

**Alabama's Water Environment Association
University of South Alabama Student Chapter
Constitution and Bylaws**

INTRODUCTION

Alabama's Water Environment Association (AWEA) is the franchisor of the University of South Alabama's AWEA Student Chapter, which may hereinafter be referred to as the Azalea Chapter. The Azalea Chapter will operate as a Student Chapter of AWEA, a member association of the Water Environment Federation (WEF).

ARTICLE I: NAME AND LOCATION

1. Name

- a. The name of this AWEA student chapter shall be the AWEA Azalea Chapter, hereinafter referred to as the Azalea Chapter.

2. Location

- a. The principal place of business and location of Chapter records shall be University of South Alabama, Mobile, AL

ARTICLE II: OBJECTIVES & PURPOSES

1. Azalea Chapter

- a. The Azalea Chapter shall be a not-for-profit, professional organization for men and women with an interest in or with plans to enter the water or wastewater industries, environmental regulations and environmental sciences, or related profession.

2. Purposes

- a. The objectives of this Azalea Chapter shall be to promote professional interests of its members in the fields of water resources and environmental engineering. The Azalea Chapter will provide members with resources to learn about the industry and explore pathways to pursuing careers in these areas upon graduation. Such resources shall include access to engaging speakers on water and environmental topics, conference travel, and networking opportunities.

ARTICLE III: MEMBERSHIP

1. Membership

- a. All members of the Azalea chapter of the AWEA shall be student members of AWEA and WEF. Individuals shall be provided membership, if they meet the written criteria for

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membership established by the Azalea Executive Board; namely, students who are working full- or part-time toward a graduate or undergraduate degree at University of South Alabama, who are in good standing with University of South Alabama, and who demonstrate an interest in a career in water or wastewater industries, water resources, or related profession.

- b. Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment
2. Voting Privileges
 - a. Each member of the Azalea Chapter, who is present at a membership meeting of The Azalea Chapter, shall be entitled to one equal vote on each matter.
3. Dues
 - a. Members shall pay annual dues for student membership required at the discretion of the Executive Board to the franchisers in an amount to be determined, from time to time, by the franchisers' Boards of Directors.

ARTICLE IV: MEETINGS OF CHAPTER MEMBERSHIP

1. Regular Meetings
 - a. Regular meetings of the Azalea Chapter shall be held monthly during the academic year at such dates and times as the Chapter Executive Board shall determine.
2. Special Meetings
 - a. Special meetings may be called by the Chapter Executive Board or by petition delivered to the Chapter Secretary of 25% of the Azalea Chapter membership eligible to vote.
3. Annual Meeting
 - a. A regular Azalea Chapter meeting in April for the purposes of electing officers, receiving reports of officers, and such other business as shall be determined by the Chapter Executive Board.

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4. Quorum:
 - a. A quorum shall consist of those Chapter members present at the meeting.

ARTICLE V: CHAPTER OFFICERS

1. Officers
 - a. The Officers of the Chapter shall be a president, vice president, secretary, and treasurer. All officers must be current members of the Azalea Chapter and be in good standing with University of South Alabama. All officers shall serve without compensation. Officers shall perform their duties, as prescribed by law, by the requirements of the University, by these bylaws, and by the parliamentary authority adopted by the Chapter.
2. Manner of Election
 - a. Officers shall be elected by a majority of eligible voting members present at the Annual Meeting. The term of office shall be one (1) year, beginning and ending at the conclusion of the fall semester.
3. Resignations
 - a. Any officer may resign at any time by serving written notice to the Chapter Chair or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the president or secretary.
4. Vacancies
 - a. In case of resignation of an officer prior to completion of his/her term, the Executive Board shall present a candidate to the Azalea Chapter membership for election to complete the unexpired term.
5. Officers
 - a. President
 - i. The president of the Azalea Chapter shall preside over all meetings of the Chapter Executive Board and the Azalea Chapter, prepares the agenda for the Annual Meeting, as well as all regular and special meetings, and shall have general knowledge of, and responsibility for, the supervision of the business of the Chapter.

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- ii. The president shall also perform such other duties as the Azalea Chapter Executive Board may designate.
- iii. The president is responsible for filing the annual report of Chapter activities with the AWEA Students and Young Professionals Committee Chair.

b. Vice President

- i. The Vice President of the Chapter shall assist the President in the performance of prescribed duties and shall preside over all meetings in absence of the President. In the case the President cannot act, the Vice President shall act. In the case the Vice President cannot act, the eligible voting members shall elect an interim representative to act.

c. Secretary

- i. The secretary shall keep the original or a copy of these bylaws, including all amendments, and shall ensure that current copies of the Azalea Chapter's bylaws are provided to the Azalea Chapter Officers.
- ii. The secretary shall keep a record of minutes of all regular meetings of the Azalea Chapter Executive Committee and the Azalea Chapter membership, and if directed by the Executive Committee, of Azalea Chapter committee meetings

d. Treasurer

- i. The treasurer, in accordance with generally accepted accounting procedures, shall ensure the fiscal integrity of the Chapter, shall record receipt of all funds, and in a timely manner transfer funds and receipt records to the Faculty Advisor for deposit.
- ii. The treasurer shall assist in the preparation of the Chapter budget request and monitor Chapter expenditures. Upon approval of the budget request by the Chapter Executive Board, the treasurer will submit the budget request to the Azalea Chapter Treasurer no later than the date prescribed by the Azalea Chapter budget procedures.

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ARTICLE VI: CHAPTER EXECUTIVE COMMITTEE

1. Composition

- a. The Azalea Chapter Executive Board shall consist of the Officers of the Chapter as identified in Article V of these bylaws and the University Faculty Advisor. All officers shall serve without compensation.
- b. The President shall serve as President of the Executive Board.

2. Advisors

- a. The Chapter shall be assisted by a University Faculty Advisor or Advisors who shall serve as an ex-officio member of the Chapter Executive Board with one equal vote on all matters, work with the Chapter on campus in an advisory capacity. In addition, the Azalea Chapter will provide a Professional Advisor who will serve as mentor to the Chapter and assist with educational programming, networking, and professional development, as well as provide advice. The Professional Advisor will serve as the Chapter liaison to the Azalea Chapter Executive Committee. All advisors shall serve without compensation.

3. General Authority

- a. The Azalea Chapter Executive Board shall manage, supervise, and control the business, property, and affairs of the Chapter, and be vested with the authority to determine the policies of the Azalea Chapter, consistent with those of the Azalea Chapter and the University; prosecute its purposes; appoint and remunerate agents; collect and disburse the funds of the Azalea Chapter; adopt rules and regulations for the conduct of its business; supervise the affairs of the Azalea Chapter between meetings; and have the power to fix dates, times, and places of its meetings.
- b. No action taken by the Chapter Executive Board shall conflict with action taken by the or be in conflict with the rules, regulations, and policies of the University. The Azalea Chapter Executive Board shall be subject to the order of the Chapter membership acting by a majority of the whole, and may delegate responsibilities, as shall be deemed advisable insofar as such delegation is not inconsistent with, nor repugnant to, these bylaws or the rules, regulations, and policies of the University.
- c. In all circumstances, the Azalea Chapter's members and Officers of the Chapter will be subject to the order of the Azalea Chapter Executive Committee, at their discretion.

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4. Azalea Chapter Executive Committee Meetings.
 - a. Regular Meetings
 - i. The Chapter Executive Board shall meet at least once a year on such dates and at such times and places as the Officers shall decide.
 - ii. Additional regular meetings of the Chapter Executive Board may be held, as required, and scheduled by the members of the Executive Board.
 - b. Special Meetings
 - i. Special meetings of the Chapter Executive Board may be called at the discretion of the President or by a majority of the members of the Executive Board.
5. Quorum
 - a. Unless otherwise required by law, a quorum of the Chapter Executive Committee shall consist of a majority of its members.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Azalea Chapter or its Board may adopt, state law, or any rules and regulations promulgated by the University.

ARTICLE IX: NO PRIVATE BENEFIT

1. Limitations
 - a. The Azalea Chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of the net earnings, gains, or assets of the Chapter shall inure to the benefit of, or be distributable to, its members, officers, other private individuals, or organizations organized and operating for profit, except that the Azalea Chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these bylaws, and by statute or regulation.
2. Dissolution
 - a. Upon dissolution or final liquidation of the Azalea Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful

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debts and liabilities of the Azalea Chapter, be distributed to the Civil and Environmental Engineering Department at University of South Alabama.

- b. A final report shall be filed with the franchisers, indicating the date and nature of dissolution, an account of the vote for dissolution, the disposition of assets and liabilities, and a description of any public or private liabilities, legal actions or matters, and contracts, obligations, or similar issues which may be pending.

ARTICLE X: AMENDMENT OF BYLAWS

1. Recommendations for amendment of these bylaws may be requested in writing to the University by a two-thirds vote of the Azalea Chapter membership at any regular meeting. These bylaws may only be amended by a majority vote of the Azalea Chapter Executive Committee upon receipt of written notice of approval from the University.

ARTICLE XI: FISCAL YEAR

1. The Azalea Chapter's fiscal year will begin on April 1 and close on March 31.

ARTICLE XII: RECORDS AND REPORTS

1. Azalea Chapter files and records are to be stored on campus and be accessible to Azalea Chapter Officers and advisors, insofar as they may be required for Officers to perform their duties. An annual report of Azalea Chapter activities, in the form and nature directed by the Azalea Chapter Executive Committee, shall be prepared and filed with the Azalea Chapter Executive Director by the Chair on behalf of the Chapter Executive Committee on or before May 1 of each year.