

YWP SPANISH CHAPTER CONSTITUTION

TABLE OF CONTENTS

1. NAME	1
2. VISION	1
3. OBJECTIVES	1
4. TOPICS	2
5. COMMUNICATION AND WORKING METHODOLOGY	2
6. FINANCIAL SUSTAINABILITY	3
7. STEERING COMMITTEE	3
8. MEMBERS' RIGHTS	6
9. ACCESS PROCEDURE	6
10. BIENNIAL WORKING PLAN AND PROGRESS REPORT	6
11. ROLE AND BRANDING OF AEAS AND IWA	7
12. DISSOLUTION OF THE CHAPTER	7

1. NAME

This document is the Constitution of the Young Water Professionals Spanish Chapter, hereinafter "the Chapter". The Chapter is a non-for-profit organization as well as apolitical. The Chapter is involved in the program for Young Water Professionals (YWP) of the International Water Association (IWA) and is under the coordination and guidance of the Spanish Association of Water Supply and Sanitation (AEAS), Governing Member of IWA in Spain.

2. VISION

The main goal of the Chapter is to contribute to the present and future of the Spanish water sector through the professional development and the visibility enhancement of our YWP.

With the support and advice of IWA and the Governing member in Spain (AEAS), it pursues the improvement of YWP competencies and the creation of synergies between different sectors and disciplines both at national and international level.

3. OBJECTIVES

The general objectives of The Chapter are:

YWP in Spain

1. Serve as a network of contact and exchange of interests and knowledge to conform it as the young network of reference in the water sector in Spain.

- a) Create an interdisciplinary network with participants of different backgrounds and sectors.

- b) Collaborate with professional bodies and similar associations.

2. Provide visibility and prestige to the network through the diffusion of their activities and publications.

YWP in the World

3. Gain international visibility.

- a) Participation in working groups, congresses etc., of IWA and other international associations.

4. Improve the coordination and availability of information among the topics discussed at national and international levels.

5. Encourage the international connection with other National and Regional YWP Chapters.

Seminars/Workshops/Congresses (Events)

6. Organize and participate in events online and/or on-site about the main topics of interest.

7. Organize YWP events of national and international relevance.

Training

8. Develop a networking program with senior professionals.

- a) Involve known and reputable senior professionals.
- b) Initiate an internal YWP program of participants of different backgrounds, ages, experiences etc.
- c) Organize networking events.

9. Collaborate with IWA in tasks of interest to the YWP in the Spanish water sector.

10. Serve as reference platform for YWP career development opportunities.

- a) Collect and disseminate specialized YWP oriented job vacancies, PhD and MSc opportunities, as well as collaborations with universities and entities at national and international level.
- b) Potentiate the collaboration with professional bodies and other organisms promoting YWP recruitment.

11. Foster YWP participation through awards at national and international level.

4. TOPICS

The Chapter addresses two different aspects: Skills and Knowledge. In the former YWP gain abilities that will help them in their career development (such as leadership, collaboration work, innovation). In the latter, the Chapter focuses on topics of special interest for our YWP with a particular emphasis in the specific problems of the Spanish water sector and our YWP.

The allocation between them will be flexible and will depend on the biannual working plan and progress report (as established in the point 10 of the Constitution), YWP initiatives and the strategy and topics of interest identified by AEAS and IWA.

5. COMMUNICATION AND WORKING METHODOLOGY

The communication strategy of the YWP Spanish Chapter will be structured as follow:

- Email database for official communications.
- Webpage as a site of reference site for the YWP Spanish Chapter www.ywp-spain.es
 - It will include a link to the webpage of IWA and IWA Governing member in Spain (AEAS).
- Social Media.

- Use IWA YWP social media to highlight what the Spanish Chapter is doing.

In addition, the Chapter will use any other communication tool that may help to spread the activities and events that may be of help to achieve the objectives of the Chapter.

Furthermore, the Chapter will use IWA Governing member in Spain (AEAS) and IWA networks to disseminate its activities and get information about theirs. Likewise, the Chapter will communicate to IWA Governing Member (AEAS) and to the IWA YWP Regional Representative the activities and events that are going on. In addition, it will negotiate with other public and private bodies the possible use of the webpages and logos for activity dissemination, always under the permission, support and advice of IWA and AEAS.

The working methodology of the Chapter will follow generally the next structure:

- Private communications through email.
- Public communications of activities.
- Continuous upgrading on social media and webpage.
- Articles on specialized blogs, journals and magazines.
- Meetings of the Steering Committee (when required), minimum 2 meetings per year and continuous communication.
- General online meetings, at least, every 2-3 months.
- General on-site meetings, at least, every 6-12 months.
- Meetings of the working groups (when required).
- Online folder to manage collaborative working documents.
- Calendar showing events

6. FINANCIAL SUSTAINABILITY

IWA does not provide any financial Support to the Chapter. Hence, one of the goals of the Chapter is to achieve financial support from other entities and organisms. This support, which could be punctual or continuous in time, will help to have a budget that allows the Chapter to achieve the goals proposed. For that, the next will be considered:

- a) Partial or total sponsorship of the meetings.
- b) Partial or total sponsorship of the events.
- c) Partial or total sponsorship of associative fees.

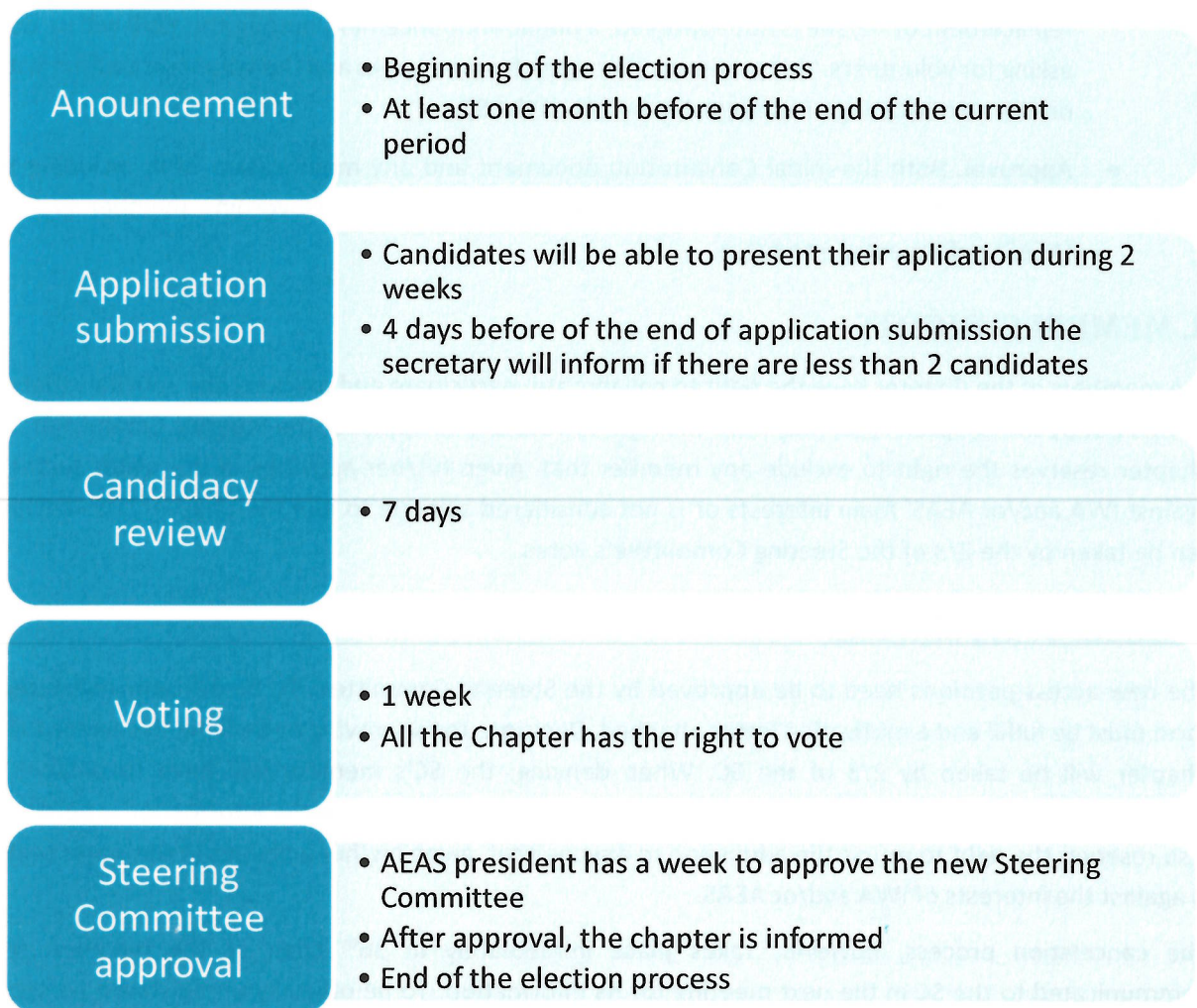
No member of the Chapter shall, by reason of membership, be liable for any debt or obligation of the Chapter.

7. STEERING COMMITTEE (SC)

A Steering Committee that represents the Chapter in IWA is needed. Hereafter, the structure, length, decisions, modifications and approval aspects are defined:

- **Structure.**
 1. President
 2. Vice-president
 3. Secretary

4. International Relations and Sustainability
 5. Career Development
 6. Innovation
 7. Events
 8. Training and Technology Transfer
 9. Communication and Public Relations
- **Members.** There is no limits of topics to be coordinated for one person. However, each person is assigned just one vote in the Steering Committee. IWA Governing member in Spain (AEAS) has the right to appoint a representative and to suggest another one to ensure continuity to the Chapter. AEAS representative will not be subject to electoral process. No company may have more than two representatives in the SC.
 - **Candidacy team:** The candidacy team should meet the next requirements to ensure continuity to the work done by the previous SC:
 1. At least the 30% of the candidacy team members have to be members of the previous SC.
 2. The Chair and Vice-Chair have to be IWA members.
 3. Only members from working groups and previous or current SC can be Chair and Vice-Chair
 4. Only registered members for more than 6 months can be part of the candidacy team.
 - **Length.** The Steering Committee is established for a period of two years. Chair and Vice-Chair are established for a period of two years being possible for them 2 + 2 years in the Steering Committee due to point 3 (above). The Steering Committee must look for available candidates to ensure renewal.
 - **Election Process.** Elections for the next period will be announced at least a month before the end of the current period. During two weeks, registered members are able to present their candidacy. If there are less than two candidates for a position, the secretary will inform the Steering Committee 4 days before the application submission is closed. The secretariat will be not able to give any candidate information. The candidacy presented will be reviewed for 7 days. After that time, a week are available for voting among the candidacy presented. Every member of the Chapter has one vote. The complete voting result is presented to the President of AEAS who has a week to approve the new Steering Committee. In case there is only one team to be presented for the Steering Committee, this will be automatically presented (without voting) to the President of AEAS for approval.



- **Voting process:** Any method that ensures individual and unique voting and be used, for example the vote can be done via email from the registered email of each member to the Secretary of the Chapter. Any registered member can delegate his/her vote in another YWP by sending an email to the Secretary within the week voting process. In that email, the names and contact details of the delegate and delegated must be clearly identified and the delegated must be copied in the email.
- **Decisions taken.** Steering Committee decisions are taken by 2/3 of the SC members. Each SC member can delegate his/her vote to another SC member by sending an email to the Secretary within a week before the SC voting. In that email, the names and contact details of the delegate and delegated must be clearly identified and the delegated must be copied in the email.
- **Modifications.** Any aspect of this Constitution document could be modified by the 2/3 of the Steering Committee's votes. No modification can be made during the election process. The new Constitution document must be signed by AEAS president and a SC member without relation with AEAS. Any of the members of the SC may be replaced by other YWP by petition and approval of 2/3. If one member of the SC resigns or has a time off from work, he/she could propose the replacement, who should be approved by 2/3 of the SC. If there is no

replacement or he/she is not approved, a public announcement among the YWP will be done asking for volunteers. This process will be open for two weeks and the volunteers will be voted on the next meeting or as accorded by 2/3 of the SC.

- **Approval.** Both the initial Constitution document and any modification of it, including the Steering Committee's members, must be approved by IWA Governing member in Spain (AEAS) before entry into force.

8. MEMBERS' RIGHTS

The members of the Chapter have the right to collaborate, participate and propose any activities that are carried out by the Chapter. Also, they have the right to vote and to apply for the Steering Committee. The Chapter reserves the right to exclude any member that, given his/her activities in the water sector, is against IWA and/or AEAS' main interests or is not considered suitable to join the Chapter. This decision can be taken by the 2/3 of the Steering Committee's votes.

9. ACCESS PROCEDURE

The new access petitions need to be approved by the Steering Committee. To be officially registered a form must be fulfilled and a motivation letter attached. Decisions for approving or denying the access to the Chapter will be taken by 2/3 of the SC. When denying, the SC's member will have to present an appropriate reason. The SC could delay the decision to the next meeting if more information is needed. It also reserves the right to refuse the admission to anyone that, given his/her activities in the water sector, is against the interests of IWA and/or AEAS.

The cancellation process, however, takes place immediately in 36th birth of the member. It is communicated to the SC in the next meeting for its information. To be officially unregistered before an email must be sent to the Secretary from the mail registered.

The SC could deny any application that does not involve any of the next areas:

- The new member works in any water related departments of universities, research centers, public administration, professional bodies or relevant associations.
- The new member works in utilities or water related companies.
- The new member is a student having a remarkable academic curriculum in a water related discipline.

In addition, the SC will make efforts to keep the number of YWP as high as possible but ensuring the sustainability and good governance of the Chapter.

Any institution involved in the water sector can be considered as collaborator entity fulfilling a form. The chapter will not distribute publicity about its activity unless it is of interest for the professional development of its members (courses, events, workshops, webinar, etc)

10. ANNUAL WORKING PLAN AND PROGRESS REPORT

At the end of every year, a report is elaborated by the Secretary of the Chapter during the period and sent to the Steering Committee for approval. Before of this, each member of the Steering Committee must send the report of his/her area. After that, it is sent to IWA Governing member in Spain (AEAS) and IWA for information. This report contains, at least, the next:

- Overview of the activities developed in the year.
- Updated register of members.
- Financial overview of the year and budget for the next one.
- Working Plan for next year.

11. ROLE AND BRANDING OF IWA Governing Member in Spain (AEAS) AND IWA

IWA Governing member in Spain (AEAS) and IWA's roles are to be the guide, coordinator and counsellor of the activities and connections of the Chapter at national and international level respectively.

The logos of IWA Governing member in Spain (AEAS) and IWA must be used under their conditions and with their written approval. Any national or international activity that will be organized, promoted or financed by IWA Governing member in Spain (AEAS) and/or IWA must have the appropriate logos.

In the same way, official communications of the Chapter and any activity that take place in representation of the Chapter must be informed to the Secretary. This has the purpose of optimizing the coordination among YWP including logos, names, topics, etc.

12. DISSOLUTION OF THE CHAPTER

IWA Governing member in Spain (AEAS) and IWA are able to dissolve the Chapter if it is not working to achieve its objectives and purpose and if it is not following the obligations exposed in the Agreement and the rules imposed by them.

