

## **SDWARN BYLAWS**

### **ARTICLE 1 GENERAL PURPOSES**

SDWARN is a mutual aid organization for water and wastewater utilities comprised of utilities across the State of South Dakota dedicated to pooling their resources to respond to disasters within South Dakota and neighboring states.

### **ARTICLE 2 NAME AND LOCATION**

#### **Section 1**

The name of the organization is South Dakota Water and Wastewater Agency Response Network.

#### **Section 2**

The principal office of the organization shall be c/o Rural Water Center, 203 Center Street West, P.O. Box 287, Madison, SD 57042.

### **ARTICLE 3 FISCAL YEAR**

The fiscal year of the organization shall run from October 1<sup>st</sup> to September 30<sup>th</sup>.

### **ARTICLE 4 GOVERNING BODY**

A Statewide Steering Committee shall be established to organize and maintain the Mutual Aid and Assistance program.

### **ARTICLE 5 MEMBERSHIP**

#### **Section 1. Membership.**

Membership in SDWARN is open to any water and wastewater utility in South Dakota with an EPA ID number or that has a publicly-owned treatment works. In order to become a member, a Mutual Aid Agreement form must be completed. In addition, Associate Members, affiliated with the water and wastewater field in South Dakota, may be granted membership.

#### **Section 2. Withdrawal of Membership.**

A Member may withdraw from SDWARN by providing written notice of its intent to withdraw to the Statewide Chair. Withdrawal will take effect sixty (60) days after notice is received by the Statewide Chair.

## ARTICLE 6 MEETING OF MEMBERS

### Section 1. Annual Meeting.

The annual meeting of the organization shall be held during the South Dakota Water and Wastewater Association Annual Conference in September of each year.

### Section 2. Other Meetings.

The organization will hold a meeting in January of each year in conjunction with the SDARWS Annual Technical Conference. Other meetings may be called by the Steering Committee.

### Section 3. Notice.

Notice of any meeting shall be done by written or electronic means by the Secretary of the organization, at least ten (10) days prior to the meeting.

### Section 4. Vote.

Each member of SDWARN shall be entitled to one vote. A majority vote of those present at any meeting shall be required to ratify any action.

## ARTICLE 7 STATEWIDE STEERING COMMITTEE

### Section 1. Composition.

The organization shall be governed by a Statewide Steering Committee. The Committee shall consist of five representatives. Two rural from water systems, two from municipal systems and one tribal system. Each representative shall be elected by the eligible member representatives at the Annual Meeting. Each member shall have one vote.

In the event a vacancy occurs on the Steering Committee, the Committee shall appoint a replacement to fill out the remainder of the vacated term.

In addition to representing the interests of the members, the Statewide Committee shall include representatives from The Associate Membership to include: South Dakota Office of Emergency Management, South Dakota Association of Rural Water Systems, South Dakota Section American

Water Works Association, South Dakota Department of Environment and Natural Resources, South Dakota Water Environment Association, South Dakota Water and Wastewater Association, South Dakota Association of Environmental Professionals and the Rural Water Center or any other water/wastewater organization that wishes to join and is approved. Representatives of these organizations shall be appointed by their respective organization and shall not have voting authority.

## Section 2. Terms.

The term of all Steering Committee members shall be two years.

## Section 3. Duties.

The Statewide Committee may make, establish and alter rules and regulations for its procedures consistent with generally recognized principles of parliamentary procedure. The Statewide Committee shall have the power to adopt bylaws, develop specific procedures, authorize monetary distributions and establish protocol for requesting assistance; organize meetings; operate a website; disseminate information; create informational materials; create subcommittees; maintain membership lists; acquire equipment; maintain and supply inventory lists; and deal with membership issues.

## Section 4. Election.

The election of the voting members of the Steering Committee shall take place at the annual meeting. The Secretary shall keep track of terms of each member.

## Section 5. Meetings.

Notice of any meeting shall be done by written or electronic means by the Secretary of the organization, at least ten (10) days prior to the meeting. Three voting members shall constitute a quorum.

# ARTICLE 8 OFFICERS

## Section 1. Officers

The officers of the Corporation shall be Chairperson, Vice-Chairperson and Secretary, and such officers as may be determined by the Steering Committee from time to time.

## Section 2. Election of Officers.

Voting members of the Steering Committee shall be elected annually at the annual meeting of the organization.

## ARTICLE 9 DUTIES OF OFFICERS

### Section 1. Chairperson

The Chairperson shall be the principal officer of the organization and shall preside at all meetings of the members and Steering Committee. The Chairperson shall perform all duties incumbent to the office of Chairperson and such other duties as may be prescribed by the Steering Committee from time to time.

### Section 2. Vice-Chairperson.

In the absence of the Chairperson or in the event of his inability to act, the Vice-Chairperson shall perform the duties of the Chairperson and such other duties as may be prescribed by the Steering Committee from time to time.

### Section 3. Secretary.

The Secretary shall be responsible for arranging for all notices of meetings or other activities, keeping of the minutes of meetings of the members and Steering Committee, keeping an active list of members, and such other duties as may be prescribed by the Steering Committee from time to time.

## ARTICLE 10 FINANCIAL

### Section 1. Oversight

The financial affairs of the organization shall be carried out by the Steering Committee. A majority of the Steering Committee shall have the authority to authorize all deposits and expenditures. All transactions shall be documented via written or electronic means.

### Section 2. Location of Funds

All financial accounts shall be under the oversight of the Rural Water Center. The RWC shall make deposits and expenditures of SDWARN funds at the direction of the Steering Committee.

### Section 3. Budget.

An annual budget shall be presented and adopted each year at the annual meeting.

### Section 3. Funding.

The Steering Committee may obtain funding to cover ongoing and special funding needs through sale of advertising, solicitation of donations or requests to various entities or agencies.

#### Section 4. Insurance.

The Steering Committee shall coordinate insurance needs for Steering Committee members and equipment through the Rural Water Center.

### ARTICLE 11 EQUIPMENT

SDWARN may acquire equipment to facilitate its mission.

Equipment shall be stored at locations determined by the Steering Committee.

SDWARN members may use equipment for emergency and non-emergency purposes.

A representative at each storage location(s) shall be responsible for oversight of equipment, including inventory, maintenance coordination, loaning or renting.

A fee schedule for use of equipment shall be adopted annually by the Steering Committee.

### ARTICLE 12 MISCELLANEOUS

The Mutual Aid Agreement, signed by each member, shall be the governing document for operation of the SDWARN mutual aid system.

SDWARN responses are covered under the SDWARN Operational Plan. All documents required for conducting a response can be found in the Operational Plan.