

General Bylaws of the



Western Massachusetts Waterworks Association

Effective June 1988

Amended June 1997

Amended June 2011

Amended June 2025

These Bylaws were adopted by vote of the membership on June 11, 2025 in accordance with the procedures outlined in Article VII – Amendments.

Western Massachusetts Waterworks Association

BYLAWS

Article I - Name, Purpose & Policy

Section I: The name of the Association shall be the "Western Massachusetts Waterworks Association" (WMWA). *(Amended 1997)*

Section II: The purpose of the Association, formed in 1987, is to promote cooperation through the exchange of information and ideas, sharing knowledge and methods of solving waterworks problems and to keep informed of all proposals or legislation directly or indirectly affecting members of the Association.

Section III: In its attitude and procedures, the Association shall at all times be non-sectarian, non-religious and non-political, but may lend itself to those procedures and undertakings through which its membership may benefit.

Article II - Membership

Section I: The Association shall consist of any active or retired individual who is or has engaged in the ownership, operation, treatment, distribution or administration of drinking water systems or any individual supplying materials, supplies or services to the waterworks industry or any individual whose goal is to provide knowledge, ideas or concepts beneficial to waterworks or water supplies in Western Massachusetts.

Section II: Each member of the Association shall have a single vote.

Section III: Each new application for membership shall be subject to review by the Executive Board.

Section IV: Any new member who fails to meet the purpose of the Association shall be subject to dismissal upon a majority vote of the voting membership in attendance at a regularly scheduled meeting.

Article III – Dues

Section I: Annual dues will be assessed to each member.

Section II: Members in arrears one (1) year shall be removed from the Association and all mailing lists. *(Amended 2025)*

Section III: The Executive Board shall annually review the dues rate and shall decrease or increase the dues as required to meet the fiscal obligations of the Association.

Section IV: Membership applications/renewals will be issued by December 31, and members will have ninety (90) days to make payments. *(Amended 2025)*

Section V: The Executive Board holds the authority to exempt individuals from membership dues and meeting fees. This includes guest speakers for trainings, Mentor Members, and others as deemed appropriate. *(Added 2025)*

Article IV - Officers

Section I: The Officers of the Association shall be composed of a President, Vice President, Secretary, and Treasurer who shall be elected from the voting membership.

Section II: The nomination and election of Officers shall be held at each annual meeting and each Officer shall serve until their successor is elected. Should an office become vacant through resignation or otherwise before the annual election meeting, the vacancy shall be filled by a majority vote of the Executive Board.

Section III: The President shall take charge of all meetings. The President shall approve all obligations or bills before the same are paid by the Treasurer. The President and the Secretary shall call special meetings. The Vice President shall assume the duties of the President in the President's absence and assist in any duties so instructed by the President. The Secretary shall record the minutes of the meetings and handle all correspondence. The Treasurer shall have charge of all the funds of the Association and shall pay all bills approved by the President and Executive Board, or in the President's absence the Vice President and Executive Board. The Treasurer shall keep an accurate account of all receipts and expenditures and make reports of the same at Executive Board and Membership meetings. The Treasurer shall send all notices of due and collect same. The Treasurer's records may be audited from time to time as deemed necessary by the Executive Board to review the condition of the Association's fiscal affairs. *(Amended 2025)*

Article V: - Executive Board

Section I: The Executive Board shall consist of four (4) Officers, four (4) County Representatives, one each for Berkshire, Franklin, Hampden, and Hampshire counties, the Chair of the Education Committee, the Immediate Past President, and one (1) Member-At-Large each having one (1) Executive Board vote. The Executive Board shall, in addition to the above, include a MassDEP Advisory Representative who shall **not** have Board voting rights. *(Amended 1997)*

Section II: The management of the affairs and the appointment of all Committees of the Association shall be vested in the Executive Board. *(Amended 1997)*

Section III: Three (3) members of the Executive Board shall constitute a quorum. *(Amended 2011)*

Section IV: Roles and responsibilities for all Executive Board positions as well as currently active Committees shall be included with the Elected Slate of Officers, Directors & Committee Members. *(Added 2025)*

Section V: All slate positions are voluntary in nature. Individuals offer their time and knowledge with the goal of promoting the Association's purpose outlined in Article I, Section II without financial compensation. *(Added 2025)*

Article VI - Meetings

Section I: Meetings of the Association shall be scheduled by the Officers. Members of the Association shall be informed of meeting times, dates, and places at least two (2) weeks prior to the meeting.

Section II: The Annual Election Meeting shall be held in June.

Section III: Special Meetings shall be of an emergency nature.

Article VII - Amendments

Section I: Amendments or additions to these Bylaws shall be made by a majority vote of the Members, as defined in Article II, Section I, at any regular or annual meeting.

Section II: Amendments or additions to the Bylaws must be presented in writing to the Executive Board for review and recommendations.

Section III: Notification and the text of all amendments or additions shall be sent to the Membership at least two (2) weeks prior to the meeting.

Section IV: The Executive Board will review the Bylaws triennially and notify the Membership as outlined in Article VII, Sections I, II, and III. *(Added 2025)*

Article VIII - Training

Section I: The Association may offer Training Courses and Training Contact Hours (TCH) at quarterly meetings for attending members. To satisfactorily complete the Training Course, the attending member must complete at least ninety percent (90%) of the Training Course. Only those who meet the specified requirements shall earn the TCHs.

Section II: The Association shall maintain records (attendance list, certification, evaluation form) of participation for all training courses for a minimum of eight (8) years. The Association's Secretary shall be responsible for maintaining all training records. In the event of dissolution of the Association, permanent training records shall be maintained by the former Secretary for a minimum of eight (8) years following dissolution of the Association.