

## Constitution Template for IWA Cluster

### Name

The name of this Cluster is.....Bio-Cluster.....

### Objective(s)<sup>1</sup>

The objectives of the Bio-cluster are:

1. Coordinating activities across participating specialist groups
2. Staging unique events aimed at addressing key cross-cutting issues
3. Encouraging conference programs for existing SG conference/events that include key cross-disciplinary participation/speakers
4. Facilitating ongoing relationships with ISME
5. Advocacy for funding of water research in areas requiring joint applications of biological science and engineering science
6. Creating an ongoing e-forum for communications within the bio-cluster  
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### Membership<sup>2</sup>

The members of the Bio-Cluster are composed of relevant Membership of the Specialist Group is open to all IWA members, either individually or through their employer.

All Specialist Group Officers and members of management committees must be members of IWA.

### Activities<sup>3</sup>

The Specialist Group will undertake the following activities:

- Prepare newsletters of Group activities and developments
- Convene conferences and workshops
- Initiate research papers and investigations
- \_\_\_\_\_
- *(delete or add as appropriate)*

### Management<sup>4</sup>

The Bio-Cluster is self-organized through a steering committee composed of:

- Chair
- Specialist group leaders
- Other Committee members

## **Elections<sup>5</sup>**

A steering committee for the bio-cluster has approximately 10-15 individuals with a self determined chair and structure.

The composition of the steering committee is up to the cluster, with final endorsement from IWA HQ. It is composed primarily of the SG Chairs of the key groups participating in the cluster. It would also seem logical to allocate a few seats for key international figures/organizations, including a representative of ISME.

## **Meetings of the Management Committee and Group<sup>6</sup>**

A formal meeting of the Management Committee will be held:

- annually
  - biennially
  - in conjunction with the Group's conference/workshops, IWA congresses or other specified events
- (delete as appropriate)*

Meetings of the full Group, including the Management Committee will be held:

- annually
  - biennially
  - in conjunction with the Group's conference/workshops, IWA congresses or other specified events
- (delete as appropriate)*

## **Finance<sup>7</sup>**

The SG Cluster will be self-financing.

Surplus funds generated from conferences or other activities will be deposited with the IWA Office for exclusive use of the group as needed.

## Notes

*This is a template for use by Specialist Group Leaders in formulating a constitution for their group. It covers some basic elements that would usefully be features of any group's constitution. However, additional elements could be added at the discretion of the group and there is considerable flexibility within this template for the Specialist Groups to operate in the manner that best suits their circumstances. Suggestions by the IWA Office are shown in the notes below. These suggestions are generally meant only as a guide in preparing a draft constitution. It is intended that Specialist Groups will adapt this template to suit their own needs.*

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<sup>1</sup> *The statement of the group's objective (or vision statement) will also be included in the IWA Yearbook, on the SG Web page and used as a description of the group. The statement would therefore typically be a short paragraph (4-8 lines) outlining the topics covered by the group. For example: The objectives of the group are to advance knowledge in [insert topic area] and related topics in the fields of [insert areas of interest].*

<sup>2</sup> *It is recognised that membership of Specialist Groups (and participation in their activities) can be an effective method of introducing new contacts to IWA and potentially recruiting new members. Therefore at the discretion of the group's officers it is possible to include non-IWA members in group activities and communications for a limited period to allow them to join IWA.*

<sup>3</sup> *Delete or add to any of the above as necessary*

<sup>4</sup> *Each Specialist Group should decide upon the management structure that suits it best. However, it would be appropriate to elect members to at least the positions of Chair and Secretary (other common positions that may be considered are vice-chair and newsletter editor). These elected officials would form the group's officers.*

*A management committee should also be created. The committee would comprise the group's officers and appointments made by the elected officials to various operational positions. In addition to sharing the burden of responsibilities, the management committee would typically be structured to provide a good spread of geographic location, topical interest and expertise. Positions included on the management committee might include, but would not necessarily be limited to:*

- o Newsletter editor*
- o Events coordinator*
- o Taskforce or Programmes coordinator*
- o External relations coordinator (responsible for liaison with other SGs)*
- o Membership coordinator*
- o Webmaster and*
- o Representatives of various geographical areas including Africa; Australasia and the Pacific; East Asia; Eastern Europe; North America; South and Central America; South Asia and China; Western Europe*

*Additionally, to ensure leadership of Specialist Groups into the future is it strongly recommended that a Young Professional is appointed to the management committee.*

<sup>5</sup> *It is important that elections be held regularly and that they be transparent. Regular elections provide an opportunity for members to assume leadership roles and it is probably important for the health of the group that position holders not become entrenched. Elections could be held either specifically for the Chair, Vice Chair and Secretary (and other positions as deemed necessary) or generally for the management committee. If the latter option is chosen, those elected would determine among themselves which positions are to be held by which elected officers. The IWA Office is available to facilitate elections and provide guidelines as to the options available.*

<sup>6</sup> *It is strongly recommended that a meeting of the Management Committee be convened annually as this provides the opportunity for formal signoff of the group's annual report). These meetings need not be face to face; teleconferences are an effective means of communication.*

*A full meeting of the Board (if one has been established), including the Management Committee, provides an opportunity to consider the direction of the group, determine the activities it will undertake in the next period – including the timing and location of conferences – and appoint members to vacant positions on the board or management committee.*

<sup>7</sup> *It is not necessary that monies be deposited with the Office; the group can privately hold surplus funds as long as these funds are properly accounted for. However, the IWA Office has created an account for all SGs into which funds can be deposited.*