**BY LAWS OF THE**

**ROCKY MOUNTAIN WATER QUALITY ANALYSTS ASSOCIATION CERTIFICATION EXAM BOARD**

Drafted September 29, 2017

**ARTICLE 1 – NAME**

The name of this organization shall be the Rocky Mountain Water Quality Analysts Association Certification Exam Board, hereinafter designated as the Exam Board, or RMWQAA Certification Exam Board.

**ARTICLE 2 – RESPONSIBILITIES**

The responsibilities of the Exam Board are as follows:

Evaluate the applicability of the exam including the individual questions, structure, levels, and topics and institute any changes to the process and exam; and

Evaluate and establish methods for expanding the test into new municipalities and increase recognition of the exam similar to Colorado’s Operator Certification Program Office (OCPO) to increase number of certified analysts; and

Evaluate ways to improve the validity of the exam through teaching units, proficiency testing, retesting, quality assurance, or any other methods determined viable by the Exam Board; and

Oversee and develop administration of programs that may be established; and

Work with Education Subcommittee to establish appropriate trainings to support the Certification Exam; and

Work with outside contractors on exam development and content; and

Evaluate the need for potential changes of the administration of the exam.

**ARTICLE 3 – INITIAL OBJECTIVES**

The initial objectives of the Exam Board are to:

Determine whether or not to change any of the content included on the Level I Certification Exam (this could include questions pertaining to outdated methods or tests that only a very small percentage of lab analysts perform); and

Evaluate the current format of the exams and the idea of a possible divergence of the exam into wastewater and drinking water specific exams. This could also include changes to the overall topic structure and possibility of adding Certification Exam Levels past the current 3 level structure; and

Determine whether Teaching Units are the best method to ensure the validity of the test, or if there are other options that may prove to be sufficient in the validation of the exams (Proficiency Testing, Quality Assurance/Control evaluations, or exam retakes); and

Determine best location(s) and frequency with which to proctor the exam.

**ARTICLE 4 – BOARD OF DIRECTORS**

The affairs of the Exam Board shall be managed by a Board of Directors under such rules as the Board of Directors may determine, subject to the specific conditions of these By-laws, as well as those applicable to the RWMQAA By-laws.

The Board of Directors shall consist of the CHAIR, CO-CHAIR, SECRETARY, and four (4) additional OFFICERS. The Board of Directors positions of CHAIR, CO-CHAIR, and SECRETARY shall be otherwise referred to as the Exam Board’s Executive Committee. All board members shall be elected from nominations brought forth to the RWMQAA Board. Nominees are not required to have a current membership with RMWQAA, but upon being successfully voted to the Exam Board will receive RMWQAA membership free of charge. Preference shall be given to nominees in the fields of Industry, Academia, Wastewater, and Drinking Water in an attempt to fill the Exam Board with at least one member from each category.

With the exception of the first year of the Exam Board establishment, 2019, the terms of the Executive Committee Board members shall be for one (1) year beginning January 1. The inaugural terms for each Board of Directors member will be two (2) years beginning January 1, 2019. Terms of the OFFICERS shall remain two (2) years beginning January 1 following their election, or until their successors are duly elected and qualified. All Exam Board members may succeed themselves. All OFFICER positions are considered equal. There are no limits for the number of terms an Exam Board member may serves as long as they are re-elected after each term. Each member of the Exam Board shall have equal voting power.

**ARTICLE 5 – DUTIES OF BOARD OF DIRECTORS**

The CHAIR shall have general supervision of the affairs of the Exam Board. He/she shall see that all By-laws and any rules, regulations and policies as adopted by the Exam Board are enforced. He/she shall execute all contracts and other instruments which shall have been first approved by the Exam Board and may serve as an ex-officio member of any and all Exam Boards. Should the CHAIR have to vacate his/her position for any reason, the CO-CHAIR will serve as CHAIR until a new CHAIR or CO-CHAIR is elected.

The CHAIR shall serve as the Exam Board Representative to RMWQAA or may appoint, with the consent of the Exam Board, another individual. If the CHAIR appoints an individual to serve as Exam Board Representative, this appointment should be made from among the present Exam Board Members.

The CO-CHAIR shall assist the CHAIR and shall preside at meetings of the Exam Board in the absence or vacancy of the Chair and may serve as an ex officio member of any and all Exam Boards.

The SECRETARY shall prepare minutes of all meetings of the Exam Board. He/she shall prepare agendas for all annual and special meetings of the Exam Board. He/she shall notify Board of Directors at least two to three weeks in advance of the meetings. He/she shall maintain all permanent records of the Exam Board, including certificate of incorporation, By-laws, and minutes of Exam Board meetings. He/she shall maintain an accurate listing of the Board of Directors, and shall perform such other duties as may be assigned by the Exam Board and/or CHAIR. Upon completion of service, the SECRETARY shall ensure all documentation is passed on to the new SECRETARY.

The OFFICERS, generally, shall strive to achieve the objectives of the Exam Board. Officers are expected to take an active role in participating in the gathering of information, contacting outside sources, and acting upon the business of the Exam Board in a thoughtful and conscientious manner. Each Exam Board Member is responsible for engaging in thoughtful discussion of ideas based on how a decision might pertain to their particular field (Wastewater, Drinking Water, Academia, or Industry).

Regular attendance at Exam Board meetings by the Officers and Executive Committee is expected, either in-person or via call-in. In the event of an Exam Board Member’s absence at two (2) or more consecutive Exam Board meetings, the Exam Board, at its discretion, may act to declare the absentee Board Member’s position on the Exam Board as vacant. The vacancy may remain intact for the remainder of the Exam Board’s term, or the vacancy may be filled by a nominee receiving approval from the RMWQAA Board. The term for this newly filled position shall expire at the same time as the replaced Member’s term.

**ARTICLE 6 – NOMINATIONS AND ELECTIONS**

Nominations for Executive Committee Members and Officers shall be received or proposed by the RMWQAA Board at least (45) days before the RMWQAA’s third quarter board meeting. Nominations will be chosen for each new term position by the sitting RMWQAA’s board in conjunction with RMWQAA voting By-laws before or during the 3rd quarter RMWQAA board meeting. Only the RMWQAA board is responsible for voting on vacancies and/or new term positions.

**ARTICLE 7 – VACANCIES**

Vacancies for all unexpired terms of the Exam Board shall be filled by a majority vote of the RMWQAA Board, with the exception of the CHAIR which shall be filled by the CO-CHAIR. If the CO-CHAIR chooses not to fill the position, a new CHAIR may be filled by a majority vote of the RMWQAA board.

**ARTICLE 8 – COMPENSATION**

The Exam Board shall serve without pay but may be reimbursed actual expenses while conducting Exam Board business, providing that these expenses receive prior authorization from the RMWQAA Board.

**ARTICLE 10 – MEETINGS OF THE BOARD**

With the exception of the first year, 2019, the Exam Board shall meet at least twice per year at a time a place approved by said Board. The SECRETARY shall give at least thirty (30) days notice for each biannual meeting. During the inaugural year, 2019, the Exam Board shall meet at least once each quarter. The SECRETARY shall give at least thirty (30) days notice for these quarterly meetings as well.

**ARTICLE 11 – RULES OF ORDER**

All meetings of the Exam Board shall be conducted in accordance with the latest edition of “Robert’s Rules of Order” which clarifies the expectations for Exam Board discussions and behavior, except where such conflicts with these By-laws or the By-laws set forth by the RMWQAA.

**ARTICLE 12 – FISCAL YEAR**

The fiscal year of the Exam Board shall end on December 31st of each year.

**ARTICLE 13 – DISSOLUTION**

The Exam Board may be dissolved by a two-thirds (2/3) vote of RMWQAA voting members.

**ARTICLE 14 – LIABILITY**

It is implicitly understood that the Exam Board assumes no liability for the well-being of any member, representative or invitee attending, managing, or participating in meetings or any other functions of the Exam Board.

No Exam Board Member, former officer, or any authorized agent of the Exam Board shall be liable in any manner to the Exam Board or any person or group for any loss or damage sustained as a result of action taken or omitted by said Exam Board Member if he/she exercised or used the same degree of care and skill as a prudent person would have exercised or used under the circumstances in the conduct of his/her own affairs.

**ARTICLE 15 – AMENDMENT PROCEDURES**

Amendments to these By-laws may be initiated by a majority of the Exam Board.

Amendments to these By-laws may be sent by mail or electronically to the RMWQAA Board for approval by means of RMWQAA By-laws voting procedures.

**ARTICLE 16 – PROHIBITION ON SELF-GAIN**

The Exam Board shall not be a party to a contract or agreement involving the alteration of exam material or procedure that grants, directly or indirectly, the Exam Board Member or his/her family any advantage if taking the Certification Exam.