Laws, there shall be these Standing Committees:

- Awards Committee
- Biosolids Committee
- Budget and Finance Committee
- Collection Systems Committee
- Conference Management Committee
- Constitution and By-Laws Committee
- DRBC Technical Advisory Committee
- Education & Training Committee
- GIS/Asset Management Committee
- Industrial Environmental Quality Committee
- Information Management and Technology Committee
- Laboratory Committee
- Legislative Analysis Committee
- Library and Archives Committee
- Long Range Planning Committee
- Membership Committee
- Mini Workshop Committee
- Operations Challenge Committee
- Program Committee
- Publications Committee
- Public Education Committee
- Safety Committee
- Scholarship Awards Committee
- Seminar and Technology Transfer Committee
- Site Remediation Committee
- Special Programs Committee

Water for People Committee
Young Professionals Committee
100-Year Anniversary Committee

- 9.4.2 Except as provided by the Constitution and By-Laws and in the case of the Conference Management Committee, the Chair of Standing Committee's shall be appointed for two (2) year terms not to exceed three (3) consecutive terms as the Association prefers to allow as many members as possible share in this experience; however, if a President desires to appoint a Committee Chair beyond the three-year limitation, he or she must provide just cause to the Executive Committee and gain approval by the Governing Council. The Chair will report to the President and at times they may request or be requested to report to the Executive Committee or the Governing Council.
- 9.4.3 The President shall appoint the Conference Management Committee Chair who shall be the Conference Manager and two Co-Chairs who may serve beyond the three consecutive terms providing that the Executive Committee and Governing Council approve. The Conference Committee Chair and Co-Chairs must be Section members representing the three Sections. In the event that the Conference Chair cannot perform his or her duties, the President shall immediately appoint one of the Co-Chairs to assume the duties of the Conference Manager. The Conference Manager shall be in constant liaison with the Co-Chairs, the President and Executive Director and shall report any progress at every Executive Committee Meeting and to the Governing Council at the Annual Meeting or at a special meeting of the Governing Council if requested.
- 9.4.4 Compensation, if any, for the Conference Manager shall be determined by the Executive Committee with approval by the Governing Council.
- 9.4.5 Each Standing Committee, except the Nominating Committee shall include one (1) member of the Executive Committee who shall serve as Liaison Officer.

ARTICLE 10 – ANNUAL CONFERENCE AND MEETING

- 10.1 The Annual Conference of the Association shall be held in a place in New Jersey as recommended by the Conference Manager and approved by the Executive Committee.
- 10.2 Notification of the place and date of the Annual Conference shall be given to the membership of the Association by the Executive Director or the Conference Manager at least sixty (60) days in advance of the Conference.
- 10.3 Registration fees for admittance to the Annual Conference shall be determined by the Executive Committee upon recommendation of the Conference Management Committee.
- 10.4 The Annual Meeting of the Governing Council shall be held during the Annual Conference of the Association at a time designated by the Conference Committee and approved by the Executive Committee during its spring meeting prior to the Annual Conference, and this meeting shall constitute the Annual Business Meeting of the Association (Article 7.3 of the Constitution).
- 10.5 At the Annual Business Meeting of the Association, the Governing Council shall approve, by Resolution, the accounting procedures and names of persons authorized to sign contracts for the Association during the ensuing fiscal year.
- 10.6 Special meetings of the Governing Council, other than the Annual Business Meeting, shall be convened as required at a location selected by the President or may be conducted electronically at distance meetings using teleconferencing or internet based technology.
- 10.6.1 Special Meetings of the Governing Council shall be convened at the call of the President or upon request of a minimum of fifteen (15) Members of the Governing Council, such requests being submitted to the Executive Director in writing.

- 10.6.2 A minimum of 72 hours prior notice of Special Meetings of the Governing Council shall be provided to all voting members, such notice to be given in writing by post and/or email to the members designated email account.
- 10.6.3 Methods for conducting distance meetings shall be established by the Executive Committee and will be made part of the Manual of Policies, Administrative Practices and Procedures.

ARTICLE 11 – MANUAL ON POLICIES, ADMINISTRATIVE PRACTICES AND PROCEDURES

- 11.1 This Manual has been established and shall be maintained by the Executive Committee as reference for all Officers, Governing Council Delegates and Committee Members of the Association.
- 11.2 The Manual covers in detail the duties of all Officers of the Association and general guidelines for all Committees. It deals with policy and procedural guidelines relating to meetings, budgets, financial statements, expenses and other related matters.
- 11.3 The Manual shall be amended from time to time as deemed advisable by the Executive Committee.
- 11.4 Copies of the Manual shall be distributed to all Officers, Members of the Governing Council and members of all Committees.

ARTICLE 12 – SECTION GOVERNANCE

OFFICERS AND TRUSTEES

- 12.1 The elected officers of each Section of the NJWEA shall be President, Vice-President, Secretary and Treasurer. When the need arises, the positions of Secretary and Treasurer may be combined thereby creating one position of Secretary-Treasurer

and a vacant seat on the Executive Committee. This is to be determined by the Section Executive Committee.

- 12.2 The Section officers shall be elected at the Annual Section Business Meeting by a majority vote of the voting members present, and shall take office immediately after the Association Annual Business Meeting in May to serve for the ensuing two (2) years.
- 12.3 The President shall not serve two consecutive, full terms.
- 12.4 Section members holding Association office (President, Vice-President, or Treasurer, and including Executive Director) shall be eligible to serve as a Section officer.
- 12.5 All elected officers shall be Active or PWO Members in good standing of the Association.
- 12.6 Each Section shall have three (3) Trustees. One Trustee shall be elected each year for a three (3) year term at the Section Annual Business Meeting by a majority of the voting members present. If required, a Section shall adjust the terms of existing Trustees to conform to this rotation and if necessary shall hold a special election to begin the three (3) year cycle at the first Section Business Meeting following the adoption of this provision.
- 12.7 Trustees shall serve no more than two consecutive terms.
- 12.8 Trustees shall assist the Executive Committee in directing of funds and policy of the Section.