

*Manitoba Water & Wastewater Association*

*By-laws*



# **BY-LAWS**

## **1 Adoption of By-Laws**

Adoption of the By-Laws shall become effective upon acceptance by a majority vote of the Board of Directors.

## **2 Committee Structure:**

2.1 Each Committee identified in these bylaws shall be under the Chairship of a current member of the Board of Directors. The Chairship of the Committees shall be determined by the members of the Executive Committee.

2.2 The Executive of the Board of Directors may form other Committees than those described herein for the purpose of completing specific tasks within a specified time frame. Membership to the Committee shall be comprised of a Director as Chair and as many members and/or Directors as the Board of Directors deems required.

2.3 Committee Chair's shall have served for a minimum of one 2 year term before becoming a Committee Chair.

The Association's Committees shall be structured as follows:

### **2.3 Finance Committee**

2.3.1 The mandate of the Committee shall be the responsibility for the financial operations of the Association including preparing any written financial procedures as it may deem appropriate. The Committee is also responsible for the annual performance evaluation of any hired staff of the Association.

2.3.2 The Finance Committee Chair shall be the Vice Chair of the Association. The Committee shall be comprised of the Chair, the Vice Chair, 2<sup>nd</sup> Vice Chair and the Executive Director.

2.3.3 The Committee shall prepare an annual budget for the Association for ratification at the Annual General Meeting. The draft budget shall be reviewed by the Committee Chair and the executive prior to presentation to the membership at the Annual General Meeting.

2.3.4 Signing authority for all Association Business will include the signatures of two of the recognized three signing authorities, which shall be the Chair, Vice Chair, Second Vice Chair and the Executive Director.

### **2.4 Conference Committee**

2.4.1 The mandate of the Committee is to organize an annual Seminar to further the objectives of the Association.

2.4.2 The Seminar Committee shall be comprised of at least one member of the Board of Directors along with a Chair from the group of members proposing to organize and host the annual Seminar. The remaining members of the Committee shall be comprised of as many persons as the Chair may deem appropriate. The Committee shall meet regularly and provide updates at each Board of Directors meeting.

2.4.3 The Board of Directors of the Association shall determine the location of the seminar one year prior to the planned event. Proposals from communities interested in hosting the event must be submitted a minimum of 48 months prior to the Conference.

## **2.5 Member Services Committee**

2.5.1 The mandate of the Member Services Committee is to undertake services beneficial to the membership.

2.5.2 The Member Services Committee shall be comprised of two members of the Board of Directors and a minimum of two members at large.

## **2.6 Nominating Committee**

2.6.1 The Nominating Committee shall be comprised of those members of the Board of Directors in the first half of their term of office, or a minimum of three people appointed by the Board of Directors.

2.6.2. Election of executive and members of the board will take place at the Annual Conference. Nomination will be received no later than the Annual General Meeting with the balloted election, if required, taking place the following day. Final results will be announced at the Banquet with the new board members assuming positions at the next regularly scheduled Board of Directors meeting.

2.6.3 The Nominating Committee shall be responsible for the solicitation of nominees, selection criteria and choosing the recipients of the Rookie Operator of the Year, Operator of the Year award, and the Lorne Sayer Service Award.

## **2.7 Financial Review Committee**

2.7.1 Accounts will be reviewed on a yearly basis by two members at large of the Association. The engagement of an audit professional may be deemed necessary by the Committee and the Committee shall have the sole discretion in making this determination.

2.7.2 The Financial Review Committee shall report at the Annual General Meeting.

## **2.8 Education and Training Committee**

2.8.1 The mandate of the Committee shall be to further the objectives of the Association by providing opportunities for members to increase their knowledge through correspondence courses, seminars and liaison with other educational institutions.

2.8.2 The Committee shall be comprised of at least one member of the Board of Directors and a number of members at large as deemed necessary by the Board of Directors.

## **2.9 Public Relations**

2.9.01 The mandate of the Public Relations committee is the promotion of the association.

2.9.02 The Public Relations committee shall be comprised of two members of the Board of Directors.