

# **CONSTITUTION OF THE DELCHESTER PUBLIC WORKS ASSOCIATION**

## **ARTICLE 1**

### **NAME AND BOUNDARIES**

SECTION 1      The name of the organization shall be the DelChester Public Works Association. The territory included within the boundaries of the Association shall be any county in the Commonwealth of Pennsylvania, with a focus on the counties of Chester and Delaware.

## **ARTICLE 2**

### **PURPOSE**

SECTION 1      The purpose of this organization shall be to advance the theory and practice of the design, construction, maintenance, administration, and operation of public works services; to disseminate information to promote improved practices in public works administration; to assure the adherence by public works officials to a high standard as set forth in the constitution of the DelChester Public Works Association.

SECTION 2      The Organization is not organized for profit, and no part of the earnings shall inure to the benefit of any members or officers except for necessary expenses actually incurred.

## **ARTICLE 3**

### **MEMBERSHIP**

SECTION 1      Active Membership – Any official or employee of a governmental agency who is engaged in the field of public works per Article 1, Section 1, shall be eligible for active membership. Each municipality or governmental subdivision shall be eligible for active membership(s) for the annual fee as noted in the annual fee schedule, as amended from time to time by the Directors. The application for membership must be made on the form supplied by the Association.

SECTION 2      Honorary Membership – Any official or employee of a governmental agency who is engaged in the field of public works and leaves his/her active employment because of retirement and has been an active member in good standing of this organization for five (5) years is eligible for honorary membership. There is no annual fee for this

membership, and the member is entitled to attend all Membership meetings and activities.

SECTION 3      Supporting Membership – Any public works professional or employee of a governmental agency who is engaged in the field of public works shall be eligible for supporting membership. The annual fee for a supporting member shall be as noted in the annual fee schedule. The application for membership must be made on the form supplied by the Association. Supporting members cannot join as a municipality.

SECTION 4      Associate Membership – Any person, vendor, firm, association, or corporation with special knowledge, experience, or interest in furthering the objectives of the Association may be eligible for Associate Membership. The application for membership must be made on the form supplied by the association, be recommended by an active member in good standing, be reviewed by the Board of Directors and receive a majority vote for acceptance. The annual fee for an associate membership shall be as noted in the annual fee schedule .

Prior to the December general membership meeting, each associate membership shall be reviewed by the Board of Directors, and must receive a majority vote to be eligible for renewal.

SECTION 5      The privileges of voting and holding office are limited to members of the Association.

SECTION 6      The Board of Directors, upon written request of three active members or upon its own initiation, may by a two-thirds vote expel any member for cause consisting of action or behavior detrimental to the Association or to its purposes or to the reputation of its membership. Such action shall be taken only after a hearing before the Board of Directors, at which time the member accused shall be given the opportunity to appear in his/her own defense.

SECTION 7      The Board of Directors may adjust the annual fee schedule from time to time, as necessary.

## **ARTICLE 4**

### **BOARD OF DIRECTORS**

SECTION 1      The governing body of the Association shall consist of Eleven Directors; Nine (9) Active or Honorary Members and Two (2) Associate Members. The Eleven Directors shall elect the following Officers; President, Vice-President, Secretary and Treasurer. The immediate past president shall be one of the Directors for a three (3) year term beginning at the end of his/her presidency.

SECTION 2      The Board of Directors shall be responsible to the membership for the management of the affairs of the Association's purposes. A quorum shall consist of six (6) Directors and

shall have the power of enacting, by a majority vote, any such business that is necessary for the government of the Association. The Board of Directors shall meet as deemed necessary.

SECTION 3 The term of the officers (exclusive of the Directors) shall be for two years. The terms shall begin at the beginning of each even year.

SECTION 4 The term of the Directors shall be for three (3) years.

SECTION 5 In the event of an Active or Honorary Member vacancy occurring on the Board of Directors, whether by reason of removal from the region or from municipal affiliation, because of resignation or of death, the office shall be filled by appointment by the Board of Directors of any active or Honorary member to serve for the unexpired term.

SECTION 6 The Associate Member Board Members shall be chosen at the discretion of the Active and Honorary Member Board of Directors and at a term as determined by same.

## **ARTICLE 5**

### **DUTIES OF OFFICERS**

SECTION 1 The President shall act as chairman of the Board of Directors and shall preside at meetings of the members; he/she shall appoint such standing or special committees as he/she shall consider necessary or as instructed by the Board of Directors. He/she shall be responsible to the Board of Directors for the functioning of those committees. He/she shall perform such other duties as may from time to time be assigned to him/her by the Board of Directors. He/she shall have the power to request the chairman of any committee to attend the Board of Directors' meetings. The Vice-President shall have and exercise all of the powers and duties of the President in the event of his/her absence or inability to act.

SECTION 2 The Directors shall be responsible for the welfare and activities of the Association and shall perform such duties as may from time to time be assigned to them.

SECTION 3 The Secretary of the Association shall record minutes of all meetings and shall have custody of all records. The Treasurer of the Association shall have authority in all financial matters and have custody of all financial records in accordance with such by-laws and resolutions as may be adopted by the Board of Directors. He/she shall furnish such periodic financial statements as may be required by the Board of Directors, and the Board of Directors shall require an audit two weeks prior to the December meeting. The President shall appoint a committee to perform the audit.

## **ARTICLE 6**

## **MEETINGS**

SECTION 1      The scheduled meetings of the Association shall be held in March, June, September, and December. The general membership meetings shall be held on the third Tuesday of the month unless otherwise designated by the Directors. The Board of Directors meetings shall be held as needed on the call of the President or on the request of the Board of Directors. The business year of the Association shall run concurrent with the calendar year.

## **ARTICLE 7**

### **ELECTION OF BOARD OF DIRECTORS**

SECTION 1      The President shall appoint a nominating committee of members, who at the September meeting shall submit nominees for the Board of Directors. Additional nominations may be made from the floor by members at that meeting. The election of Board of Director Members shall take place at the December meeting of the Association, with a majority of votes cast by qualified voting members present electing. All members of the Association in good standing who are present shall be eligible to vote. The Board of Directors shall vote and appoint officers in the January Board of Directors meeting.

## **ARTICLE 8**

### **BY-LAWS**

SECTION 1      This constitution and by-laws and such amendments as may be made from time to time shall become effective upon adoption by the members of the DelChester Public Works Association. Such adoption must be preceded by reading of proposed amendment at two (2) general meetings before the membership of the DelChester Public Works Association. A majority of votes cast by qualified voting members present constitutes adoption.

ADOPTED: \_\_\_\_\_

BY: \_\_\_\_\_