

Water Environment Association of South Carolina



Organizational Manual

Revised February 26, 2007

WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA ORGANIZATIONAL MANUAL

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Section 1-Objectives and Executive Committee

Objectives

Executive Committee

Executive Committee Meeting

Water Environment Association of South Carolina

Organizational Chart

OBJECTIVES

The objectives of the Association shall be:

- The Advancement of fundamental knowledge of the water environment, its basic qualities, and the physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- The advancement of practical knowledge in the technology, design, construction, operation, maintenance, and management of water quality control systems and facilities.
- The increased understanding of the nature and function of the earth's natural waterways, surface, subsurface, and atmosphere, and encouragement and promotion of action necessary to preserve and enhance.
- The implementation of the objectives previously stated through an exchange of information and experience among its members and other interested person, by an annual meeting of its members.
- The cooperation with other organizations and agencies in efforts to obtain and maintain proper water quality control systems.
- The publication and distribution of information relating to the water quality control field.
- The promotion of public understanding and the encouragement of sound regional policy in matters relating to the water quality control field.
- The improvement of the professional status of all personnel engaged in any aspect of the water quality control field including, but not limited to, the design, management, and operation of water quality control systems.
- The stimulation of public awareness of the relationship of water resources to the general public welfare, and the need for preservation and reuse of water resources.
- The promotion of a continuing educational program leading to a professional elevation of the membership.

WEASC Code of Conduct

WEASC is committed to promoting and advancing the water environment profession and the advancement of science through the protection and enhancement of the water environment of our state.

In furtherance of the mission of the Water Environment Association of South Carolina, and as representatives of a registered 501(c)3 organization, members of the WEASC are expected to abide by the following Code of Conduct as adopted by the Executive Committee on November 15, 2007.

Failure to comply with this Code shall preclude a member from serving on the organization's Executive Committee. In addition, any officer, chair, employee, or other agent of the Association may be removed by the Executive Committee or other authority which elected or appointed such officer, chair, employee or other agent if, in the judgment of such authority, the best interests of the Association will be served thereby.

Code of Conduct

As members and representatives of the WEASC:

We shall act to provide the best possible service while preserving the public health, ensuring public safety, and being responsible stewards of our precious water resources.

We shall perform our duties and conduct our business in accordance with local, state, and federal law and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information.

We shall avoid at all costs fraudulent, criminal, malicious or knowingly wrongful conduct, and shall discourage exaggerated, unfair, or untrue statements regarding our organization and our industry.

We shall, at all times, act in good faith in the discharge of our responsibilities as an Officer, Committee Chair, District Chair, Committee member, or member at large.

We shall fully disclose financial or personal interests that could be construed as a conflict of interest with our employer or clients. In addition to disclosing this information, we shall not participate in decisions or activities in which our financial or personal relationships may be perceived as a conflict of interest.

We shall not allow our personal ambitions to either unfairly affect our associates or interfere with fair competition for advancement.

We shall perform the duties and responsibilities entrusted to us to the best of our ability. We shall hold the public and organizational interest superior to personal interests and shall endeavor to ensure, through actions and leadership, that the mission and objectives of the organization are advanced.

EXECUTIVE COMMITTEE

The Executive Committee shall be the steering body of the Association. It operates without further consent on the part of the Members.

The Executive Committee shall be composed of:

- Elected Officers
 - President
 - President-Elect
 - First Vice-President
 - Second Vice-President
 - Secretary
 - Treasurer
 - Past President
- Water Environment Federation Directors
 - Senior Director
 - Junior Director
 - Past Federation Director/Member of WEF Executive Committee
- Chair of each active District

The Executive Committee undertakes many tasks each year, such as:

- Produces four issues of the *Journal*
- Organizes Mid-Year Meeting
- Coordinates the SCEC
- Organizes the Operator Conference
- Supports Operations Challenge
- Administers the Scholarship Program
- Recognizes outstanding achievements through the Awards Program
- Tracks pending legislation
- Solicits memberships
- Raises funds
- Supports the Certification Board
- Provides continuing education opportunities
- Conducts business meetings that direct activities
- Coordinates activities with SCAWWA

The Executive Committee follows Robert's Rules of Order, enabling the committee to arrive at the majority opinion in a fair and accurate manner. The rules are founded on the principles of courtesy and justice to all, partiality to none; for the orderly consideration of one subject at a time, the rule of the majority, and protection of rights; 1) Rights of the majority; 2) Rights of the minority; 3) Rights of the absentees; 4) Rights of the individual members and 5) Rights of the assembly. A copy of Robert's Rules of Order is located in Appendix B.

All motions resulting in policy are given in Appendix C.

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee is required to meet annually at the Annual Conference. Meetings, however, are generally held more frequently.

Executive Committee meetings are held for the purpose of conducting the general administration and business of the Association. All working committee chairs are to present first hand reports on committee activities at all Executive Committee meetings and to participate in the conduct of Association activities. The meetings are open to all Members.

A typical agenda follows.

Typical Executive Committee Agenda

1. Call to order
2. Opening Prayer
3. Approval of previous minutes
4. Remarks by the President
5. Secretary's report by Secretary
6. Treasurer's report by Treasurer
7. Executive Director's Report
8. WEF Report by Senior Director
9. District Reports by District Chairs
10. Committee Reports
11. Special committee reports, i.e. Ad Hoc, etc.
12. Old Business
13. New Business
14. Announcements
15. Adjournment

WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA

The Water Environment Federation (WEF) is a federation of Member Associations (MA) located in all 50 states and throughout the world. Each MA has its own organizational structure but its governing body is the Board of Directors, which includes Directors representing each MA. The MA for South Carolina is the Water Environment Association of South Carolina (WEASC). WEASC has two Directors.

The MA has its own objectives and governing procedures that are in accordance with WEF policies. WEASC reports Federation activities regularly at the Executive Committee meetings.

Association members are eligible voting members, may serve and chair working committees and may take part in all business meetings. To hold Association and Federation office, chair a District, or serve on the Nominating Committee, you must be a member of WEF.

WEASC ORGANIZATIONAL CHART

Tuesday, January 09, 2007

