



Iowa State University

Water Professionals Student Chapter

Student Organization Constitution & Bylaws

ARTICLE I – Introduction

Section – 1

The name of this Chapter shall be the “Water Professionals Student Chapter” and will represent both the American Water Works Association (AWWA) and Water Environmental Federation (WEF) professional organizations.

Section – 2

The principal place of business and location of Chapter records shall be Iowa State University (Ames, Iowa, Unites State of America)

Section – 3

The Water Professionals Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Water Professionals Students Chapter agrees to annually complete President’s and Treasurer’s Training.

Section – 4

Iowa State University and The Water Professionals Student Chapter do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

ARTICLE II – Purpose & Objectives

Section – 1

This organization shall be a not-for-profit, professional organization for men and women with an interest or with plans to enter the water wastewater industries, the water resources profession, or related profession.

Section – 2

The organization shall promote student interest in the environment and especially water/wastewater treatment and the quality of water resources.



Section – 3

The organization shall provide an avenue for the exchange of information and ideas between students and members of both the American Water Works Association and the Water Environment Federation.

Section – 4

This organization shall strive to foster a greater appreciation for natural resources through educational and social activities, including, but not limited to, education, training, meetings, publications, and philanthropic work. The Chapter will provide members with resources to learn about the water industry and explore pathways to pursuing careers in these areas after college.

Section – 5

In addition, we adopt by reference, the objectives as stated in the American Water Works Association and the Water Environment Federation Constitution and Bylaws.

ARTICLE III – Affiliation

This organization is an Iowa State University student club and a student chapter of both the American Water Works Association - (awwa.org) and Water Environmental Federation - (wef.org)

ARTICLE IV – Membership

Section – 1

Any student enrolled at Iowa State University, with an interest in the environment, shall be eligible for membership. Individuals shall be provided membership, if they meet the written criteria for membership established by the Water/Wastewater Treatment Student Chapter. A sponsored membership into AWWA and WEF is eligible for students who are working full- or part-time toward a graduate or undergraduate degree at an accredited two- or four-year college or university, who are in good standing with the college or university, and who demonstrate a commitment to a career in fund development or nonprofit management.

Section – 2

Non-student members are welcome, but may not account for more than 1/2 of the total membership. Non-student members are University faculty and staff, and members of the local community.



Section – 3

All members that have paid dues shall be considered active members with full voting privileges. Members that have not paid dues shall be considered associate members with no voting privileges.

ARTICLE V – Management

Section – 1

The organization shall be managed by an executive committee and a faculty advisor. The executive committee shall be composed of the following officers: President/Co-President, Vice President (if applicable), Treasurer, Secretary, Membership Chair, Event Coordinator, Outreach Coordinator, and Publicity Chair.

Section – 2

Any active student member is eligible to be elected as an officer of this organization. Elections will occur at the end of every school year during the Spring semester or when officer positions require a new electee.

ARTICLE VI – Advisor

Section – 1

The advisor shall be an active faculty member from Iowa State University and shall be a member of AWWA and/or WEF.

Section – 2

The advisor shall be in part or wholly responsible for the organization's finances, ensuring continuity from one school year to the next, and directing information internally and externally for the organization and representing the organization before Iowa State University.

Section – 3

The advisor term is not limited and may continue indefinitely. A new advisor shall be selected by a majority of active members attending the selection meeting when the advisor steps down or fails to perform their duties.



ARTICLE VII – Officers

Section 1 – General Information

At the end of each semester, officer elections will be held during the last general meeting for all attendees to elect officers. The election process will be a secret ballot vote without the presence of the members running for the position. The member with most votes will become the new officer.

Each officer position is guaranteed a one-year term unless removal is necessary. The officer may also graduate before the end of a one-year term, requiring his/her position to be filled at the end of semester election.

Section 2 – Officer Eligibly Requirements

1. Officers shall be elected by majority of active members attending the election meeting to positions for the following academic year during the spring semester the current academic year.
2. Officers shall have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Officers shall be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Officers shall be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1), (2), and (3).

Section 3 – Impeachment/Replacement

An officer may face impeachment or replacement due to the following offenses:

- [a] being reported of discrimination or harassment
- [b] refraining to be honest or respectful to all students and faculty members
- [c] using student chapter money or funds without permission by officer members
- [d] being reported of stealing or tampering another person's belongings without permission



Section 4 – President or Co-Presidents

The President or Co-Presidents shall direct meetings and act as representative(s) for the organization before Iowa State University, AWWA, and WEF. Presidents(s) shall chair all cabinet and general meetings, prepare meeting agendas, as well as all regular and special meetings, and shall have a general knowledge of, and responsibility for, the supervision of the business of the chapter. This position is also responsible for completing the annual reports of chapter activities and expenses.

Risk Management – In addition to the duties outline above, the President or Co-Presidents are responsible for risk management to:

- [a] help minimize potential risks for club activities,
- [b] recommend risk management policies or procedures,
- [c] to submit documentation to ISU's Risk Management Office and
- [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 5 – Vice President (if applicable)

The Vice president shall direct meetings and act as the organization's representative when the president is absent. In the event that the president resigns before their term is completed, the vice president shall assume the position of president.

Section 6 – Treasurer

The Treasurer is responsible for the organization's finances. The Treasurer shall collect dues from members, ensure the budget is followed, and maintain the organization account with Campus Organizations Accounting Office. He/she shall also coordinate with local AWWA and WEF representatives to obtain and maintain student chapter funding status reports and continuously provide the President(s) with updates.

Section 7 – Secretary

The Secretary shall maintain an ongoing record of the organization's activities and meeting minutes throughout the year and make that records available upon request. The Secretary is responsible for preparing the annual report for both AWWA and WEF at the end of every school year during the Spring semester.

Section 8 – Membership Chair

The Membership Chair shall be responsible for maintaining recruitment of new students and ensuring a continual population within the organization through promotion. This includes updating the record of contact information for students, organizational leaders, and other affiliated individuals. The Membership Chair is also required to understand



AWWA and WEF student membership benefits and yearly dues. He/she is also encouraged to establish a strong form of communications amongst members via group messaging, emails, etc.

Section 9 – Event Coordinator

The Event Coordinator shall be responsible for planning and preparing the organization's various events throughout each semester. He/she must develop and maintain an events calendar to inform all members about upcoming dates and deadlines. The Activates Chair must work closely with the President(s) and treasurer while planning and executing events.

Section 10 – Publicity Chair

The Publicity Chair is responsible for promoting and advertising student involvement in the chapter. This may include designing apparel, updating the website aesthetics, and creating promotional handouts. The Activates Chair must work closely with the President(s) and treasurer while planning and executing publicity strategies.

Section 11 – Outreach Coordinator

The Outreach Coordinator shall be responsible for planning and preparing at least one outreach events per semester for organization members to partake. He/she must work with the Event Coordinator to update the events calendar and inform all members about upcoming dates. The Outreach Coordinator shall plan an event that promotes the objectives of the organization and betters the community and water industry.

ARTICLE VIII –Removal of an Officer or Advisor

Section 1 – Removal of Officers or Adviser

Officers or advisers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 2 – Replacement of Officer or Adviser

If an officer or adviser is removed the replacement procedure is the same as the election procedure described above in Article VIII Section 1. It shall take place at the first meeting following the removal of the previous officer/adviser.



ARTICLE IX – Finances

Section – 1

This organization's finances will be used solely for the purpose of fulfilling club activities and sponsoring its members in associated activities; including but not limited to, recruitment, site visit travel expenses, and attending conferences such as ACE (AWWA), Water Environment Federation Technology and Exhibition Conference (WEFTEC), and other local conferences.

Section 2 – Dues

The Treasurer and Membership Chair shall coordinate yearly dues for members during the fall semester. Any new members joining throughout the year shall pay the full year dues at the time they join. As of 2022, dues shall be \$20 per member per year for both AWWA and WEF (\$40 total).

Section 3 – Budget

The organization shall adhere to a yearly budget developed in the Spring Semester based on the previous year's activities and anticipated costs to participate in those activities the following year. Excessive funds may be applied to the following year's budget. The organization shall not operate in a deficit and may not obtain loans for funding.

Section 4 – Fundraising

The organization will fundraise through Engineering Student Council (ESC) allocations that are applied for each semester. This is only after compliance with the ESC regulations and meeting requirements stated by the ESC constitution. In addition, the organization will fundraise through WEF and AWWA professional organizations.

Section 5 – Budget Records

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.



ARTICLE X – Amendments to the Constitution

Section – 1

Amendments to the constitution may be proposed at any regular meeting by any member of the organization.

Section – 2

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half of the members of the organization.

Section – 3

If any ratifications are to be made to the constitution and bylaws, the updated version shall be immediately submitted to Iowa State University's Student Engagement for approval and recognition.

ARTICLE XI – Meetings

Section – 1

The organization shall hold general meetings at least once monthly, preferably bi-monthly. Officer meetings will be held at least once a month.

Section – 2

The President(s), Vice-President (if application), or advisor shall have the authority to call general and cabinet meetings.

Section – 3

Members shall be notified of meetings through the email list, newsletter, phone calls, or bulletin posting at least two weeks in advance.

Section – 4

There must be 20% of total members present at a meeting for business to be conducted.



ARTICLE XII – Annual Report

A report listing the activities of the Iowa State University Water Professionals Student Chapter during the prior year must be submitted to AWWA and WEF by May 1 of each year. This report should be maintained by the Secretary and approved by the President(s).

ARTICLE XIII – Dissolution and Termination

The organization may dissolve and terminate all activities at the end of any academic year and must give adequate notice of termination to Iowa State University, AWWA, and WEF. Termination must be ratified by a 2/3 vote of active members after consultation with the advisor, AWWA, and WEF. In the event of termination, all remaining assets shall be donated to the Civil, Construction, and Environmental Engineering (CCEE) Department of Iowa State University.

ARTICLE XVI – Fiscal Year

The Chapter's fiscal year will begin on August 1 and close on July 31.

ARTICLE XII – Records and Reports

Chapter files and records are to be stored on campus and be accessible to chapter officers, insofar as they may be required for officers to perform their duties.

An annual report of chapter activities, in the form and nature directed by the section, shall be prepared and filed by the President on behalf of the Chapter Board of Directors on or before April 15th of each year.