Blue Ridge Foothills District Rules

Name and Affiliation

The name of this body shall be the Blue Ridge Foothills District of the Water Environment Association of South Carolina, hereinafter designated as the Blue Ridge Foothills District or the District.

The District shall operate in accordance with Section 14 of the Bylaws of the Water Environment Association of South Carolina, hereinafter designated as the Association.

Objectives

The objectives of the District shall be the same as those of the Association, but with emphasis on the matters of local concern, and of common interest to its members, and on the cultivation of friendly relations among District members through the fellowship of more frequent and informal meetings.

Membership

Any member of the Association shall be a member in the District of their choosing. The jurisdictional area of this District, as designated by the Bylaws of the Association, shall include the following counties: Greenville, Spartanburg, Anderson, Oconee and Pickens.

Dues

Each Association member shall pay annual dues in the amount currently in effect for the membership. Payment shall be due from the Association within one (1) month after a member’s anniversary. Dues are payable for a twelve (12) month period beginning with the first date of membership that is defined as the anniversary date.

Duration of Membership

Active memberships shall endure for life, unless terminated as hereinafter provided. The Executive Committee may present an individual who they have determined should be awarded designation of ‘Association Life Member’, which member, if approved by a two-thirds (2/3) vote of the Executive Committee voting at an Executive Committee meeting, shall not thereafter be subject to annual dues.

Any member may be expelled by a two-thirds (2/3) vote of the Executive Committee for reasons expressed in Section 9.2 of the Bylaws of the Association.

Meetings

It shall be the goal of the Blue Ridge Foothills District to hold regular business meetings every two months at such times and places as may be designated by the District Executive Committee. The District Executive Committee may elect to substitute a special event/activity in place of a regular business meeting. In addition, special business meetings of the Blue Ridge Foothills District may be called by the District Executive Committee at any time and for any purpose, which, in its opinion, is justifiable, but no
business may be transacted at such meeting other than that for which said meeting was called. The notice of such special meeting shall state the business to be transacted at such meeting.

A regular business meeting of the District shall be held at least thirty (30) days prior to the date of the Annual Meeting of the Association (which takes place at SCEC in March of every year).

Ten eligible voting members, one of whom being an officer, shall constitute a quorum for the transaction of business at any regular or special business meeting.

**Officers**

Officers of the Blue Ridge Foothills District shall be a Chair, Vice-Chair, and a Secretary/Treasurer. Each office is held for one year, which coincides with the Association’s fiscal year. Each year, a new Secretary/Treasurer is nominated at least 30 days before the Annual Meeting of the Association. After confirmation at the meeting, the officer slate is confirmed and existing officers will move up in the officer rotation at the beginning of the next fiscal year. Any vacancy in an elective office which may occur in the interim between business meetings of the Association shall be filled by a Chair appointee for the remainder of the unexpired term after having received written approval of the proposed appointee from a majority of the District Executive Committee.

Each officer shall be elected at the regular business meeting of the Blue Ridge Foothills District at least 30 days prior to the Association’s annual business meeting and shall hold office for a term of one year, coinciding with the Association’s fiscal year, or until a successor has been elected or appointed.

The District Nominating Committee shall present at least one (1) name for each open elected officer position of the District at the regular business meeting of the District immediately preceding the annual business meeting of the Association (SCEC in March). At least two (2) minutes shall be reserved to receive additional nominations from the floor after which a single majority vote of a quorum of eligible members present shall constitute an election.

To effectively carry out the objectives of the Blue Ridge Foothills District, the District Executive Committee may propose and amend rules for the orderly government of the Blue Ridge Foothills District and the advancement of the work provided that they are not inconsistent with the Bylaws of the Association and the District Chair’s Handbook. No rules shall be made which are not for the benefit of the membership. The majority of the District Executive Committee shall constitute a quorum for the purpose of conducting business.

**Duties of Officers**

In addition to those duties described in the District Chair’s Handbook, the Chair shall preside over all District meetings and Executive Committee meetings. The Chair shall appoint no more than four At-Large members to the District Executive Committee.
**Chair:** The Chair appoints all standing committees provided for in the District rules and serves as an ex-Officio member of such committee(s). The Chair performs other such duties as necessary that pertain to the office of Chair.

**Vice-Chair:** The Vice-Chair is responsible for the fundraising efforts of the District and shall preside in the absence of the Chair. The Vice-Chair performs other such duties as necessary that pertain to the office of Vice-Chair including sending out notices of all meetings, whether regular or special; sending out the bi-monthly newsletter; and sending out notices of all study courses or special training events.

**Secretary/ Treasurer:** The Secretary/Treasurer shall be responsible for the record keeping for all of the Blue Ridge Foothills District meetings; showing attendance and membership at meetings; and recording official minutes of all official meetings. The Secretary/Treasurer is responsible for all District financial matters including check writing, account reconciliation, and budgeting.

The Vice Chair will serve as Assistant Secretary/Treasurer in the event the District Secretary/Treasurer is unavailable. The Vice Chair will be listed as an additional signatory on the district checking and scholarship accounts.

**Additional Duties of Officers**

In addition to the requirements established in the District Chair Handbook, the Secretary/Treasurer shall be responsible for receiving all funds payable to the Blue Ridge Foothills District; to pay expenses or indebtedness of the Blue Ridge Foothills District and in preparing a financial report to present to the District membership at its January business meeting of each calendar year. Beginning in April, 2009 a new statewide accounting system was implemented as recommended by the firm that performs the annual review of the Association’s financial transactions. This new accounting system was implemented to comply with 501(c)(3) guidelines. This system requires the Blue Ridge Foothills District Secretary/Treasurer to submit copies of all financial transactions along with original copies of any supporting documents to the Association office in a timely manner. The bank statement for the district will be sent to the Association office directly from the bank for reconciliation each month. Once this is done a monthly financial report will be sent to the District Secretary/Treasurer from the Association office. Any discrepancies should be reconciled once this report is received by the District Secretary/Treasurer. An Auditing Committee shall audit the financial transactions of the Blue Ridge Foothills District annually, making a report at the first regular District meeting following the completion of the audit for the preceding fiscal year. A similar audit will be conducted upon the retirement of the District Secretary/Treasurer. Upon retiring, the Secretary/Treasurer shall release audited records to the successor or the District Executive Committee. The succeeding Secretary/Treasurer or the presiding officer of the District Executive Committee shall give the retiring Treasurer a receipt for all such records turned over. The Treasurer shall submit a complete report of the year’s financial business to the District at each Annual Meeting which shall be audited as directed by the Executive Committee. The Secretary/Treasurer shall provide the Executive Committee and the Nominating Committee with a list of members in good standing and eligible for nomination as required. The Secretary/Treasurer will also perform such other duties as pertaining to the office of Secretary/Treasurer.
Amendments

Amendments to these Rules may be proposed by a majority of the District Executive Committee or by a petition signed by not less than ten active District members in good standing. Amendments submitted by petition shall be submitted to the Executive Committee at least sixty days prior to the Association's Annual Business Meeting for review. Copies of proposed amendments shall be mailed to the membership at least thirty days prior to the Association's Annual Business Meeting, along with the Executive Committee's recommendations concerning amendments proposed by petition. Amendments to these Rules shall be made only at the regular District Business Meeting following SCEC each year (May) by an affirmative vote of not less than two-thirds of the eligible members present and voting, provided that such amendment shall previously or subsequently receive the approval of the Executive Committee of the Association.

Authority of Directive

The District may adopt Directives, consistent with these Rules, for the guidance of the officers and members. Adoption shall be by a simple majority vote of the eligible members present and voting, provided that prior or subsequent approval of the Executive Committee of the Association has been obtained.

Blue Ridge Foothills District Committees

Nominating Committee

The Nominating Committee shall be elected by the membership at a regular business meeting at least six (6) months prior to the district’s annual business meeting. The Nominating Committee for the Blue Ridge Foothills District will be elected each year from the floor. The three (3) receiving the highest votes shall be declared the Nominating Committee for the following year with the one (1) receiving the highest vote being the Committee Chair. The Nominating Committee shall present at least one (1) name for each of the elected officers of the Blue Ridge Foothills District at the regular business meeting of the Blue Ridge Foothills District at least 30 days prior to the annual business meeting of the Association. At least two (2) minutes shall be reserved to receive additional nominations from the floor after which a single majority vote of a quorum of eligible members present shall constitute an election.

Standing Committees

The following standing committees shall be appointed annually by the Chair and may be reappointed at the discretion of the Chair. All committees, unless otherwise indicated, shall consist of a minimum of three (3) members with the Committee Chair being appointed from these three (3) members.

A. Arrangements Committee: The Arrangements Committee shall be responsible for identifying sponsors, establishing meeting locations and assisting in the procurement of sponsors. The committee shall be responsible for arranging any technical programs to be held at the Blue Ridge Foothills District meetings. The Committee shall review the continuing education available to members and make recommendations for use or adoption by the Blue Ridge Foothills District and its members. This
Committee may recommend, arrange, and conduct special courses of instruction beneficial to the Blue Ridge Foothills District Membership. The committee chair will be appointed by the incoming District Chair each year; a vice-chair may also be appointed at the discretion of the District Chair and Vice Chair.

B. Awards Committee: The Awards Committee shall be responsible for soliciting nominees for potential District, state and national awards and presenting awards. The Committee is also responsible for developing other potential methods to recognize District operators for consideration by the District Executive Committee. The Awards Committee shall also be responsible for promoting the scholarship program and selecting the annual scholarship recipients. The Awards Committee consists of the District’s previous year’s award winners, a committee chair and vice chair, and the District Executive Committee members.

Special Ad Hoc Committees

The Chair may appoint special committees ad hoc, as the need arises for some special task or purpose. Committee Membership Committee membership shall be limited to Blue Ridge Foothills District members of any class of membership. The Blue Ridge Foothills District Chair, the Committee Chair, or the Committee as a whole may select ex-officio members of the Committee from within or out the Blue Ridge Foothills District membership. Such ex-officio committee members shall not have voting rights on the Committee's business.

Ex-officio Member

The Chair of the Blue Ridge Foothills District shall be an ex-officio member of all committees of the Blue Ridge Foothills District.