

**BARNSTABLE COUNTY WATER UTILITIES ASSOCIATION  
BY-LAWS**

**Article 1      Name of Organization:**

The “Barnstable County Water Utilities Association Incorporated.”

**Article 2      Purpose:**

To hold meetings on a regular basis to discuss the business of water works operations, to provide and receive information that would be of mutual benefit, and provide training courses to educate utility employees and assist certified operators in obtaining training contact hours for re-certification.

**Article 3      Membership Eligibility:**

Membership in this Association shall be categorized into four classes: Regular, Associate, Retired, and Honorary.

**Regular Member:**

Superintendents or Managers of Water Departments, Districts, or Companies serving the municipalities of Cape Cod and the Islands.

**Associate Member:**

Persons licensed as Drinking Water Supply Operators; or individuals employed by a firm or corporation engaged in manufacturing or furnishing materials, supplies, or equipment for the construction or maintenance or operation of water works; or an individual employed by an engineering company, firm, or corporation or contracting company, firm or corporation selling services or goods to the water works industry; and individuals employed by the Department of Environmental Protection, Drinking Water Program, Southeast Region.

**Retired Member:**

Retired Members shall be Regular or Associate Members in good standing at the time of transfer to this membership category, who in the opinion of the Executive Board have essentially retired from active employment.

All Retired Members shall inherit all rights associated with their previous membership category.

**Honorary Member:**

A Regular Member in good standing must submit a nomination for honorary membership to the Executive Board. Upon review by the Executive Board, the name of the individual nominated for honorary membership must be submitted, in writing, to the full membership. Approval of honorary membership must be by a majority vote of the voting membership at a regularly scheduled meeting.

All members shall be entitled to all the privileges of the Association and the right to vote.

All members can hold any office.

The Nominating Committee must select all candidates for office.

**Article 4      Officers:**

The Executive Board, in whom the management of the affairs of the Association shall be vested, shall consist of the President, Vice President, Secretary, Treasurer, 1<sup>st</sup> Trustee, 2<sup>nd</sup> Trustee, and the Immediate Past President.

All officers shall be elected for a two (2) year term at the regular June meeting. Officers shall be elected by the voting membership.

The Executive Board shall be comprised of at least four (4) Regular\* Members at any time.

\*Regular Members that have retired shall be part of the Regular Class for the purposes of Article 4.

**Article 5      Meetings and Nominations:**

The President shall appoint a Nominating Committee in February of each year in which elections will be held. They shall propose a slate of officers at the April meeting for election in June of that year and shall nominate members for the Executive Board as outlined in Article 4.

In the absence of any officer due to resignation or death, the position shall be filled by nomination and election at the next meeting.

Regular meetings of the organization to be held a minimum of six (6) times a year (August, October, December, February, April, and June) on the first Wednesday of that month, except February, which was voted (April 1, 1981) to be the last Wednesday of the month.

**Article 6      Applications for Membership:**

Applications for membership must be submitted to the Executive Board for review. Said review shall consist of determining whether the applicant meets the requirements under Article 3 and assigning the appropriate category of membership. The Executive Board shall present the results of their review to the next regularly scheduled meeting of the Association. Votes taken on applications for membership shall be by voice or a show of hands unless a member in good standing requests a written ballot. The Secretary of the Association shall tabulate written ballots. In the absence of the Secretary, the President shall assign a Regular Member to tabulate the ballots. Results of said votes shall be reported to the membership present as a total amount of votes in the affirmative and a total number of votes in the negative.

**Article 7      Quorums:**

The quorum requirement at a regular meeting shall be ten (10) members in good standing.

**Article 8      Dues:**

Dues for membership shall be \$35.00 due and payable in July of each year for the fiscal year July 1 to June 30.

Dues for Retired Members shall be fifty percent (50%) of the membership dues. Dues collected from Retired Members shall be deposited in the scholarship account.

Honorary Members shall be exempt from dues.

**Article 9      Guests:**

Members shall be allowed to bring guests at their discretion.

**Article 10     Duties of Officers:**

**President:**

Shall preside at all regular meetings of the Association and shall conduct all meetings as set out in Robert's Rules of Parliamentary Procedure. Shall appoint any committees he deems necessary to perform specific tasks. Committees shall consist of an odd number of members and be appointed annually.

The President shall hear all matters of the before Association and shall decide which matters are to be considered by the Executive Board and those by the General Membership.

**Vice President:**

Assist the President in the performance of his duties and fill the positions of President and/or Secretary in their absence.

**Secretary:**

To record minutes of all meetings, notify the membership of the activities of the Association, and maintain a current membership.

**Treasurer:**

To collect dues and moneys, and keep a complete record of all payments, disbursements and receipts; pay bills that are approved by the membership; and submit financial reports at all regular meetings.

**Executive Board:**

The Executive Board shall have sole management of the affairs of the Association. Four (4) members shall constitute a quorum; and a majority vote, unless otherwise provided, shall decide all questions.

All actions taken by the Executive Board between meetings shall be reported to the membership at the next regular meeting.

The Executive Board shall also function as the Membership Committee.