

**MODEL BYLAWS FOR STUDENT
CHAPTERS**
(approved by Sections & Chapters Council)
June 18, 2012

BYLAWS

OF

(Student Chapter Name
of the Chapter or Section Name)

OF THE
AIR & WASTE MANAGEMENT
ASSOCIATION

Date: _____

ARTICLE I

NAME, AREA, ADDRESS

Section 1

NAME

The name of this Chapter shall be (Insert—college or university/Student Chapter)(hereinafter referred to as the “Chapter”) and is one of the student chapters of the Air and Waste Management Association, (hereinafter referred to as the “Association”). The Chapter shall maintain affiliation with the Association and the (name of the college or university).

Section 2

LOCATION

The location of the Chapter shall consist of:
Name of campus of State(s) or Zip Code ranges
or for Chapters in Canada – Province or Provinces
with postal code ranges.

Section 3

ADDRESS

The address of the Chapter shall be the address
of the Student Chapter Faculty Advisor.

Section 4

ARTICLES OF INCORPORATION

If the Chapter is incorporated, the bylaws should
Refer to the Articles of Incorporation.

ARTICLE II

Section 1

PURPOSE

- a. To provide a common ground where students from various academic disciplines related to air and waste management can advance their understanding and progress of environmental management through an organized exchange of knowledge.
- b. The Chapter shall endeavor to promote a better understanding of the scope and opportunities in air and waste management.
- c. The Chapter shall present educational programs of general interest topics in the science of air and waste management and other related technological fields.
- d. The Chapter shall promote professional relationships with the professionals in the air and waste management fields.
- e. The Chapter shall encourage its members to participate in Association conferences, meetings and social events.
- f. To provide a forum for student interaction and to support the development of collegial relationships.

Section 2

MISSION and OBJECTIVES

The mission of the Chapter is to provide leadership in the fields of air pollution control and waste management, promote a sense of environmental responsibility, and serve its membership and the public consistent with the mission and core purpose as stated in the Association Bylaws.

The Chapter shall have all the powers granted to it by the Association and shall have the ability to do all things necessary and incident to its purpose provided, however, that the Chapter shall not engage in any activities or exercise any powers not permitted under Chapter 501(c)(3) of the Internal Revenue Code of 1986.

Section 3 COMPATIBILITY with the ASSOCIATION

- a. The Chapter's Bylaws shall not be in conflict with the Bylaws of the Association.
- b. The Chapter shall not adopt any policy that is considered contrary to school policy.
- c. The Chapter shall make no endorsement of individuals, actions, devices or achievements except in the interest of the public welfare.
- d. The Chapter shall not affiliate with, nor shall it give assistance to sales, political, trade or labor organizations.

ARTICLE III

MEMBERSHIP

Section 1 Any person enrolled in an accredited college or university as a fulltime student, may become a student member of the Association.

Section 2 Student members of the Association may become members of the Student Chapter.

Section 3 All members not in arrears for dues and otherwise in good standing may be present and participate in the discussion or proceedings of any regular, annual or specialty meeting of the Association membership, and may vote on all questions and in all elections at such meetings.

Section 4 Chapter memberships will not be limited on the basis of age, race, color, gender, religion, handicapped status, height, veteran status, national origin, marital status, weight, political persuasion, or sexual orientation.

ARTICLE IV

OFFICERS AND BOARD

Section 1 FACULTY ADVISOR

- a. There shall be a faculty advisor to the Chapter approved by the parent Section or Chapter. The advisor shall be a member in good standing of the Association.
- b. In the event the Chapter advisor resigns or otherwise cannot serve, the Chapter Chair shall notify the parent Section or Chapter immediately of said resignation and consult with the parent Section or Chapter in the selection of a new advisor.

Section 2 OFFICERS

- a. There shall be four Chapter Officers designated as Chair, Vice Chair, Secretary and Treasurer. (The offices of Secretary and Treasurer may be held by

- one member if necessary.)
- b. Term of office for all officers is one year beginning _____ and ending in _____ of the chapter year.

 - c. The Chair and Vice Chair shall not hold the same office for more than one consecutive term.

 - d. The Officers shall serve without remuneration.
 - e. All Officers shall be student members of the Association.

Section 3

The Board of the Chapter shall consist of __# Directors, as well as, the officers of the Chapter, the Chapter Advisor, and the Chair of the sponsoring Chapter or Section or his/her duly appointed representative.

Section 4

ELECTION OF OFFICERS AND DIRECTORS

- a. Officers and Directors shall be elected to serve a term of __year(s) by a majority vote of the members voting. They shall hold office for the ensuing __year(s) or until their successors have been elected and have taken office.
- b. Ballot transmittal shall be by e-mail, fax, or postal mailing to the last point of contact of record 30 days before the ballot is due. Elections must be complete at least 15 days prior to the end of the Chapter operating year (i.e., by December 15 if Chapter year is the calendar year).

- c. Directors shall be elected to serve a term of __year(s) by a majority vote of the members voting.

ARTICLE V

DUTIES OF OFFICERS

Section 1

CHAIR

The Chair shall:

- a. Preside at all meetings of the Chapter;
 - b. Call such special meetings as may be necessary;
 - c. Appoint the membership and the Chair of all Standing and Temporary committees;
 - d. Appoint someone, in the absence of the Treasurer, to sign checks or make other financial transactions on behalf of the Chapter as approved by the Faculty Advisor;
- and

- e. Conduct both internal and external business on behalf of the Chapter.

Section 2

VICE CHAIR

The Vice Chair shall:

- a. Preside at all meetings in the absence of the Chair; and
- b. Assume all powers and duties of the Chair should the Chair be unable to so perform.

Section 3

SECRETARY

The Secretary shall:

- a. Give written notice of general business, technical, and special meetings;
- b. Keep a record of the minutes of all meetings of the Chapter;
- c. Conduct appropriate correspondence of the Chapter;
- d. Make an annual report to the Association and its parent Section or Chapter regarding the affairs of the Chapter, active membership, summary of public meetings, business transactions, and Treasurer's report; and
- e. Surrender at the end of his/her term of office to his/her successor, or the Faculty Advisor, all properties and records of the Chapter and/or Association as may be in his/her custody.

Section 4

TREASURER

The Treasurer shall:

- a. Receive all monies of the Chapter and deposit or invest them as directed by the Chapter and Faculty Advisor;
- b. Disburse monies as directed by the Chapter and the Faculty Advisor;
- c. Keep accurate and complete records of all financial transactions; Furnish a financial report at the business meetings of the Chapter or as requested by the Chair and/or the Faculty Advisor;
- d. Submit his/her records and accounts for audit on an annual basis by an auditor appointed by the Chair/Faculty Advisor; and
- e. Surrender at the end of his/her term of office to his/her successor, or the Faculty Advisor, all properties and records of the Chapter and/or Association as may be in his/her custody.

Section 5

- a. The Board shall be responsible for proposing, setting and/or approving policies that govern the operation of the Chapter;
- b. Provide guidance to the Chapter Officers, including expenditure of funds for specific items;
- c. Be the final authority, within the jurisdiction, on the bylaws of the Chapter.

ARTICLE VI

COMMITTEES

Section 1

PROGRAM COMMITTEE

The Program Committee shall consist of the Vice-Chair and ____# members appointed by the Chair and shall be responsible for developing Chapter programs.

Section 2

NOMINATING COMMITTEE

The Nominating Committee shall consist of one member as Chair and two other members appointed by the Chapter Chair.

Section 3 MEMBERSHIP COMMITTEE
The Membership Committee shall promote the growth of the Association by soliciting student membership in the Chapter and the Association.

Section 4 OTHER COMMITTEES
The Chapter Chair may appoint temporary committees as deemed necessary, provided such appointment does not conflict with other provision of the bylaws.

ARTICLE VII

OPERATIONS

Section 1 DUES
Annual dues for membership in the Chapter in excess of the amount assessed by the Association's Board of Directors may be established by the Chapter.

Section 2 CALENDAR
The fiscal year, the membership year, and the operating year of the Chapter shall be January 1 to December 31 during which at least one technical meeting shall be held.

Section 3 MEETINGS
Chapter meetings may be called by the Chair or by the Faculty Advisor. The Chair/Faculty Advisor shall designate the dates for the general business and for technical meeting. The Secretary shall provide written notice to Chapter members for all designated meetings.

Section 4 QUORUM
A majority of active members of the Chapter shall constitute a quorum for any general business or special meetings.

Section 5 VOTING
Only members of the Chapter are entitled to vote. Unless otherwise provided, a majority vote of the members voting shall prevail.

Section 6 ELECTIONS
The Nominating committee shall prepare a list of nominees for Officers and Directors, obtain their acceptance and present the slate at the business meeting when elections are scheduled. Additional nominations may be made from the floor.

Section 7 RULES OF ORDER

Unless otherwise provided, "Robert's Rules of Order" Newly Revised, 11th Edition shall govern the procedure for all meetings.

Section 8

FINANCIAL COMMITMENTS

No financial commitment made by the Chapter shall be binding upon the parent Section or Chapter or on the Association.

ARTICLE XIII

BYLAW AMENDMENTS

Section 1

Any member may propose an amendment of the Bylaws to the Chair and the Faculty Advisor. Before the amendment can be submitted for consideration of the membership, it must be approved by the Faculty Advisor and submitted to the parent Section or Chapter for approval, who must be provided with a minimum of forty-five (45) days notice for consideration.

Section 2

The Board shall promptly submit to the membership any proposed amendment, a notice of the business meeting at which the amendment is to be considered, and official ballot, and a proxy form shall delivered to each voting member, at such address as appears in the records of the Association. The Secretary shall deliver the documents not less than forty-five (45) days prior to the date at which the amendment is to be considered.

Section 3

Adoption shall require affirmation by two-thirds of the votes cast after which due notice has been given. Unless otherwise noted in the amendment, amendments shall become effective immediately upon adoption by such two-thirds majority vote.

Section 4

Within 90 days after Chapter bylaws have been amended, the Secretary shall submit a copy of the amended bylaws to the Headquarters of the Association and to the parent Chapter or Section.

Section 5

Any section of the bylaws or amendments adopted hereafter which conflict with the bylaws or policies of the Association are null and void.

ARTICLE IX

DISSOLUTION

In the event of dissolution of the Chapter, any remaining assets after discharge of all liabilities and obligations shall be transferred to the parent Section or chapter, the Association or a successor organization. No part of the net earnings of the organization shall inure to the benefit of any private shareholder or individual. Upon dissolution, if the Association is unable, unwilling or ineligible to receive assets, they will be distributed to one or more organizations exempt under Section 501 (c)(3) of the Internal Revenue Code of 1986. (In Canada, this reference is subparagraph 118-1(1)(a) of Revenue Canada Code.