

NORTHEASTERN ONTARIO WATERWORKS CONFERENCE BY-LAWS

1. This organization shall be known as the “Northeastern Ontario Water Works Conference”.
2. The Area represented by this Conference is to be the Districts of Algoma, Sudbury, Nipissing, Timiskaming, Manitoulin & Cochrane.
3. The purpose of this Conference is:
 - a. To present information on improved methods of construction, maintenance and operation of Water Works to the personnel operating these systems within the area of this Conference as defined in clause (2).
 - b. To encourage the exchange of skills and experience in the operation of these Systems by operating personnel.
 - c. To provide continuous education and training for Water Works Personnel within the area of this Conference in co-operation with the American Water Works Association, the Ontario Water Works Association and the Ministry of the Environment and Climate Change.
4. All Business and Executive Meetings shall be conducted using the Robert’s Rules of Order.
5. This Conference shall be governed by a Board of Directors consisting of ten (10) persons who shall be active and/or retired employees within member communities in the water supply, treatment, and distribution fields, and two (2) representatives of the Suppliers Association. The Board of Directors shall serve a two (2) year term. Five (5) Directors shall be elected at the Annual Meeting of the Conference by Conference delegates attending this meeting and shall take office by July 1st following. All directors must be 18 years of age or older. All candidates shall attach to their nomination form, documentation from their employer allowing them to join the Board of Directors if elected.
6. The executive committee shall be comprised of the Chairperson, the Secretary Treasurer, the Recording Secretary and the Local Arrangements Committee Chairperson. They are authorized to act on behalf of the board in situations of emergency and are obligated to present any decisions made to the next Board meeting for approval.
7. There shall be a Fall meeting of the newly elected “Board of Directors”, during which they shall elect, for a term of one year, a Chairperson, a Secretary-Treasurer, Local Arrangements Committee Chairperson and a Recording Secretary from among the Directors.
8. If a Director leaves the Board of Directors for any reason, a new Director shall be elected at the next regular meeting for the Conference to complete the term of the retiring Director. If the Director leaving the area holds one of the above-mentioned offices, then one of the remaining Directors shall be elected to complete their term.
9. The regular Conference meetings shall be held during the months of May or June of each year at a location designated by the “Board of Directors”.
10. There shall be meetings of the Board of Directors held at such places and times that the chairperson may designate. To constitute a regular meeting of the Board of Directors, it is necessary that all members be notified at least fourteen days prior to the proposed meeting and that there be at least 50% of the Directors in attendance. Teleconferencing is an acceptable meeting format when appropriate. Any Director who misses three consecutive meetings without just cause shall be removed from the Board of Directors.
11. The expenses of the Directors while attending Board meetings shall be paid for from the general funds of the Conference. Registration fees for the annual conference for the Board of Directors shall be paid for from the general funds of the Conference.
12. All money collected by the Secretary-Treasurer, on behalf of the Conference shall be deposited to the credit of the Conference in a current account at a Financial Institution / Bank. The payment of all accounts shall be made by an authorized Director or the Secretary-Treasurer.

13. The Secretary-Treasurer shall present a Financial Report at all scheduled Executive Meetings, for the Board's review.
14. The fiscal year of this Conference shall be from January 1 to December 31.
15. These By-Laws can be amended by an affirmative two-thirds vote of all members of the Conference present at the regular business meeting.
16. Any proposed amendments shall be submitted in writing to the Secretary-Treasurer ninety (90) days prior to the Conference. The proposed amendments shall be printed on the notice of the regular annual Conference meeting.
17. That the manufacturers be invited to attend the General Meetings of the Conference and that they be requested to refrain from any form of entertainment during the hours of the Conference. That they be required to rent space from the Conference for any table top display, meeting Conference standards, that they may wish to set up. That they be asked to confine their remarks in the General Meeting to the general aspects of the subjects under discussion. Any infractions may result in the loss of privileges as outlined above.
18. Any Director or Officer, when acting in the scope of their duties, and in good faith, shall be indemnified and save harmless out of the funds of the corporation from and against any claim made against him or her personally, arising from their employment.
19. No member, Director, or Officer shall receive any remuneration of any type for their services.
20. No member, Director, or Officer shall act except in the best interest of the corporation and shall not receive any benefit for himself or herself, family member or related corporation and shall not vote or attempt to influence the vote in any decision which may provide to them any gain, direct or indirect.



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Effective May 2017