Trinity-Neches-Sabine District

Of The

Texas Water Utilities Association

**By-Laws**

Revised 2018

By-Laws

T.W.U.A. Trinity-Neches-Sabine District

**PREAMBLE**

We, the members of the Water Utilities Industry of the Southeast Region of Texas, in order to promulgate the high standards of public health and welfare through education and training of its members, and to promote a professional attitude among the members and with the public through our development programs and service, do adopt these By-Laws, a guiding instrument for this District.

**Article I**

NAME

The name of this District shall be the T.W.U.A. Trinity-Neches-Sabine District.

**Article II**

OBJECTIVES

* + 1. The advancement in theory, practice, and management of all phases of the water utility.
    2. The encouragement of the members to develop high professional standards in the protection of the public health and welfare by continued education, training, and exchange of information and experience.
    3. The encouragement of members to support the certification program of the Texas Commission on Environmental Quality.
    4. The encouragement of county, municipal and other governmental subdivisions as well as private owners of water utilities systems to support the objectives of the Texas Water Utilities Association and member organizations.
    5. To fully cooperate with the neighboring cities and industries.
    6. To provide training and credit towards the renewal of member certification.

**Article III**

MEMBERSHIP

Section 1 – Any person interested or active in the design, management, operation, or study of water utilities system or person actively engaged in activities related to the public health are eligible for membership.

Section 2 – To become a member of the District the applicant must submit an application to the Secretary-Treasurer or the Texas Water Utilities Association central office along with the membership fee.

Section 3 – Membership shall consist of:

1. Individual Members:
   1. Active Members – Employee of a municipal, private, or other waterworks or wastewater system, engineer, scientist, or any other qualified person engaged in operation or management or interested in the knowledge of water or wastewater.
   2. Student Member – Student enrolled in any college or university on a full time (12 hour) basis.
   3. District Honorary Member for Life – Member who has been given special recognition for outstanding achievement and valuable service to the district and has been recommended by the awards committee. Honorary Members for Life shall have the same privileges as active members, but shall not be required to pay any T.W.U.A. dues or fees for the support of the District so long as they attend at least three meetings the calendar year prior.
2. Organizational Members – Manufacturing, engineering, construction, or distribution firms or companies.

Section 4 – The Geographical boundaries of the District for membership shall consist of the Counties of Chambers, Hardin, Jefferson, and Orange.

**Article IV**

OFFICERS AND GOVERNING BODY

Section 1 – The governing body of the District shall be vested in a Board of Directors and shall consist of:

* + - 1. The duly elected President – the President shall have general supervision over the affairs of the District and shall preside at the District and Board of Directors meetings. The President shall serve one term of the office with a three year interval before again holding office as President. The President shall attend the annual, mid-year, and regional board meetings with all reasonable expenses paid by the District.
      2. The duly elected President-elect – The President-elect shall make every effort to acquaint himself/herself with the duties and responsibilities of the office of President and the affairs of the association and shall fulfill the duties of the President in his/her absence at any meeting.
      3. The duly elected Vice-President – The Vice-President shall serve as a chairperson of the nominating committee and shall preside over the meetings in the absence of the President and President-elect.
      4. The duly elected Secretary – Treasurer – The duties of the Secretary – Treasurer shall be as follows:
         1. Attend all meetings of the District and keep record of the proceedings.
         2. Collect dues and other monies due the District, keep and give proper receipts and maintain an official membership roster, certifying attendance and dropping the members who become delinquent in accordance with the TWUA constitution and District By-Laws.
         3. Pay bills upon approval by the membership or as otherwise provided.
         4. Maintain records of all monies collected and expenditures along with a current balance to be available for audit by the finance committee.
         5. The Secretary – Treasurer may serve a maximum of three successive terms of office with a three year interval before holding office as Secretary –Treasurer again.
         6. The Secretary – Treasurer will be paid monthly as set by the Board.
      5. The duly elected Information Officer
         1. Maintain website and publish newsletters as directed by the board.
         2. The information officer will be paid monthly as set by the Board.
      6. The duly elected Program Chairman – The chairman shall select programs that shall be consistent with the objectives of the District.
      7. The immediate past living President.
      8. The Directors at Large appointed by the President.

Section 2 – The board of directors shall be the official governing body of the association and shall conduct its affairs in compliance with the Texas Water Utilities Association and the special by-laws of the District. The Board of Directors shall formulate policies of eh District and the special rules may be amended by majority vote of the Board Members present and voting.

Section 3 – As required all officers shall comply with official duties of their office as outlined in the TWUA policies and procedures manual.

**Article V**

NOMINATION AND ELECTION OF OFFICERS

Section 1 – The nominating committee shall provide a slate of officers and these shall be presented at the October meeting.

Section 2 – The nominating committee shall confirm the automatic elevation for the President-elect of the previous year to the office of President, unless cause is shown that this action should not be taken in which case the committee shall submit names of one or more candidates for the office of President. When the report of the committee has been received by the President, it shall be his duty to ascertain from the floor if any other names are desired to be placed in nomination. All nominees must be verified by the Secretary – Treasurer as members in good standing.

Section 3 - Information Officer shall put on the website before the November meeting the slate of Officers submitted by the nomination committee and those that may have been nominated from the floor at the October meeting. These shall be voted upon at the November meeting and if there are any more than two nominees for any one office they shall be voted upon by secret ballot.

Section 4 - Upon the office of the President becoming vacant during a term of office, the Secretary – Treasurer shall immediately call a meeting of the Board of Directors, who shall at that meeting elect the President -elect or the Vice - President to fill the office of President for the remainder of the term.

Section 5 - Upon any office, other than the President, becoming vacant during the year the President shall call a meeting of the Board of Directors who shall elect a member in good standing to complete the unexpired term of office.

**ARTICLE VI**

DUES AND FEES

Section 1 - The annual dues for the District shall be recommended to the membership each year by the Board of Directors based upon recommendations by finance committee and Secretary - Treasurer. A 2/3 majority vote of the Board of Directors is necessary for recommended changes in dues. Dues will be set by a majority vote of the membership present at the monthly meeting.

Section 2 - The fiscal year of the District will coincide with the calendar year.

Section 3 - The membership year shall be May 1st through April 30th.

**ARTICLE VII**

MEETINGS

Section 1 - The regular meetings of the District shall be held on the second Thursday of each month within the geographical boundary of the District as assigned by the Texas Water Utilities Association. The location shall be included on the website prior to the meeting. Any changes to the regular assigned meeting dates shall be included on the website.

Section 2 - Special meetings may be called by the President or by a petition signed by five members of the District, to be ratified by the Board of Directors.

Section 3 -Members must be present and sign the register provided by the Secretary -Treasurer in order to receive two hours of credit toward certification renewal.

Section 4 -The Board of Directors may meet prior to the regular meeting of the District. The time of the meeting shall be determined by the members of the board.

**ARTICLE VIII**

COMMITTEES

Section 1 - The District shall have standing committees, as provided by the by-laws and composed of qualified members by Presidential appointment.

Section 2 - The District shall have special committees as necessary from time to time to conduct the affairs of the District, committees and committee chairman shall be appointed by the President.

Section 3 - Standing committees and duties are as follows:

1. The Finance Committee. Composed of three or more members, shall audit the books of the treasurer in January and present their report in writing at the February meeting. Upon vacancy of the Office of Treasurer, the books will be immediately audited by the committee. Upon completion of an audit, the committee will make recommendations to the Board of Directors for changes in dues and fees as required to maintain financial stability in the District.
2. The resolutions Committee. Composed of three or more members, shall prepare in writing the resolutions to be voted upon by the members on such occasions warranting such action or upon direction of the Board of Directors.
3. The Awards Committee. Composed of three or more members, shall accept nominations for approval consistent with the by-laws.
4. The Scholarship Committee. Composed of three members with one member as chairman. The purpose of the scholarship committee shall be to screen the applicants and choose the recipient. The choice of the recipient for the scholarship shall be in accordance with the guidelines outlined in Article XII>

**ARTICLE IX**

RULES

The rules contained in Roberts Rules of Order, revised, shall govern the District in all cases to which they are applicable and in which they are consistent with the by-laws or special rules. The special rules shall contain only such rules as may be adopted without previous notice by a majority vote of the members present at any meeting. At any meeting the special rules may be suspended, amended, or rescinded by a majority vote of the members present.

**ARTICLE X**

AMENDMENTS

Section 1 – The by- laws may be amended provided the proposed amendment is not inconsistent with the constitution and adheres to the procedure as follows:

1. The proposed change be submitted in writing to the Secretary and published on the website.
2. An affirmative vote by a majority of the members present at the regular meeting following publication provided that the proposed change in the by-laws shall not call for and expenditure of funds in excess of $50.00
3. An affirmative vote if two -thirds of the members present at the regular meeting following publication on the website is required to change the by-laws for expenditure excess of $50.00

**ARTICLE XI**

GENERAL

Section 1 - The provisions of the by-laws shall be operative immediately upon adoption provided they comply with the procedures set forth on the Texas Water Utilities Association Constitution.

Section 2 -Political speeches shall not be allowed at any meeting of the District.

Section 3 – The District may make awards and prizes, as the membership shall so desire.

Section 4 – The District shall not participate in any labor disputes arising between management and employees, nor shall any discussion therefore be allowed in the meetings of the District.

Section 5 – Membership of any member may be terminated in this manner: upon presentation as a regular meeting of charges of conduct unbecoming to a member. The charges will be read but not debated until the next regular meeting. The Secretary shall promptly notify such member at his address of record of the charges and request his appearance to respond at the next regular meeting. At the next regular meeting the charges shall be read, debated, and voted upon. A three- fourths favorable vote on the charges of all members present at this meeting shall terminate membership of the defendant with no reimbursement of dues.

**ARTICLE XII**

J. ROSS HENNON SCHOLARSHIP

Section 1 – The purpose of the Scholarship is to promote higher education among members, their children and spouse.

Section 2 – Scholarship Awards:

1. Scholarship limited to Lamar University or one of its verified branches, or any other College or University approved by the District Board of Directors.
2. One or more scholarships in the amount of $500.00, or more, if voted upon by the membership, will be awarded in December, either at the District Christmas party or the District December meeting.
3. The scholarship will be sent to the institutions financial aid office. The scholarship money shall be sent with the student’s name, social security number, and the instructions that the money shall be used for tuition expenses.

Section 3 – Rules of Selection:

1. Highest priority would be given to the children or spouse of a District member or an undergraduate member.
2. Applicants for the scholarship must have already completed a semester of study before they are considered.
3. Recipients of the scholarship must enroll as a full-time student ( 12 hours or more )