

# WELCOME TO THE WESTERN WASHINGTON CROSS-CONNECTION PREVENTION PROFESSIONALS GROUP

## THE GROUP

### BY-LAWS

#### of the

## WESTERN WASHINGTON

## CROSS CONNECTION PREVENTION PROFESSIONALS GROUP

### **Article I - Name**

The name of the organization shall be Western Washington Cross Connection Prevention Professionals Group. The acronym "WWCCPPG" and/or "The Group" used hereafter shall refer to this organization.

### **Article II - Boundaries**

The boundaries of the above named WWCCPPG shall include all counties west of the Cascade Mountains in the State of Washington. The Executive Board may consider membership requests from all interested parties outside these boundaries.

### **Article III - Objectives**

The objective of The Group is to provide education and training, to promote uniformity in methods of cross connection control. To act as an information source for those managing cross connection control programs, and to provide a forum of communication, collaboration, and coordination with officials from federal, state, and local agencies and professionals in the field of cross connection control.

### **Article IV - Headquarters**

The headquarters of the WWCCPPG shall be the office of the secretary or other officer or executive board member as determined by the executive board.

### **Article V - Membership**

Membership in The Group shall be open to all parties that support cross connection control.

Only members of The Group in good standing may make motions and vote on motions made or participate in election of officers.

#### **Article VI - Dues and Funds**

Members of The Group shall pay dues as established by the executive board.

All monies received by WWCCPPG shall IMMEDIATELY be deposited in a checking account bearing signatures of two of the following:

The Secretary, the Treasurer, the Chair, and/or the Vice-Chair.

#### **Article VII - Officers and Members of the Executive Board**

All officers and executive board members shall be members in good standing of The Group.

The officers shall be as follows:

- A. Chair
- B. Vice-Chair
- C. Secretary

The members of the Executive board shall consist of:

- A. Chair
- B. Vice-Chair
- C. Secretary
- D. Treasurer
- E. Immediate Past Chair

At least one (1) position of Chair or Vice Chair must be held by a representative of a water purveyor.

Term of office for each member of the Executive Board shall be as follows:

Each Executive Board Member shall take office at the close of the annual business meeting. Such office shall terminate only when the successor takes office. The term of the office shall be a maximum of one (1) year. Midterm vacancies will be filled by appointment by the chair and shall be confirmed by the Executive Board.

The chair of WWCCPPG shall be the previous Vice-Chair and shall take office at the close of the annual business meeting.

In the event the chair fails to complete the term of office, the vice-chair shall assume the duties of the chair for the remainder of the term and then remain as the chair for the next regular term.

The vice-chair, the secretary, and the treasurer shall take office at the close of the annual business meeting. The secretary and treasurer may serve consecutive terms upon election by the membership of The Group present and the annual business meeting.

Officers and members of the Executive Board may remove themselves from any office by submitting a letter of resignation to the chair. The chair shall submit a letter of resignation to the vice-chair.

Any officer or executive board member who misses two (2) consecutive Executive Board Meetings may be removed from the Executive Board by a vote of the Executive Board Members present at the next regular Executive Board Meeting.

The Executive Board Member, whose removal is up for vote, shall abstain from voting.

The ongoing Chair shall be automatically paced on the Executive Board for a one (1) year term.

### **Article VIII - Duties of Officers and Directors**

The chair shall have general supervision of the affairs of the WWCCPPG, subject to the direction of the Executive Board. The chair may delegate the responsibility for particular items to other officers. The chair shall preside over all meetings of The Group and Executive Board. With the approval of the Executive Board, the chair shall appoint such committees as may be necessary to properly conduct the business and activities of the WWCCPPG. The chair shall sign, together with the treasurer, on behalf of the Executive Board, all claims of payment approved by the board. The chair, or any member(s) appointed by the chair, shall represent The Group to the public.

The vice-chair shall perform the duties of the chair in the absence of the chair and shall perform such other regular duties as may be assigned by the chair or Executive Board. The vice-chair shall succeed the chair in the event of vacancy in that office.

The secretary shall attend all meetings of the WWCCPPG and of the Executive Board, duly recording the proceedings thereof, and shall be the custodian of all records of The Group. The secretary shall prepare the necessary annual report for the submission at the annual business meeting.

The secretary shall perform such other duties as the Executive Board may direct.

The treasurer will attend to the collection of all dues and other assessments or funds, shall promptly deposit all funds of the WWCCPPG to the account of The Groups' depository; shall pay from funds of the WWCCPPG the legitimate debts incurred by The Group or by any of its officers or authorized committee chair for

The Group in accordance with the fiscal budget approved by the Executive Board and the treasurer shall personally certify the accuracy of all bills and vouchers. The treasurer shall perform such other duties as the Executive Board may direct.

The Executive Board shall have full control of the affairs of the WWCCPPG and shall execute its business in accordance with the Bylaws and Rules of Procedure of the WWCCPPG. The Executive Board shall meet at the call of the chair at least one (1) time each year. The Executive Board may vote on any issue by letter, telephone, or other electronic media, at the request of the chair. All issues shall be decided by a majority vote of the Executive Board. Three (3) Executive Board members shall constitute a quorum. All Executive Board members will have equal voting power with that of every other member of the Executive Board.

#### **Article IX - Nomination and Election of Officers**

At least sixty (60) days prior to the WWCCPPG annual business meeting, A nominating committee, consisting of three (3) members of which at least one (1) shall be a member of the Executive Board, shall be appointed by the chair. This committee shall report to the Executive Board at the annual business meeting, and place in nomination eligible candidates for each office to be filled. Those names shall be submitted to members present, along with nominations from the floor. After nominations have ceased, the chair shall close the nominations and proceed with election of officers by secret ballot of those members present with the chair abstaining. Nominees to more than one positions must accept only one nomination.

The chair shall appoint two (2) members present to count the ballots. The person receiving the highest number of votes for each position for which they were nominated shall be declared elected to that position. In the event of a tie vote, the chair of The Group shall cast the deciding vote.

#### **Article X - Authority**

The Executive Board shall be the governing body of the WWCCPPG and shall execute its business in accordance with the Bylaws and Rules of Procedure of the WWCCPPG.

#### **Article XI - Authority**

Regular meetings of The Group shall be held at 1000 am on the third (3) business day of each month, except there may be no regular meeting scheduled in December of each year.

Regular meetings shall be held at a place designated by the Executive Board.

The regular meetings held in November of each year shall be considered the annual business meeting of the WWCCPPG.

Meetings may be cancelled or rescheduled at the option of the Executive Board for any reason deemed necessary by the Executive Board.

Notice of the exact time and place of regular and special meetings of the WWCCPPG shall be made to all members of The Group no less than one week prior to the date of the meeting.

#### **Article XII - Quorum**

A quorum for the transaction of business at any meeting of the WWCCPPG shall be the majority of members present at the meeting.

### **Article XIII - Rules of Procedure**

The Executive Board shall prepare and amend Rules of Procedure as needed to govern the operations of the WWCCPPG.

### **Article XIV - Dissolution**

The WWCCPPG may be dissolved by the Executive Board for reasons which it believes to be sufficient.

In the event of dissolution of The Group, all funds and property of The Group immediately becomes the funds and property of the Pacific Northwest Subsection of The American Waterworks Association, Cross Connection Control Committee to be use for the express purpose of funding the cross-connection control scholarship program operated and maintained by the committee.

In the event that The Group joins another organization all funds and property of The Group will remain as assets of The Group to fund local group activities.

### **Article XII - Quorum**

Proposals for amendment of, and to, these Bylaws may be originated by a majority vote of the Executive Board or by submission to the secretary of the WWCCPPG of a written petition, sighed by at least two-thirds (2/3) of the members in good standing of The Group.

Following the proposal of an amendment, the secretary shall have fifteen (15) days in which to furnish each member of The Group a copy of the proposed amendment. The proposed amendment shall then be voted upon by The Group members present at the next regular meeting after the fifteen (15) day period. A simple majority of those members present shall constitute approval. The amendment shall become effective immediately upon approval by the members of The Group unless otherwise stated in the amendment.

<<<< END OF BYLAWS>>>>

## **BYLAWS AND AMENDMENTS THERETO**

- August 1992 First Official Group Meeting
- June 1993 Initial adoption of Bylaws by election of membership.
- January 19, 1994 1) The name of the organization was changed from Puget Sound Regional Cross Connection Control Program Managers Group to Western Region Cross Connection Control Program Managers;
- 2) The reference acronym was changed from The Group to WRC3PM and
- 3) Article II was changed from all counties of the State of Washington which have lands bordering the Puget sound to all counties west of the Cascade Mountains in the State of Washington.
- February 25, 1998 1) The name of the organization was changed from Western Region Cross Connection Control Program Managers to Puget Sound Regional Cross Connection Control Program Managers Group; and
- 2) The reference acronym was changed from WRC3PM to The Group. 34 Ballots Mailed to members in good standing; Received: 23 votes in favor, 2 votes opposed.
- April 15, 1998 1) The name of the organization was changed from Puget Sound Regional Cross Connection Control Program Managers Group to Western Washington Cross Connection Prevention Professionals Group. The Acronym "WWCCPPG" and "The Group" were accepted.
- 2) Article II – Delete employees of other water purveyors outside these boundaries and replaced by all interested parties outside these boundaries.
- 3) Article V – Deleted: Limited to employees of water utilities whose normal duties included the management of a cross connection control program (new paragraph) Other interested persons or organizations may attend the meetings, present information, and make comment on cross connection issues, but are not eligible for membership in The Group. Replaced by open to all parties interested in cross connection control.
- 4) Article VII – Added at least one (1) position of Chair or Vice Chair must be held by a representative of a water purveyor.

NOTE: At some point, The Group elected to change the name to Western Washington Cross Connection Prevention Professionals Group (WWCCPPG), but no action was taken to officially do so.

December 20, 2000 Eliminated “Secretary – Treasurer” into a “Secretary” Position and a “Treasurer” position. Also eliminated the position of “Member at Large” to retain five (5) members on the executive committee. 25 Ballots received January 16, 2001, 25 in favor, no opposition.

November 20, 2007 Article V – Membership  
Only members of The Group in good standing may make motions and vote on motions made, vote on motions, or participate in election of officers.

January 2013 Article III  
Modify from “promote uniformity in the application and installation of backflow prevention assemblies to control cross connections” to “Promote uniformity in methods of cross connection control.”

Modify from “To provide education and information to those working in the field of cross connection control” to “To provide a forum for communication, collaboration, and coordination with officials from federal, state and local agencies and professionals in the field of cross connection control.”

Article V

Modify From “Membership in The Group shall be open to all parties interested in cross connection Control” to Membership in The Group shall be open to all parties that support cross connection control.”

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#### **Article IV - Headquarters**

Article VI

Remove line stating: “Additional assessments may be collected, from time to time to defray costs. All assessments must be approved by the Executive Board.

April 2015

Article XIV

Shall be changed to meet the articles of Washington Incorporation to read as follows:

Upon the winding up and dissolution of The Group, the assets of The Group remaining after payment of, or provision for payment of, all debts and liabilities of The Group shall be distributed to an organization or organizations as determined by the board of directors. Recognized as exempt under section 801-c-(3) of the code or any successor provision and used exclusively to accomplish the purposes for which this group is organized.

April 2015

Article V

Dues for the executive officers will be paid by The Group for the calendar year following the annual business meeting.