



**American Water Works
Association**

Dedicated to the World's Most Important Resource™

INTERNATIONAL STUDENT CHAPTER BYLAWS

The American Water Works Association (AWWA or Association) is the creator of this Chapter. The Board of Directors of the Association, at its discretion, may charter international (outside of North America) chapters. Individual chapters may not charter or create other chapters.

Bylaws of the IIT Roorkee India Student Chapter of AWWA.

Article I. Name, Location, and Duration

The name of this organization shall be the IIT Roorkee India Student Chapter of AWWA.

The principal place of business and location of Chapter records shall be Roorkee India.

Duration: This Chapter shall be active for up to three (3) years from the signed date of this document, unless decided otherwise by both AWWA and the Officers of This Chapter.

Article II. Objectives & Purposes & Goals

Objective. This Chapter shall be a not-for-profit, professional organization for men and women planning to enter the water industry.

Purposes. The specific objectives of this Chapter shall be to promote the common professional interests of its members at IIT Roorkee and to further the purposes of the Chapter through not-for-profit activities including, but not limited to, education, training, meetings, publications, and philanthropic work.

Goals:

- Collaborate across the two organizations (AWWA and Student Chapter IIT Roorkee) to provide and develop professional development opportunities.
- Explore and increase the relevancy of knowledge resources for best practices creation and exchange among the members at student chapter IIT Roorkee.

- **Promote the brand and enhance the international presence of the two organizations.**

Article III. Membership

The membership of this organization shall be composed of student members of AWWA at IIT Roorkee. Individuals shall be provided chapter membership, if they meet the written criteria for membership established by the AWWA Board of Directors; namely, students who are working full- or part-time toward a graduate or undergraduate or doctoral degree at IIT Roorkee. Members shall pay annual dues to AWWA.

Each member of the Chapter at IIT Roorkee, who is present at a membership meeting of the Chapter, shall be entitled to one vote.

Student Chapter is required to have at least **five** student members of AWWA. All officers must be current members of AWWA and are enrolled students of IIT Roorkee India.

Article IV. Officers

The officers of this Chapter shall be President, (President-elect optional), Secretary, and Treasurer. All officers must be current members of AWWA and shall be current students at IIT Roorkee India. All officers shall serve without compensation. Officers shall perform their duties, as prescribed by law, by the requirements of the College/University, by these bylaws, and by the parliamentary authority adopted by the Chapter.

The officers shall be elected at the first meeting in January (first month of calendar year) from nominees chosen by the majority of eligible voting members present. They shall take office at the first meeting of a semester and shall hold office for one year or until their successors are duly elected.

Resignations. Any officer may resign at any time by serving written notice to the Chapter President or Chapter Secretary. Such resignation shall take effect at the time specified therein, or if no time is specified, upon receipt by the President or Secretary.

Article V. Duties of Officers

Chapter President. The President of the Chapter shall chair all meetings, prepare the agenda for the Annual Meeting, as well as all regular and special meetings, and shall have general knowledge of, and responsibility for, the supervision of the business of the Chapter. The President shall also perform such other duties as required, may serve ex officio (*with vote*) on

all standing committees, and shall act as formal representative of the Chapter to IIT Roorkee India. The President is responsible for filing the annual report of Chapter activities with AWWA.

Secretary. The Secretary shall keep the original or a copy of these bylaws, including all amendments, and shall ensure that current copies of the Chapter's bylaws are provided to the Officers. The Secretary shall keep a record of minutes of all regular meetings of the board and the Chapter membership, and if directed by the Board, of committee meetings.

Treasurer. The Treasurer shall ensure the fiscal integrity of the Chapter and shall record and deposit all funds in a timely manner and in accordance with generally accepted accounting procedures. He/she shall receive, maintain, and distribute adequate records of the Chapter's funds and present them for audit or inspection, upon request. The Treasurer shall assist in the preparation of the budget and monitor chapter expenditures.

Article VI. Faculty Advisor

The Chapter shall, at its annual election, elect as its Faculty Advisor a faculty member of IIT Roorkee who is a member of AWWA, whose duties shall be to advise the Chapter both in its local activities and in its relations with AWWA. The Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.

Article VII. Notice

Notice to Chapter officers and members may be by mail, email or text according to the time frames established in this document.

Article VIII. Meetings

Regular meetings shall be held on the first Tuesday of each month. Special events may be arranged by the officers or committee chairs. There shall be at least four activities per year.

Special Meetings. Special meetings may be called by the Chapter President, or by petition delivered to the Secretary of 25% of the Chapter membership eligible to vote. Notice of special meetings shall be given to members (*15 days*) prior to the meeting.

Annual Meeting. The regular Chapter meeting in January shall be known as the Annual Meeting, and shall be for the purposes of electing officers, receiving reports of officers and committees, and such other business as shall be determined by the Chapter President. **(NOTE:** *The Annual Meeting will most effectively be held at the last meeting of the spring*

semester/quarter, with newly elected officers assuming office at the first meeting of the fall semester/quarter.)

Quorum. One-third of the members of the Chapter who are eligible to vote will constitute a quorum for the transaction of business at a meeting. **(NOTE: A quorum should be "representative," particularly at the Annual Meeting. We recommend that one-third of Chapter members serve as a quorum.)**

Article IX. Chapter Reports

The IIT Roorkee Student Chapter shall send to AWWA a chapter report of its activities. This report shall be submitted by the 15th of December of each year. AWWA shall be informed promptly of the results of all elections of officers and Faculty Advisors.

Article X. Parliamentary Authority

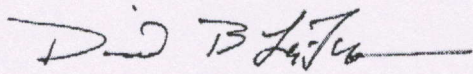
The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Chapter or its board may adopt, state law, or any rules and regulations promulgated by IIT Roorkee.

Article XI. No Private Benefit

1. Limitations. The Chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of the net earnings, gains, or assets of the Chapter shall inure to the benefit of, or be distributable to, its officers, other private individuals, or organizations organized and operating for profit, except that the Chapter is authorized and empowered to pay reasonable fees for products/services consistent with the limitations set forth in these bylaws, and by statute or regulation.
2. Dissolution. Upon dissolution or final liquidation of the Chapter, any remaining assets of the Chapter shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the Chapter, be paid to AWWA. A final report shall be filed with the AWWA International Headquarters, indicating the date and nature of dissolution, an account of the vote for dissolution, the disposition of assets and liabilities, and a description of any public or private liabilities, legal actions or matters, and contracts, obligations, or similar issues which may be pending.

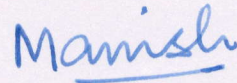
Article XII. Amendments

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members eligible to vote, provided that the amendment has been approved by AWWA International Headquarters and the IIT Roorkee prior to being submitted in writing to the membership and described at the previous regular meeting. (NOTE: Annual review of the bylaws is highly recommended in order to keep them current with changes made to the Association bylaws and to ensure that they continue to reflect the actual operation of the Chapter.)



David LaFrance, CEO
American Water Works Association

Date: 6th April 2020



IIT Roorkee, India

Date: 30 April 2020

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