CAPITAL DISTRICT RULES

Name and Affiliation
The name of this organization shall be the Capital District (District 3) of the Water Environment Association of South Carolina, hereinafter designated as the Capital District or the District.

The District shall operate under charter issued by the Water and Pollution Control 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 members located within the jurisdictional area of this District, 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, who resides or works within the jurisdictional area of this District, shall be a member in the District. The jurisdictional area of this District, as designated by the Executive Committee of the Association, shall include the following counties: Newberry, Richland, Lexington and Fairfield.

Dues
Active member, except "Lifetime Members" and "Students", shall pay annual dues in the amount currently in effect for the membership. Payment shall be due from the Association following payment to the Association of annual dues. Dues are for twelve months and begin during the month in which you join.

The amount of annual dues assessed each member shall be proposed by the Association.

Duration of Membership
Active memberships shall endure for life, unless terminated as hereinafter provided. The Executive Committee may present an individual who the Executive Committee has determined should be awarded the designation of "Lifetime Member", which member, if approved by a simple majority vote of the members present at a regular scheduled meeting, shall not thereafter be subject annual dues.

Any member more than twelve months in arrear in the payment of dues to the District shall forfeit their membership.

Any member may be expelled by a two-thirds (2/3) vote of the Executive Committee for reasons expressed in Section 9.0, Admission and Expulsion of the Association’s Bylaws.

Resignation, when presented in writing to the Chairman, shall become effective immediately, provided all indebtedness due to the District has been paid.

Meetings
Regular business meetings of the Capital District shall be held every two months at such times and places as may be designated by the District Executive Committee. Special business meetings of the Capital 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 of the business to be transacted at such meeting.

An Annual Meeting shall be held at least 30 days prior to the date of the Annual Meeting of the Association.

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 Capital District shall be a Chair, Chair-Elect, one or more Vice-Chairs, a Secretary and a Treasurer.

Each Officer shall be elected at the regular business meeting of the Capital District at least 30 days prior to the Association’s annual business meeting and shall hold office a term of one year or until a successor has been elected or appointed.

Any vacancy in an elective office which may occur in the interim between business meetings of the Capital District 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 Executive Committee.

District Executive Committee
The District Executive Committee shall be the steering body of the Capital District. Its decisions shall be subject to review by the membership of the Capital District at any regular business meeting.

The District Executive Committee shall be composed of the elected District officers, the immediate or last living past District Chair of the Capital District and four members at large appointed by the District Chair.

To effectively carry out the objectives of the Capital District, the District Executive Committee may propose and amend rules for the orderly government of the Capital 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
Chair: 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 four at-large members to the Executive Committee.

The Chair appoints all standing committees provided for in the District Rules and serves as an ex-Officio member of such committee. Perform other duties as pertaining to the office of Chair.

Chair-Elect: The Chair-Elect shall preside in the absence of the Chair and as requested. The Chair-Elect is responsible for getting and presenting the plaque for the out-going Chair and shall be the District historian. Perform other duties as pertaining to the office of Chair-Elect.
Vice-Chair: The Vice-Chair is responsible for the Fund Raiser and shall preside in the absence of the Chair and Chair-Elect. Perform other duties as pertaining to the office of Vice-Chair.

Secretary: The Secretary shall be responsible for the record keeping for all of the Capital District meetings, showing attendance and membership at meetings; minutes of all official meetings; sending out notices of all meetings, whether regular or special; and sending out notices of all study courses. Perform such other duties as pertaining to the office of Secretary.

Upon retiring, the Secretary shall release all records to the successor or the District Executive Committee. The succeeding Secretary or the presiding officer of the District Executive Committee shall give the retiring Secretary a receipt for all such records turned over.

The Secretary will serve as Assistant Treasurer in the event the District Treasurer is unavailable. The secretary will be listed as an additional signatory on the district checking account.

Treasurer: In addition to the requirements established in the District Chair Handbook, the Treasurer shall be responsible for receiving all funds payable to the Capital District; to pay expenses or indebtedness of the Capital 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 Capital District 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 Treasurer from the Association office. Any discrepancies should be reconciled once this report is received by the district Treasurer.

An Auditing Committee shall audit the financial transactions of the Capital 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 Treasurer.

Upon retiring, the Treasurer shall release all records to the successor or the District Executive Committee. The succeeding 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 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 Treasurer will also perform such other duties as pertaining to the office of Treasurer.

Amendments

Amendments to these Rules may be proposed by a majority of the 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 District Business Meeting for review.

Copies of proposed amendments shall be mailed to the membership at least thirty days prior to the Business Meeting of the District, along with the Executive Committee’s recommendations concerning amendments proposed by petition.

Amendments to these Rules shall be made only at the Business Meeting of the District 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.

Capital District Committees

Nominating Committee

The Nominating Committee shall be elected by the membership at a business meeting in advance of the time that they are to bring recommendations for the elective officers of the Capital District. The Nominating Committee for the Capital District will be elected each year from the floor with a minimum of seven (7) persons being nominated and the membership voting in secret ballot for five (5) of the seven (7). The five (5) 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 Capital District at the regular business meeting of the Capital 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. If the district desires to serve alcohol at any district events/functions a third-party vendor/server (such as a bartending service) should be engaged to provide/deliver any alcohol beverages. This party should be licensed by the SC State Liquor Commission and be able to provide proof of liability insurance in the minimum amount of $1,000,000. The district shall be named as an
additional insured party on the provider's liability insurance policy which may incur an additional fee. 
Holding an event/function at a venue that is licensed by the SC State Liquor Commission is the best manner by which to protect the district from liability associated with the presence of alcohol beverages at the event/function.

B. Awards Committee: 
The Awards Committee shall be responsible for soliciting nominees for potential District, state and national awards, obtaining plaques, and presenting awards. The Committee is also responsible for developing other potential methods to recognize Capital District members.

The committee shall consist of the Awards Committee Chair and at least two more Capital District members appointed at the discretion of the Committee Chair.

C. Budget and Auditing Committee: 
The Budget and Auditing Committee shall be responsible in assisting the District Executive Committee with the development of an annual budget and auditing the financial books of the preceding year for submission to the Association. The results of this audit will also be presented at the Executive committee meeting and the first regular district meeting following the audit by the chairperson of the Audit Committee.

D. Membership Committee: 
The Membership Committee shall be responsible for actively promoting the growth of the organizations by securing new members from those qualified and also in retaining members.

E. Program Committee: 
The Program Committee shall be responsible for arranging any technical programs to be held at the Capital District meetings. The Committee shall review the continuing education available to members and make recommendations for use or adoption by the Capital District and its members. It shall cooperate with and assist the Association's Education Committee and the Environmental Training Center authorities in operating the short schools. This Committee may recommend, arrange, and conduct special courses of instruction beneficial to the Capital District Membership.

F. Publications Committee: 
The Publications Committee shall be responsible for publishing and mailing the Newsletter every two months.

G. Rules Committee: 
The Rules Committee shall be responsible for the review and update of the District Rules as directed by the District Executive Committee.

H. Web-Site Committee: 
The Web-Site Committee shall be responsible for developing and maintaining the District website, coordinating with the Association's Management firm and Committee chairs for dissemination of pertinent District information.

I. Scholarship Committee: 
The Scholarship Committee shall be responsible for promoting the scholarship program and selecting scholarship recipients.

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 the Capital District members of any class of membership. The Capital District Chair, the Committee Chair, or the Committee as a whole may select ex-officio members of the Committee from within or out the Capital District membership. Such ex-officio committee members shall not have voting rights on the Committee's business.

Ex-officio Member

The Chair of the Capital District shall be an ex-officio member of all committees of the Capital District.

Revised June 21, 2019
Voted on January 16, 2020
Approved January 16, 2020

[Signature]
Rick Heirs
Chair, Capital District