

**CONSTITUTION AND BY-LAWS
OF THE
ONTARIO WATER WORKS ASSOCIATION (OWWA) STUDENT CHAPTER
AT THE
UNIVERSITY OF TORONTO**

1. Name

The name of this organization shall be the “**Ontario Water Works Association Student Chapter at the University of Toronto**” hereinafter designated as the Chapter.

2. Definition

In this constitution and in all other resolutions of the Executive Committee, unless otherwise stated,

- a. “Chapter” means the Ontario Water Works Association Student Chapter at the University of Toronto;
- b. “Committee” means the Executive Committee of the Chapter;
- c. “U of T” means the University of Toronto;
- d. “Member” means a member in good standing of the Chapter;
- e. “Executive” means a member of the Executive Committee of the Chapter;
- f. “Constitution” means the constitution of the Chapter, as amended occasionally; and
- g. “General Meeting” means a special general meeting held during the year.

3. Affiliation

The Chapter shall be a student chapter of the Ontario Water Works Association (OWWA), the Ontario section of the American Water Works Association (AWWA).

4. Purpose

4.1 The purpose of the Chapter is to encourage the University community to become interested and involved in the drinking water industry.

The American Water Works Association, founded in 1881, is an international nonprofit scientific and educational society dedicated to the improvement of drinking water quality and supply. The AWWA has over 57,000 members, and is the largest organization of water supply professionals in the world. The members represent the full spectrum of the drinking water community: treatment plant operators and managers, scientists, environmentalists, manufacturers, academicians, regulators, and others who hold an interest in water supply and public health. (AWWA, 2006)

The Chapter will be open and welcoming to all members of the U of T community. The Chapter will encourage its members to join the AWWA, but will not discriminate among AWWA members

and non-members. Membership with the AWWA is not a requirement for membership in the Chapter.

4.2 The goals and objectives of the Chapter shall be:

1. Education (about the drinking water industry and water issues in Canada and globally);
 - a. The chapter will host regular seminars and other workshops that address technical, and personal and professional development.
 - b. The Chapter will post notice of tours of various water plants that implement different treatment technologies, often at no cost to Chapter members.
 - c. The Chapter will direct members to informal training seminars and learning sessions organized by the OWWA/AWWA.
 - d. The Chapter will post notice of OWWA/AWWA Conferences and regional seminars taking place throughout the year.
2. Networking (among drinking water researchers, students in a variety of disciplines, and professionals in the water industry);
 - a. The Chapter will offer the opportunity to become acquainted with fellow students interested in drinking water, as well as opportunities to interact with professionals in the drinking water industry.
 - b. The Chapter will provide notice of relevant thesis presentations related to the drinking water industry to its members.
3. Social Relations
 - a. The Chapter will organize social events within the U of T, such as coffee socials and lunch outings.
 - b. In addition, members will be provided notice of social activities organized by certain local OWWA committees and will be invited to attend such events.

5. Membership

The membership of the Chapter shall consist of persons interested in the purpose and objectives of the Chapter

5.1 Admission

- 1.1.1. Applications for membership shall be submitted to the VP Communications to be recorded in the membership list and assigned to a membership category.
- 1.1.2. There shall be no admission fee.

5.2 Membership Categories

- a. Official Member
- b. Unofficial Member

5.3 Official Member

1. Qualifications
 - a. Any undergraduate or graduate student officially registered as a full-time student at the University of Toronto.

2. Rights and Privileges

- 2.1.1.1. Shall be an eligible voting member of the Chapter.
- 2.1.1.2. Shall have the right to be an Executive Member of the Chapter.
- 2.1.1.3. Shall have the right to run for a position on the Executive Committee
- 2.1.1.4. Shall have the right to propose and vote on constitutional amendments
- 2.1.1.5. Shall have the right to participate in Chapter activities.

5.4 Unofficial Member

1. Qualifications

- a. Any person who is not an Official Member, including staff, faculty, and alumni of the University of Toronto.

2. Rights and Privileges

- a. Shall have the right to participate in Chapter activities.
- b. Does not have the right to be an Executive Member of the Chapter
- c. Does not have the right to run/nominate for a position on the Executive Committee
- d. Is not eligible to be a voting member of the Chapter
- e. Does not have the right to propose and vote on constitutional amendments

5.5 Minimum Membership Requirement

There shall be a minimum of five (5) Official Student Members in order to allow the Chapter to operate.

6. Executive Committee

The administration of the Chapter is the responsibility of the Executive Committee, which consists of six members: President, Vice-President (VP) Finance, VP Administration, VP Communications, VP Events Coordinator, and VP Design & Web Administration.

6.1 The President shall:

- a. Be responsible for the overall organization and running of the Executive Committee;
- b. If present, preside as chairperson over meetings of the Executive Committee and the general meetings;
- c. Perform such other duties as may be assigned by Executive Committee;
- d. Maintain consistent communication within the Chapter and its affiliate(s) and act as the liaison between the Chapter and the University of Toronto, Ontario Water Works Association and its Young Professional Committee;
- e. Act as a liaison to the President of the University of Toronto Student Chapter of the Water Environment Association of Ontario to plan combined activities;
- f. Act as Signing Officer for all financial transactions and co-direct all financial matters with the VP Finance.

6.2 The VP Finance shall:

- a. Prepare the annual budget for the Chapter and upon Executive Committee's approval forward to AWWA Ontario section (OWWA) for possible financial support;
- b. Prepare the annual budget for the Chapter and upon Executive Committee's approval forward to the University of Toronto for possible financial support and prepare the financial impact statement to reflect funding allocation;
- c. Keep an accurate record of any financial transactions including collecting money and payment of bills for each activity of the Chapter and co-direct the financial matters of the Chapter with the President;
- d. Assist with the planning and running of Chapter events and perform such other duties as may be assigned by the Executive Committee;
- e. Act as Signing Officer for all financial transactions and co-direct all financial matters with the President.

6.3 The VP Administration shall:

- a. Record the minutes of all official meetings of the Executive Committee as well as general meetings and post minutes of meetings within 7 days following the meeting;
- b. Be responsible for ensuring all correspondence (letter mail, electronic mail and facsimiles) is read regularly and that the President and Vice-President are informed of all matters concerning the Chapter;
- c. Assist with the planning and running of Chapter events and perform such other duties as may be assigned by the Executive Committee.

6.4 The VP Communications shall:

- a. Maintain the Chapter's mailing list and is responsible for updating all members of the Chapter's activities;
- b. Maintain the Chapter's Facebook (and other social media pages) for advertisements and engagement regarding events hosted by the Chapter;
- c. Contact other organizations and university departments to promote Chapter events and seek out collaborations with other student clubs;
- d. Prepares the Chapter's brochures for distribution at Chapter and any other publications required for the promotion of the Chapter.

6.5 The VP Events Coordinator shall:

- a. Co-ordinate all preliminary tasks required for planning an event, such as room and equipment requirements;
- b. Co-ordinate all activities during Chapter events;
- c. Advertise all Chapter events.

6.6 The VP Design & Web Administration shall:

- a. Co-ordinate with the VP events coordinator in order to design posters for all the Chapter events;
- b. Maintain the Chapter website with information pertaining to Chapter activities and personnel;
- c. Take pictures at all Chapter events.

7. Terms of Office

- a. The term of office for each Executive Member shall be approximately one (1) year, beginning June 01 and ending May 31 of the following year.
- b. Executive Members can be re-elected to the same office in consecutive terms to a maximum of three (3) terms.

8. Resignation of Executive Members

An Executive Member may resign after giving two weeks notice (in writing) to the Committee.

9. Removal of Executive Members

- a. The members may remove an Executive Members at any meeting, provided the Committee is notified at least ten (10) days in advance of the meeting at which a motion to be removed is considered;
- b. A petition signed by at least 50% of the members shall bring forth the consideration of a motion for removal of an Executive Member;
- c. An Executive Member shall be removed by a two-thirds (2/3) vote cast upon the motion for removal;
- d. If any Executive Member fails to attend three consecutive Committee meetings or five Committee meetings in total, their position will be declared vacant unless they have been granted a leave of absence by the remaining members of the Committee.

10. Vacancies of Executive Members

Where a vacancy occurs, a meeting shall be called by the Committee for an election to appoint a qualified person to fill the vacancy.

11. Elections

- a. A Chapter member who is an Executive Member may remain as a continuing Executive Member for such position, only through the reaffirmation of such a position by the general members during the Annual Special General Meeting;
- b. The registered members shall vote on reaffirming or rejecting current Executive Members' positions, and hence shall elect new Executive Members' positions as necessary;
- c. Any registered member may stand for election to the Executive Committee upon being nominated by one other registered member;
- d. In an election, the candidate who receives that largest number of votes shall be elected to the given position;
- e. The registered members shall elect or reaffirm election of all positions in the Executive Committee during the Special Annual General Meeting.

12. Committees

- a. The President is empowered to appoint such committees as may be required to enable the Chapter to fulfill its purpose and objectives;
- b. Except for the Executive Committee, committee members may consist of any number and combination of Official Members, and Unofficial Members.

13. Meetings

- a. The Executive Committee shall meet once every two weeks, and shall ensure that all Committee members are in attendance;
- b. The Executive Committee and General Members shall meet at a minimum of once per academic semester;
- c. An Annual Special General Meeting shall be held in September or October;
- d. The President shall chair all meetings of the Chapter;
- e. The President shall be responsible for drafting the agenda for each meeting.

14. Recognition as a Student Group

- a. The Chapter shall apply between August 1 and September 30 of each year to the Office of Student Life Programs and Services at the University of Toronto to be recognized as a campus group;
- b. The Chapter shall apply between July 15 and September 30 of each year to the Engineering Society (EngSoc) at the University of Toronto to be recognized as an affiliated student club. EngSoc-recognized student clubs may apply to the EngSoc for financial assistance for group activities.
- c. If the Chapter is able to comply with undergraduate student participation requirements as set out by the University of Toronto Students' Union (UTSU) of the University of Toronto, the Chapter may at its discretion apply to become a UTSU -recognized student group. UTSU -recognized student groups may apply to the UTSU for financial assistance for group activities.

15. Finances

- a. No membership fees shall be collected from any general member or Committee member;
- b. As a Student Chapter of the Ontario Water Works Association (Ontario section of American Water Works Association), the OWWA may choose at its own discretion to pay for obligations incurred by the Chapter for Chapter activities. Such obligations shall be submitted in writing to the OWWA for approval by a duly qualified member before such obligations are incurred;
- c. As an affiliated student club to the EngSoc at the University of Toronto, obligations incurred by the Chapter for Chapter activities may be covered with funding received from the EngSoc or other engineering departments and organizations, including the Centralized Process for Student Initiative Funding (CPSIF).
- d. Except in circumstances provided for above, the activities of the Chapter will be paid for by members of the Chapter. The Chapter does not have authority to incur obligations, financial or otherwise, for the Ontario Water Works Association, the American Water Works Association, or the University of Toronto;
- e. The Executive Committee will make any financial decisions and will oversee all transactions;

f. Any funds raised or donations received shall be reserved solely for supporting such events on an event-by-event basis and will be overseen by the VP Finance and approved by the Executive Committee.

16. Amendments

- a. Amendments to this Constitution and By-laws may be proposed by any eligible voting member of the Chapter at any regular meeting;
- b. Adoption of an amendment shall be by three-fourths (3/4) majority vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half of the eligible voting members of the Chapter.

American Water Works Association (2006). Accessed from the World Wide Web on October 16, 2006. <http://www.awwa.org>