

Manitoba Water & Wastewater Association

By-laws



CONTENTS

1.	ADOPTION OF BY-LAWS	1
2.	COMMITTEE STRUCTURE	1
2.4.	FINANCE COMMITTEE	1
2.5.	CONFERENCE COMMITTEE.....	2
2.6.	MEMBER SERVICES COMMITTEE	2
2.7.	NOMINATING COMMITTEE.....	2
2.8.	FINANCIAL REVIEW COMMITTEE	2
2.9.	EDUCATION AND TRAINING COMMITTEE.....	3
2.10.	PUBLIC RELATIONS	3
3.	ELECTIONS POLICY	3
4.	FLOWER/GIFT POLICY	4
5.	ATTENDANCE AT WCW AND CO CONFERENCES	5

1. ADOPTION OF BY-LAWS

- 1.1. 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:

2.4. FINANCE COMMITTEE

- 2.4.1. 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.
- 2.4.2. The Finance Committee Chair shall be the Vice Chair of the Association. The Committee shall be comprised of the Chair, the Vice Chair, 2nd Vice Chair and the Executive Director.
- 2.4.3. 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.
- 2.4.4. Signing authority for all Association Business will be the signature of one of the following recognized signing authorities, the Chair, Vice Chair, Second Vice Chair or the Executive Director.
- 2.4.5. Each signing authority will be provided with login information to the MWWA's bank account so that they may view transactions, balances and all other online financial information as needed.

- 2.4.6. Upon the change of any member, of the recognized signing authorities, the signing authority will be updated at the bank and old login accounts shall be removed and new ones added as required.

2.5. CONFERENCE COMMITTEE

- 2.5.1. The mandate of the Committee is to organize an annual Conference to further the objectives of the Association.
- 2.5.2. 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.
- 2.5.3. 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.

2.6. MEMBER SERVICES COMMITTEE

- 2.6.1. The mandate of the Member Services Committee is to undertake services beneficial to the membership.
- 2.6.2. The Member Services Committee shall be comprised of two members of the Board of Directors and a minimum of two members at large.

2.7. NOMINATING COMMITTEE

- 2.7.1. 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.
- 2.7.2. 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.
- 2.7.3. 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.

2.8. FINANCIAL REVIEW COMMITTEE

- 2.8.1. 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.
- 2.8.2. The Financial Review Committee shall report at the Annual General Meeting.

2.9. EDUCATION AND TRAINING COMMITTEE

2.9.1. 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.

2.9.2. 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.

2.10. PUBLIC RELATIONS

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

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

3. ELECTIONS POLICY

- 3.1. All candidates and their representatives must follow election protocol which includes the following guidelines or be at risk of being asked to leave or being removed from the polling stations.
- 3.2. As a candidate or candidate's representative you must:
- 3.3. Maintain and aid in maintaining the secrecy of the vote
- 3.4. Respect the right of electors to an accessible voting process
- 3.5. Respect the decisions of the nominating committee members. These decisions will prevail unless overruled later by the board
- 3.6. As a candidate or candidate's representative you may:
- 3.7. Request to examine, but do not handle, an elector's identification – electors may vote even if they refuse to allow you to examine their identification, and the executive director will keep records of such situations
- 3.8. Visit the polling place at any time during the voting
- 3.9. Before the polls open, ask to have the ballots counted and ask to inspect the ballots, the ballot box and any other material relating to the vote, as long as the polls open at the designated time – to observe the process, you should be present 15 minutes before the polls open
- 3.10. During voting hours, examine the list of electors with the polling supervisor, providing it does not interfere with the voting process
- 3.11. As a candidate or candidate's representative you may not:
- 3.12. Interfere with the voting process, at the risk of being asked to leave or being removed from the polling station
- 3.13. Attempt to obtain information about how an elector is going to vote or has voted
- 3.14. Attempt to influence an elector's choice of candidate
- 3.15. Handle an elector's identification
- 3.16. Systematically challenge electors as to their qualification to vote
- 3.17. Challenge an elector's qualification once ballot is issued

- 3.18. Sit at the same table as the polling supervisor
- 3.19. Enter the polling place after the poles have been closed and the count is underway, or re-enter after the count has started
- 3.20. Handle the ballots during the count
- 3.21. No literature, sign, poster or flag having reference to the election can be posted within 50 metres (164 ft.) of the voting station
- 3.22. Display campaign literature or other material that could be taken as an indication of support for or opposition to the election of a candidate
- 3.23. Use or wear emblems that would identify your candidate

4. FLOWER/GIFT POLICY

- 4.1. That consideration be given to staff and Board, former Board members, and others deemed appropriate by the Board of Directors in times of bereavement, hospital stay or sick leave lasting longer than ten (10) working days where the employee is not hospitalized.
- 4.2. Board members and staff to ensure that the Executive Director is notified of the bereavement, illness, hospitalization or sick leave.
- 4.3. In the event of the Retirement, illness or Death of a staff member, current or past Board member, price range for flowers and/or charitable donations shall be:
 - 4.4. to a maximum of \$75.00 for current staff and Board members
 - 4.5. to a maximum of \$50.00 for past Board members
 - 4.6. for members at large and others, at the discretion of the Board of Directors – up to \$50.00
 - 4.7. Other extenuating circumstances, ie:) such as death of Spouse, common-law spouse, child, parent, mother-in-law, father-in-law, sister, brother, sister-in law, brother-in-law, grandparents, grandchildren will be brought to and reviewed by the Board on an individual basis.

5. ATTENDANCE AT WCW AND CO CONFERENCES

- 5.1. The MWWA is to pay for the WCW rep from the Board (Past Chair position) as well as the MWWA Chair to attend the WCW conferences when out of province.
- 5.2. When the WCW Conference is in MB - the Chair, Past Chair, and the Executive Director will attend the WCW Conference.
- 5.3. The Executive Director and the MWWA Chair to attend the other CO conferences. If the Chair is unable to go, then the Past Chair, 1st Vice and then 2nd Vice would be asked to attend in the absence of the Chair. If they would be unable to go, then the Directors would be asked.

By-laws as amended by Board of Directors – March 18, 2021