

**MARITIME PROVINCES  
WATER AND WASTEWATER ASSOCIATION**

***CONSTITUTION AND BYLAWS***

***April 22, 2008***

**RECORD OF AMENDMENTS**

<b>SECTION</b>	<b>DATE</b>	<b>DATE ENTERED DATE D'INSERTION</b>	<b>REMARKS/ SIGNATURE REMARQUES/SIGNATURE</b>
5.A.5	17/Mar/83	20/Oct/83	
Sec. 3/80.1			
Sub. sec. 4	17/Mar/83	20/Oct/83	
Sub. sec. 5	17/Mar/83	20/Oct/83	
Sub. sec. 9	17/Mar/83	20/Oct/83	
Sect. (1)	25/May/85	24/Apr/86	
Sect. II			
Art. II	23/May/85	24/Apr/86	
Art. III	23/May/85	24/Apr/86	
Art. IV	23/May/85	24/Apr/86	
Sect. III	23/May/85	24/Apr/86	
Sect. II			
Art. II			
Art. IV			
Sect. III			
80.1 (1)			
80.1 (5)			
All sections	1/May/99		
All sections	18/Apr/00		
Sect. III	23/Apr/02		New paragraph 4. Arthur Bell Award
Sect II	26/Apr/05		Amended paragraph 3.a)
Sect II	22/Apr/08		Amended paragraph 5.a)1)(e) - Registrar

## **SECTION I**

### **BACKGROUND**

In 1980, during a training program for wastewater collection system operators, ten operators from New Brunswick and Prince Edward Island formed the NB/PEI Water & Wastewater Association. Their primary goal was to promote fellowship among water and wastewater treatment plant operators in the Maritimes, improve and increase operator training and open communications between plants.

In 1981, operators from Nova Scotia were welcomed aboard and the name was changed to the Maritime Provinces Water and Wastewater Association (MPWWA).

The Association has been set up for and administered by treatment plant operators. Government employees, consultants and equipment suppliers actively participate and hold membership, but do not have voting privileges. In effect, the MPWWA provides an operators forum for Atlantic Canada and has improved communications among operators, government offices, consultants and equipment suppliers in our industry.

## **SECTION II**

### **CONSTITUTION**

#### **1. NAME**

- a) The name of the organization shall be THE MARITIME PROVINCES WATER AND WASTEWATER ASSOCIATION.
- b) The organization shall be referred to in the Constitution and Bylaws as THE ASSOCIATION.

#### **2. OBJECTIVES**

- a) The primary objective of THE ASSOCIATION is to advance in the knowledge and understanding of design, construction and management, to increase the ability of the membership to successfully operate and maintain water and wastewater treatment facilities, water distribution and wastewater collection systems, and encourage through fellowship amongst the members, a friendly exchange of information and experiences.
- b) To encourage and maintain a friendly exchange of operational and maintenance experiences and observations on past designs (biological, chemical, mechanical, electrical and safety) with professional Engineers, Consultant Engineers, Contractors and other Associations regarding newly proposed water and wastewater facilities.
- c) To publish a newsletter on a quarterly basis.
- d) To provide membership to all operators in the water and wastewater field, not only those in charge of facilities.

### 3. MEMBERSHIP

- a) A person may become a member of THE ASSOCIATION if he or she is actively involved in the daily on-site operation of a water distribution, water treatment, wastewater collection, or wastewater treatment system, or is in direct responsible charge of daily operation of such facilities. These members may have voting privileges on matters concerning THE ASSOCIATION. These members are classified as active members.
- b) Members of professional organizations involved in the water supply, wastewater collection or treatment industry may also become members of THE ASSOCIATION but shall have no voting privileges. These members are classified as associate members.
- c) Members of companies or firms engaged in the manufacturing, sales and service of equipment utilized in the water supply, wastewater collection or treatment industry may become members of THE ASSOCIATION but shall have no voting privileges. These members are classified as commercial members.

### 4. HEADQUARTERS

- a) The headquarters of THE ASSOCIATION shall be at the office of the Registrar unless otherwise specified by the Executive.

### 5. ADMINISTRATION

#### a) EXECUTIVE

- 1) The Executive of THE ASSOCIATION shall be responsible for conducting THE ASSOCIATION business. The only voting members of the Executive are those members elected by the General Membership. The Executive shall be comprised of the following:
  - (a) Chairperson - shall be elected by the Executive of THE ASSOCIATION from the elected Zone Representatives.
  - (b) Vice-Chairperson - shall be elected by the Executive of THE ASSOCIATION.
  - (c) Secretary - shall be appointed by the Chairperson, subject to ratification by the Executive, from the General Membership or from one of the Government Representatives appointed to the Executive.
  - (d) Treasurer - shall be appointed by the Chairperson, subject to ratification by the Executive, from the General Membership or from one of the Government Representatives appointed to the Executive.
  - (e) Registrar - shall be appointed by the Chairperson, subject to ratification by the Executive.
  - (f) Government Representative - one (1) representative from each of the Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Federal Government, shall be appointed by the Chairperson subject to the ratification by the sitting Executive. The agency of Government represented should be actively engaged in the water and wastewater industry.

- (g) Commercial Representative - two (2) representatives from commercial members shall be of THE ASSOCIATION.
- (h) Members elected to the Executive shall be from the following designated areas:
  - (1) New Brunswick - One member from Zone 1: the counties of Madawaska, Victoria, Restigouche and Gloucester.
  - (2) New Brunswick - One member from Zone 2: the counties of Kent, Northumberland, Westmorland and Albert.
  - (3) New Brunswick - One member from Zone 3: the counties of Kings, Saint John and Charlotte.
  - (4) New Brunswick - One member from Zone 4: the counties of Sunbury, York, Queens and Carleton.
  - (5) Nova Scotia - One member from Zone 5: the counties of Yarmouth, Shelburne, Queens and Lunenburg.
  - (6) Nova Scotia - One member from Zone 6: the counties of Digby, Annapolis, Kings and Hants.
  - (7) Nova Scotia - One member from Zone 7: the counties of Cumberland, Colchester, Halifax, Antigonish, Guysborough and Pictou.
  - (8) Nova Scotia - One member from Zone 8: Cape Breton.
  - (9) Prince Edward Island - One member from Zone 9: The Province.
  - (10) DND WSPOL - One member Zone 10.
  - (11) New Brunswick & Prince Edward Island - Zone 11: One member at large.
  - (12) Nova Scotia & Newfoundland - Zone 12: One member at large.
  - (13) If any of the above areas cannot field a full slate of candidates, those positions left unfilled may be filled by nomination from the General Membership from any area.

#### b) RESIGNATIONS

- 1) In the event of a member leaving or terminating their appointment to the Executive, the member must notify THE ASSOCIATION in writing and a new member will be appointed to the Executive by the Chairperson until the next Executive Election.
- 2) In the event of a member of the Executive terminating or leaving the water and/or wastewater industry within the Provinces of New Brunswick, Prince Edward Island, Nova Scotia, or Newfoundland the member must resign their office on the Executive of THE ASSOCIATION. (also subject to Section II 5.a)1)(h))

## c) COMMITTEES OF THE ASSOCIATION

- 1) The selection of a Committee Chairperson as required to conduct the business of THE ASSOCIATION shall be appointed by the Chairperson of the Executive of THE ASSOCIATION subject to ratification by the sitting Executive.
- 2) The Committee Chairperson, as stipulated in Section II 5.a)1)(h) shall be a member of the Executive of THE ASSOCIATION.
- 3) The Committee Chairperson may select committee members from the members at large, subject to ratification by the sitting Executive to serve on that Committee.

## d) MEETINGS

- 1) Regular meetings of THE ASSOCIATION shall be held once each year.
- 2) Special meetings of THE ASSOCIATION shall be held at the discretion of the Chairperson as required.
- 3) The Executive shall meet as required to conduct the business of THE ASSOCIATION.
- 4) Six (6) elected members of the Executive shall constitute a quorum at any meeting of the Executive to pass a vote.
- 5) The Chairperson shall be entitled to vote only in the case of an equality of votes, whether on a show of hands or on a ballot.

## e) ADOPTION AND AMENDMENT

- 1) Adoption of this Constitution shall become effective upon it's adoption by THE ASSOCIATION by a majority vote.
- 2) Amendments to this Constitution and /or bylaws may be made by Notice of Motion submitted to the Executive ten (10) days prior to the next scheduled General Meeting and passed by a majority of the membership present, or by unanimous consent of the General Membership at the Annual Meeting if ten (10) days prior notice is not given.

**SECTION III****BYLAWS****1. ELECTION FORMAT FOR OFFICERS OF THE EXECUTIVE**

- a) The term of Office for members of the Executive shall be one (1) year with the exception of the Secretary and the Treasurer which will both be a two (2) year term, and the Registrar which will be a three (3) year term.
- b) Elections shall be held every year at the Annual Seminar.
- c) Nominations to the Executive will be made from the floor at the Annual Seminar.
- d) The Chairperson at the Annual Seminar shall appoint scrutineers.
- e) The Executive of THE ASSOCIATION shall be composed of:
  - 1) Past Chairperson
  - 2) Chairperson
  - 3) Vice- Chairperson
  - 4) Secretary
  - 5) Treasurer
  - 6) Registrar
  - 7) Twelve (12) members as specified in Article V, Section 1.a) i. h) of the Constitution.
  - 8) One member each from the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland who is employed by a Provincial Agency relating to the water and/or wastewater field.
  - 9) One member from the Federal Government who is employed by a Federal Agency relating to the water and/or wastewater field.
  - 10) Two (2) members representing the Commercial membership of the Association.

**2. FINANCIAL AND MEMBERSHIP STATEMENTS**

- a) Financial and membership statements shall be reported once during the annual meeting of THE ASSOCIATION and at any other meetings of the Executive held at times other than the annual meeting.

**3. MEMBERSHIP STANDING**

- a) To remain a member in good standing a person must keep his or her dues paid up to date.

**4. ARTHUR BELL AWARD**

This award was established in 1994 in honour of the late Arthur Bell, a founding member of MPWWA. Arthur served on the Executive from 1984 to 1989 as the Zone 4 representative. The award recognizes individuals who have demonstrated extraordinary service to MPWWA through their dedication to the aims and goals of THE ASSOCIATION.

The award consists of a plaque suitably inscribed with the recipient's name and presented by a MPWWA representative at the Annual General Meeting.

Nominations for the award must be made at least four months prior to the Annual General Meeting.

Award Criteria:

- must be a member of MPWWA
- demonstrated extraordinary service to MPWWA
- dedicated to the aims and goals of THE ASSOCIATION
- gives with no thought of recognition

A selection committee, consisting of the chairperson of THE ASSOCIATION and not to exceed three (3) past recipient members that are currently involved with THE ASSOCIATION, shall select a new recipient. If suitable candidates are available, the Arthur Bell Award will be presented annually.