

REGION XII BY-LAWS

(May 1989)

Revised (August, 2016)

INTRODUCTION

These by-laws have been prepared in accordance with Article VI, paragraph D, of the bylaws of the FLORIDA WATER AND POLLUTION CONTROL OPERATORS ASSOCIATION, INC., which shall henceforth be referred to as the Parent Organization.

The purpose and intent of these by-laws shall in no way conflict with or supersede the constitution and by-laws of the Parent Organization.

ARTICLE I - OBJECTIVES

The objectives of the Region are the same as those of the Parent Organization.

ARTICLE II - MEMBERSHIP

The membership of the Region and classification of membership is in and by the Parent Organization represented by the Board of Directors. The State Secretary-Treasurer will assign a member to this Region in accordance to Article II, paragraph A, of the State Bylaws.

ARTICLE III - OFFICERS

The management of Region XII shall be vested in the Regional Executive Board which shall include the following: Regional Director, Chairman, Vice Chairman, immediate Past Chairman, Secretary-Treasurer, Secretary-Treasurer Elect, and Trustees representing drinking water plant operations, wastewater plant operations, water distribution system operators, wastewater collection system operators, stormwater system operators, industrial pretreatment certified persons, reclaimed water certified persons, customer relations certified persons, and utilities maintenance certified persons.

The number of trustees on the board shall be apportioned at the ratio of one (1) trustee for each fifty (50) members, or 2% of the active membership at the time of nomination. Every attempt should be made to elect trustees from different geographical areas of the Region to assure a fair and broad representation for all members.

ARTICLE IV - NOMINATION, ELECTIONS AND REMOVAL OF OFFICERS

1. The Nominating Committee shall consist of the three latest living past chairmen; the Executive Board may also appoint any other member to the Nominating Committee in the absence/unavailability of the latest living past chairmen. Nominations will be presented at the October meeting.

2. Nominations shall be accepted from the floor at the October meeting. Nominations from the floor must be seconded by 3 (three) members; all nominees must be present at the meeting to accept the nomination unless excused by the Executive Board.
3. All members of Region XII will receive a written ballot prior to the election in December. To cast a ballot the member must be present at the December meeting. All ballots properly cast will be tabulated and the new officers will be announced. Absentee ballots may be cast with prior approval of the executive Board.

A majority vote decides all elections.

4. All elected officers of the Region must be “active” members of the Association, and must have been so for the past two (2) years in good standing ; and must reside or work within the geographical area of the Region. The Executive Board can request a variance from the State Board of Directors from the 2 year active membership requirement in cases where there is a vacant office with no nominees to vote on although the person must be an “active” member.

5. Terms of Officers: Director - three (3) years, may serve two terms.

Chairman - one (1) year, may serve two terms

Vice Chairman - one (1) year, may serve two terms.
Automatically assumes Chairman position at the end of term.

Secretary-Treasurer - one (1) year, may be re-elected.

Secretary-Treasurer Elect - one (1) year, may be re-elected,
assumes Secretary-Treasurer’s position.

Trustee - one (1) year, may serve two terms.

All terms will coincide with the fiscal year.

6. The Executive Board by a two-thirds majority vote of the Board members present at two consecutive regular meetings assuming that a quorum has been established may remove any officer of the Region from office. Reasons for removal would be 3 (three) unexcused, consecutive officially called meetings; a majority vote of no-confidence; the officer’s / trustee’s written resignation from office, death, or moving his /her residency and work status out of Region XII. Whenever any office, other than Director, is declared vacant, the Executive Board shall elect a person to fill the unexpired term of that office by a two-thirds majority vote, assuming a quorum has been established. Whenever there becomes a vacancy for Director, a new Director shall be elected at the next General Membership meeting after the vacancy has been declared.

ARTICLE V - DUTIES OF OFFICERS

1. The Chairman shall preside over all meetings, conduct the business of the organization, carry out the instructions of its members as voted upon at any regular or special meeting, and shall appoint members to all necessary committees.
2. The Vice chairman shall carry out the duties of the Chairman in his or her absence and shall generally assist the Chairman in his or her duties.
3. The Director's duties shall be the same as those outlined by the Parent Organization. The Director shall keep the members of the Region informed on the operation and business of the Parent Organization through the regular business meetings of Region XII.
4. The Secretary-Treasurer shall keep accurate minutes of all meetings of the Region and perform such duties incidental to this office as may be prescribed in the By-laws or from time to time by the Chairman of this Region, shall keep an accurate accounting to the Association as prescribed by the By-laws, and shall assist the Newsletter Chairman in the preparation and distribution of the Regional newsletter.
5. The Secretary-Treasurer Elect shall assist the Secretary-Treasurer as necessary in the performance of his or her duties and shall perform the duties of the Secretary-Treasurer in his or her absence.
6. Trustees shall sit as voting members on all Region planning meetings and serve on all standing and special committees as committee Chairmen or committee members. They will perform other duties as deemed necessary by the Chairman of this Region.

ARTICLE VI - REGIONS

Region XII, of the FLORIDA WATER AND POLLUTION CONTROL OPERATORS ASSOCIATION, is a geographical area of the state of Florida consisting of the counties of Hillsborough, Manatee, and Sarasota.

ARTICLE VII - FISCAL YEAR AND DUES

1. The fiscal year of this Region shall be the same as that of the Parent Organization.
2. Financing of the Region shall be by dues in accordance with the Parent Organization and profits, if any, obtained from Regional Short Schools. All funds are to be used for authorized expenses of the Region recommended by the Executive Board and approved by the general membership of the Region. Financial records will be examined by the Audit Committee at the close of the fiscal year.

ARTICLE VIII - MEETINGS

1. Region XII will hold bi-monthly regular business meetings at times and locations selected by the Executive Board. Meetings will be held in February, April, June, August, October, and December.
2. Executive Board meetings will be held as required and called by the Chairman, however, the first meeting is normally held in the first part of January to plan the year's programs.
3. At least ½ (one-half) of the Executive Board must be present at any meeting to constitute a quorum so as to conduct business.
4. Order of Business at meetings shall follow the following outline:
 - a. Call to order and roll call to establish a quorum
 - b. Introduction of guests
 - c. Minutes of last meeting
 - d. Treasurer's report
 - e. Chairman's report
 - f. State Director's report
 - g. Standing Committee reports
 - h. Special Committee reports
 - i. Old or unfinished business
 - j. New business
 - k. Election of Officers as required
 - l. Adjournment of business meeting
 - m. Program

ARTICLE IX - COMMITTEES

1. The Chairman will appoint the various standing or special committees and will be an ex officio member of each.
2. Standing Committees are: Nominating Committee, (as specified under Article IV, paragraph A), Audit Committee (Chairman and two selected members), Education Committee (Short School Committee), Membership Committee, Publicity Committee, Newsletter Committee, and Awards Committee.
3. Special Committees will be assigned on a need by need basis.

ARTICLE X - REGIONAL SHORT SCHOOLS

Region XII shall conduct an annual short school. The date, location, and course content is to be decided by the Short School Committee and will conform to the Parent Organization guidelines.

Region XII will provide adequate schooling to comply with upcoming requirements for Continuing Educational Units (C.E.U.'s). Schools must adhere to guidelines set by the parent Organization.

ARTICLE XI - BY-LAWS AMENDMENTS

An amendment or change may be made in these By-laws with approval of two-thirds of the members present at any regular business meeting provided written notice of such proposed amendment is given the members prior to said meeting. However, all amendments shall be sent to the Board of Directors of the Parent Organization for approval before amendments are effective.