

**CENTRAL STATES WATER
ENVIRONMENT ASSOCIATION, INC.**

**Illinois Section Policy and
Procedures Manual**

Approved by the Section – May 10, 2006

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Illinois Section Policy and Procedures Manual

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CENTRAL STATES WATER ENVIRONMENT ASSOCIATION, INC.

ILLINOIS SECTION POLICY AND PROCEDURES MANUAL

The NAME of the organization shall be ILLINOIS SECTION OF CENTRAL STATES WATER ENVIRONMENT ASSOCIATION.

The membership of the Section shall consist of persons within the state who are members of the Central States water Environment Association

1.0 OBJECTIVES:

- A. To support the objectives stated in the Constitution Bylaws and Statements of Policy of the Central States Water Environment Association.
- B. To encourage and coordinate a friendly exchange of information and experiences while advancing the knowledge of design, construction, operation, and management of water collection and treatment facilities within the state.

2.0 DEFINITIONS:

The definitions written herein have been adopted by the Board of Control of the Illinois Section to supplement the Association's Constitution, Bylaws and Statements of Policy and to serve as the administrative guidelines for the Officers, committee members and other participants of this Section.

- A. These policies and procedures shall remain in effect until altered in part by a succeeding Board of Control at a regularly called meeting of the Board of Control or negated by an action of the Executive Committee of the Association.
 - B.
 - 1. Where the terms "ASSOCIATION" and "CSWEA" are used it refers to the Central States Water Environment Association.
 - 2. Where the term "WEF" is used it refers the Water Environment Federation.
 - 3. Where the term "Section" is used it refers to the Illinois Section of CSWEA.
 - 4. Where the term "Executive Committee" is used it shall refer to the Executive Committee of the CSWEA.
 - 5. Where the term "Board" is used, it refers to the Board of Control of the Illinois Section of CSWEA.
 - 6. Where the term "Manual" is used, it shall refer to the Section Policy and Procedures Manual.
- 2.1 Should there be any conflict with the Constitution, Bylaws and Statements of Policy of Association, those documents shall supersede these policies and procedures. **b**
- 2.2 Future changes to this Manual must be approved by a simple majority of the Board and the Executive Committee.

3.0 ANNUAL BUSINESS MEETING:

The Annual Section Business Meeting of the Section shall be held in November, December or January at a place and time established by the Board of Control. Time will be allowed for individual committees of the Section to have committee meetings preceding the Annual Section Business Meeting.

3.1 The Administrative Year of the Association and of this Section shall begin at the adjournment of the Association's Annual Business Meeting, which is held in May at the Association's Annual Meeting.

3.2 A summary report of the Annual Section Business Meeting, prepared by the Section Secretary/Treasurer, shall be prepared and distributed to those in attendance and all Section Officers and Committee Chairs.

4.0 MEETINGS OF THE BOARD OF Control:

The Board of Control shall generally meet at least FOUR (4) times each year as follows:

- A. In May as part of the Annual Meeting of the Association.
- B. During late summer at a time and place determined by the Board of Control.
- C. At the Annual Section Business Meeting as discussed in 3.0 of this document.
- D. During the winter at a time and place determined by the Board of Control.

4.1 The Chair of the Section or a majority of the Board of Control may call special meetings of the Board as deemed necessary.

5.0 FISCAL YEAR:

The Fiscal Year of the Association and of this Section shall be the calendar year.

5.1 All Section activities, except terms of office and the administrative year (as defined in 3.1) shall be on a calendar year basis. Specifically included are: the Annual Audit and the period for which awards shall be determined.

6.0 PRODUCT AND SERVICE DISPLAYS:

6.1 Product and service displays shall be allowed at Section meeting or other events, in an area so designated by the responsible Section committee or the Board.

6.2 The size and type of the displays shall be determined by the responsible Section committee or the Board.

6.3 Fees shall be established by the responsible Section committee or the Board.

6.4 Solicitations to display shall be distributed by the responsible Section committee

6.5 An agreement with appropriate language shall be executed between the Section and each exhibitor.

7.0 BOARD OF CONTROL DUTIES AND RESPONSIBILITIES:

- A. It shall be the duty of the Board of Control to carry on the business and represent the interests of the Section between Annual Section Business Meetings. All actions of the Board require a majority vote of the Officers and Committee Chairs present and voting.
- B. In the event that an office becomes vacant between Annual Section Business Meetings of the Section, the Board shall appoint a member to serve until the next Annual Section Business Meeting. Such a member shall meet the qualifications required for the office.
- C. The Board shall cause an audit to be made of the Section accounts at the close of the fiscal year, and a report of the audit shall be presented by the presiding officer or a designee at the Section meeting held in conjunction with the Annual Business Meeting of the Association.
- D. The Secretary/Treasurer shall prepare a financial report of receipts and disbursements for the fiscal year, and shall present that report to the Executive Committee at its January Executive Committee Meeting. The Secretary/treasurer shall also distribute copies to members present at the Section meeting held in conjunction with the succeeding Annual Business Meeting of the Association.

8.1 OFFICERS:

All Officers shall be good standing active members of the Association. The officers shall be a Chair, a Vice Chair, the immediate past Chair, the Secretary/Treasurer and a Trustee to the Executive Committee of the Association. The Section may also choose to have a Liaison position from the states wastewater operators association. These Officers shall constitute the Board of Control of the Section and shall serve as the directors of the Section.

9.0 SUCCESSION OF OFFICERS:

- A. Each year as provided in the Constitution, By-Laws and Statements of Policy of the Association, Officers shall be elected or appointed to serve one year terms except the Secretary/Treasurer, and the Trustee to the Association who shall be elected to serve two year terms.
- B. At the Annual Business Meeting of the Section, a Vice Chair shall be elected and shall be a member in good standing with the Section. At the close of each succeeding Annual Business Meeting of Association, the Vice Chair shall advance from Vice Chair to Chair. Vacancies in elected offices shall be filled at the next Annual Business Meeting of the Section by a majority vote of members in attendance.

10.0 TERM OF OFFICE:

The TERM OF OFFICE of all Officers, except the Secretary/Treasurer and the Trustee to the Executive Committee of Association shall be for one year. No elective officer except the Secretary/Treasurer shall be eligible for re-election to the same office. For the purpose of this Article "one year" shall mean from the close of one Annual Business Meeting of the Association to the close of the next succeeding Annual Business Meeting regardless of elapsed time. The Term of a Trustee to the Association Executive Committee shall be Two (2) years, which term shall start at the end of the next Annual Business Meeting of the Association and shall continue for a period of Two (2) years thereafter, or until a successor qualifies. A Trustee shall not be eligible for re-election. The term of Secretary/Treasurer shall be for Two (2) years, which term shall start at the end of the next Annual Business Meeting of the Association and shall continue for a period of Two (2) years thereafter, or until a successor qualifies. The Secretary/Treasurer shall be eligible for re-election. If the Section chooses to have a Liaison position with the state's wastewater operator association, the term of office shall be agreed upon between the Section and the operator's association, but may not exceed two years and the position may not serve consecutive terms.

a. MANNER OF ELECTION:

At least sixty (60) days before the Annual Business Meeting of the Section, the Chair shall appoint a Nominating Committee consisting of at least three good standing members of the Section. The Nominating Committee shall report during the Annual Business Meeting of the Section. This report shall recommend at least one name for each elective office about to become vacant. Following the report of the Nominating Committee, the Chair shall call for nominations from the floor. If more than one name is placed in nomination for any office, voting shall be by ballot. A majority of members present and voting is required for the election of any officer.

12.0 GENERAL DUTIES OF THE OFFICERS:

Officers of the Section shall generally have the following duties:

- A. Chair - The Chair shall preside over Section Business and Board Meetings, shall call meetings of the Board, and shall act on behalf of the Section and Board between meetings. The Chair shall submit a list of all State Section Officers and Committee Chairs elected or appointed at the previous Annual Business Meeting of the Section to the Association President before March 31st of each year.

- B. Secretary/Treasurer - The Secretary/Treasurer shall handle the finances of the Section, report to the Board at both Board and Section Business Meetings concerning the Section's finances, keep minutes of Board and Section Business Meetings, serve as financial coordinator for the Government Affairs Seminar and maintain rosters of the Section committees and appointments. The Secretary/Treasurer shall prepare complete financial reports in a form prescribed by the Association. These reports will be due to

the Association by the end of January of each year and shall be submitted to the Association Executive Director and Treasurer. The reports must be reviewed and approved by the Board. The Secretary/Treasurer must seek, advise and follow the direction of the Executive Director concerning financial activities of the Section.

- C. Trustee - The Trustee shall serve as liaison between the Section and the Executive Committee. The Trustee shall present Summary reports on the activities of Section committees at the Association Annual Meeting. The trustee shall obtain information for these reports from the Section Committee Chairs and other Section Officers.
- D. Past Chair - The Past Chair shall review the Section Policies and Procedures Manual and shall provide recommendations to the Board concerning any changes. The Past Chair shall coordinate the Section nominations for awards with the Section committees and Association Vice-Chair(s). The Past Chair shall chair two committees including the Nominating Committee and the Service Award Committee (if activated by the Section). The Nominating Committee shall be appointed by the Chair. The Nominating Committee shall select from the Section members, individuals to be nominated for vacant Board positions. The Service Award Committee shall be as described in 14.10.
- E. Vice-Chair - The Vice-Chair shall take the lead in securing nominations for committee membership and prospective appointees as Section representatives for the following administrative year. The Vice-Chair shall make arrangements for the Annual Business Meeting of the Section and the Vice-Chair shall chair the Strategic Planning Committee (if activated by the Section) as described in 14.11. The Vice-Chair shall review the Strategic Plan annually for implementation and shall present a written report on the status of strategic plan activities to the Board at the Annual Section Business meeting.
- F. WWOA Liaison - The WWOA Liaison shall serve as a liaison between the Section and the state's wastewater operator's association.

13.0 COMMITTEES –GENERAL:

- A. The Section supports the committee structure of the Association provided for in the Constitution, Bylaws and Statements of Policy of the Association. The committees shall be appointed by the Chair, as necessary, to meet the objectives of the Section and the Association. All committee members must be members of the Association.

- B. The Association requires that the Section have the following standing committees:
 - Safety Committee
 - Operations Committee
 - Government Affairs Committee
 - Collection Systems Committee
 - Membership Committee
 - Industrial Wastes Committee
 - Laboratory Committee (optional)
 - Public Education Committee

Students and Young Professionals Committee

Information regarding the specific duties of each of these committees is provided later in this manual.

- C. The Section may also create additional committees, both Ad Hoc and Standing. The Chair or the Board of the Section may appoint such other committees as deemed necessary to meet the objectives of the Section. For new committees, the objectives, membership, budget, responsibilities, and report expectations must be clearly defined when the committee is formed.
- D. Suggestions for additional committees might include:
 - Service Awards Committee
 - Strategic Planning Committee
 - Public Awareness Committee
 - Watershed Management Committee

Information regarding the specific duties of each of these committees is provided later in this manual.

13.01 COMMITTEE GUIDANCE:

Good committee work is a key to a professional society. Objectives of any Section committee can be summarized as follows:

- A. To provide a firm foundation for a strong and growing Association and Section.
- B. To provide sufficient autonomy to the Section so they can meet local needs through effective committee activities.
- C. To provide direct communications among committees and the Board.
- D. To coordinate activities of similar committees across the three states, without stifling individual Section creativity.
- E. To provide a forum for the Professional Wastewater Operators (PWO).
- F. To promote membership through coordinated, effective, and productive committee work at the Section level, where constraints of geography and time are minimized.
- G. To delegate to Section certain authority to carry out programs and member services, while maintaining communications and necessary coordination and control at the Association level.
- H. To involve as many members as possible in committee work and Section offices.
- I. To allow flexibility so that Section can develop individually.
- J. To promote mutually beneficial relationships with state operator association groups (Via a Liaison position on Section Board).

13.02 COMMITTEE MEMBERSHIP:

Committee members shall be members of the Section of the Association. Interest in joining a committee can be expressed by a petition to the Board and the Committee Chair, or recommendations from the present committee membership. Each committee shall nominate members for the approval of the Board. Members whose terms have expired can be re-nominated. Recruitment of new members can be made by announcement in the WISILLMIN and other mailings and by recommendations received from present committee and Board

members. In making personnel appointments, consideration shall be given to interest and ability, past performance and profession. To the extent practicable committees shall include a cross section of individuals from the private sector, the public sector and academia, from small, medium, and large facilities; from different parts of the State; and from different professions. Each committee member shall serve a minimum term of two years. Each committee shall maintain a list of individuals interested in serving on the committee.

13.03 COMMITTEE SIZE:

Each committee shall have a minimum of three members. A target size of three to six members is suggested, but may be larger as determined by the Committee Chair

13.04 COMMITTEE CHAIRS:

Each committee shall nominate a Chair for approval by the Board. The Chair shall be appointed to a one year term and may be re-appointed. A new Chair shall generally be selected from the previous year's committee. The Chair shall be responsible for providing the agenda for all committee meetings held. The Chair shall prepare a meeting report, noting attendance at the meeting and summarizing all actions taken. The Chair shall give a written report of such committee meetings to the Board. The Chair shall also maintain records of the committee's activities and shall pass the records on to his/her successor. The Chair shall serve as the contact between the committee and the Board and shall work with the Trustee to keep the Executive Committee abreast of current developments.

13.05 COMMITTEE MEETINGS:

Committees shall meet as required to conduct business with a minimum of two meetings each administrative year. Meetings shall be held at the discretion of the Committee Chair.

13.06 COMMITTEE OPERATING RULES:

- A. A copy of all correspondence from the committees to those outside the committee membership shall be sent to the Secretary/ Treasurer.
- B. Committee decisions involving substantive policy questions shall be made with the advice and consent of the Board.
- C. Agenda items for Board action are to be submitted to the Secretary/ Treasurer two weeks prior to the Board meeting.
- D. Only the Secretary/Treasurer can issue checks. All financial obligations will require prior Board approval.
- D. The Secretary/Treasurer shall have authority to honor reasonable out-of-pocket expenses incurred by attendance at authorized Board or committee meetings not reimbursable by the member's employer.
- E. Committees shall develop budget expense proposals for submittal to the Board. The Board shall approve the budget expense proposals prior to the committees incurring or obligating the Section to an outlay of moneys.
- F. Committee terms shall begin at the adjournment of the Association Annual Meeting.
- G. Committees shall submit the names of nominees for committee membership to the Board for approval at the Winter Board meeting.

- H. All correspondence pertaining to legislative or regulatory issues and directed to legislators or regulators shall be approved by the Section Chair prior to sending.

13.07 COMMITTEE REPORTS:

The following committee reports shall be submitted by each committee:

- A. One report shall be submitted to the Secretary/Treasurer two weeks prior to the Summer Board meeting.
- B. One report shall be submitted to the Secretary/Treasurer two weeks prior to the Annual Section Business meeting.
- C. One report shall be submitted to the Secretary/Treasurer two weeks prior to the Winter Board meeting.
- D. An annual report shall be submitted to the Section Chair by April 15. This report shall summarize the activities and achievements of the past year and include recommendations for the coming year. A summary of the report shall be posted on the Section internet web site.

13.08 GENERAL RESPONSIBILITIES AND GUIDELINES FOR ALL COMMITTEES:

Each committee shall:

- A. Report to the Board.
- B. Transfer knowledge of products, processes, and techniques that may benefit Association members.
- C. Provide the WISILLMIN editor with articles on important matters accomplished by the committee.
- D. Coordinate and exchange information with the corresponding Committee Chairs from the other Sections.
- E. Implement WEF /CSWEA policies that fall within the purview of the committee.
- F. Maintain communication with the WEF/CSWEA committees on related activities.
- G. Keep the Trustee informed of important actions of the committee and pass onto the committee information provided by the Trustee.
- H. Promote membership in the Section among those individuals interested in the environment.
- I. Adopt a list of specific goals for achievement every year with the advice and consent of the Board.
- J. Perform such other duties as may be assigned from time to time by the Board.

14.00 COMMITTEE DESCRIPTIONS:

The duties and responsibilities of the Section committees are described in the following portion of the Manual. There are also descriptions of committees that are not required by the Association, but that the Section may wish to implement.

14.01 SAFETY COMMITTEE:

- A. There shall be Section Safety Committee.
- B. The activities of the Safety Committee shall be consistent with the objectives of the Association.
- C. Actively solicit papers for the Association Annual Meeting on safety topics.

- D. Organize, or assist in organizing, safety topics as part of ongoing seminars and conferences within the state.
- E. The Safety Committee shall promote safe practices in the construction, operation, and maintenance of wastewater collection and treatment systems. The committee shall use a wide variety of available techniques to disseminate information about safety to the Section members.
- F. The Safety Committee shall be responsible for submitting nominations for the George Burke Safety Award to the General Awards Committee no later than December 1st.

14.02 OPERATIONS COMMITTEE:

- A. There shall be a Section Operations Committee.
- B. The activities of the Section Operations Committee shall be consistent with the objectives of the Association.
- C. Actively solicit papers for the Association Annual Meeting on operations or management topics.
- D. Organize, or assist in organizing, an operations or management seminar within the state.
- E. Identify potential participants for the WEF Operations Challenge.
- F. The Section Operations Committee shall plan and execute activities that enhance the plant operations awareness and knowledge of Association members, and promote membership in the Professional Wastewater Operators (PWO) of WEF.
- G. The Section Operations Committee shall be responsible for selecting and submitting one nomination for the Operations Award to the General Awards Committee and for selecting and submitting one nomination for the Hatfield Award to the Hatfield Award Subcommittee of the General Awards Committee no later than December 1st.
- H. The Operations Committee shall aid in the selection and support of team members for the WEF Operations Challenge.

14.03 GOVERNMENT AFFAIRS COMMITTEE:

- A. There shall be a Section Government Affairs Committee.
- B. The activities of the Government Affairs Committee shall be consistent with the Objectives of the Association.
- C. Actively solicit papers for the Association Annual Meeting on legislative or regulatory topics.
- D. Organize, or assist in organizing, a government or regulatory affairs seminar within the state.
- E. The Government Affairs Committee shall:
 1. Study and maintain current information on federal and state legislative matters and trends which relate to, influence or affect the objectives of the Association.
 2. The Committee shall keep current information on legislation relating to or affecting all matters pertaining to wastewater treatment plants or collection systems.
 3. The Committee shall keep current and informed on the activities, orders and directives of regulatory agencies, both federal and state, as these may affect matters

- pertaining to wastewater treatment plants or collection systems.
4. The Committee shall give attention to matters within Illinois. The Board shall be consulted by the Committee Chair in developing programs and responses for the Section.
 5. The Government Affairs Committee shall also give attention to matters on the interstate and federal levels. The Committee Chair shall consult with the Trustee in developing programs and responses on the interstate and federal levels.
 6. The Government Affairs Committee shall disseminate information relating to, and shall make appropriate comments on, legislation or the activities of state regulatory agencies.

14.04 COLLECTION SYSTEMS COMMITTEE:

- A. There shall be a Section Collection Systems Committee.
- B. The activities of Collection Systems Committee shall be consistent with the objectives of the Association.
- C. The Collection Systems Committee shall plan and execute activities that enhance the collection systems awareness and knowledge of Section members.
- D. Actively solicit papers for the Association Annual Meeting on collection system topics.
- E. Organize, or assist in organizing, collection system seminar within the state.
- F. The Collection Systems Committee shall be responsible for submitting nominations for the Collection System Award to the General Awards Committee no later than December 1st.

14.05 MEMBERSHIP COMMITTEE:

- A. There shall be a Section Membership Committee.
- B. The activities of Membership Committee shall be consistent with the objectives of the Association.
- C. The Membership Committee shall consist of the number of members considered necessary to adequately meet the new member recruitment and other functions of the Committee. The Committee should develop and recommend methods of encouraging and sustaining membership.
- D. In recruiting new members, the Committee must always make clear the Association membership options.
- E. The Membership Committee shall plan and execute activities to maintain and increase membership. The Committee shall:
 1. Promote membership services offered by CSWEA/WEF.
 2. Contact employers to promote membership.
 3. Recognize new members at conferences, seminars or meetings.
 4. Enlist current members to identify and mentor potential members.
 5. Provide information on Section and Association committees to new members.
- F. While new member recruitment is a primary function of the Membership Committee, it is also important to check on members who are delinquent in payment of dues. Information on members who have not paid dues shall be furnished by the Executive Director.

1. It is the policy of the Association to encourage individuals in all segments of the water pollution control profession to become members of the Association. Therefore, awards to promote membership may be established in the Section.
 2. Any member of the Association who sponsors Ten (10) or more new members in the Association's ACTIVE, STUDENT, PWO, OR CORPORATE classifications during any calendar year shall receive a suitable award.
- F. The Section Membership Committee in the state hosting the Association Annual Meeting is responsible for organizing the orientation session for new conference attendees and for organizing and staffing a membership information booth. Conference activities are to be coordinated with the Association Local Arrangements Committee.
- G. The Committee Chair shall be a member of the Association Membership Committee.

The Committee duties shall be to:

1. Be a resource for members to resolve any membership problems.
2. Contact non-renewing members to encourage their renewal.
3. Establish and/or conduct member recruitment and retention activities.
4. Implement membership drive activities as established by WEF and the Association.

14.06 INDUSTRIAL WASTES COMMITTEE:

- A. There shall be a Section Industrial Wastes Committee.
- B. The activities of the Industrial Wastes Committee shall be consistent with the objectives of the Association.
- C. Actively solicit papers for the Association Annual Meeting on industrial waste topics.
- D. Organize, or assist in organizing, an industrial waste seminar within the state.
- E. The Industrial Wastes Committee shall plan and execute activities that enhance the industrial wastes awareness and knowledge of Section members.
- F. The Industrial Waste Committee shall be responsible for submitting nominations for the "Industrial Environmental Achievement Award" to the General Awards Committee no later than December 1st.

14.07 LABORATORY COMMITTEE (OPTIONAL):

- A. The Section may create a Laboratory Committee, but is not obligated to. In the event the Section does not create this Committee, the Section Chair will be responsible for soliciting nominations for the Laboratory Analyst Award.
- B. The activities of the Laboratory Committee shall be consistent with the objectives of the Association.
- C. The Laboratory Committee goals are as follows:
 1. To establish and maintain contact with other agencies and organizations in their state relative to laboratory analyst issues.
 2. To obtain a member from those agencies and organizations to serve on the Laboratory Committee.

3. To advise on training issues.
- D. Some of the specific activities that may be undertaken by the Laboratory Committee include:
 1. Annually submit one nominee from the Section for the Laboratory Analyst Award to the General Awards Committee by December 1st.
 2. Coordinating education and training programs with appropriate agencies.

14.08 PUBLIC EDUCATION COMMITTEE:

- A. There shall be a Public Education Committee.
- B. The activities Public Education Committee shall be consistent with the objectives of the Association.
- B. The Committee shall consist of the number of members considered necessary to adequately implement the functions and goals of the Association Public Education Committee.
- C. The Public Education Committee shall plan and coordinate activities to inform the general public and increase their awareness of the importance of maintaining and improving the quality of water resources and of the importance of water quality professionals in maintaining and improving the quality of water resources.
- D. The Committee Chair shall be a member of the Association Public Education Committee.

The Committee duties shall be to:

1. Coordinate and promote Water Quality Awareness Week activities by providing materials and promotional recommendations to the membership of the State Sections of the Association.
2. Be responsible for providing WEF allocated public education brochures (i.e. Water Source Book) and other educational materials to the Section committees.
3. Coordinate, update and implement the use of the CSWEA/IWEA Ten Day Water Curriculum
4. Recommend new programs and/or ideas for the enhancement of public education in water quality protection and the water quality profession.
5. Coordinate and promote public education topics for the Section meetings and/or specialty conferences.
6. Coordinate Section activities relating to: General grade school and high school education programs, especially the Stockholm Junior Water Prize Competition.

14.09 STUDENTS AND YOUNG PROFESSIONALS COMMITTEE:

- A. There shall be a Student and Young Professionals Committee (S&YP).
- B. The activities Student and Young Professionals Committee shall be consistent with the objectives of the Association.
- C. The Student and Young Professionals Committee shall plan and coordinate activities

for the Student Chapters and recent graduates in parallel with WEF and Association S&YP Committee.

- D. The Committee Chair shall be a member of the Association Student and Young Professionals Committee.

The Committee duties shall be to:

1. Develop and maintain communication links between the Sections, the Association and the Student Chapters.
2. Coordinate and promote the development of Student Chapters and provide a liaison with the Association and State Sections.
3. The S&YP Committee shall implement and manage the WEF Student Paper and Student Design competition(s) at the Section level.
4. Support the activities and programs of the Student Chapters.
5. Establish programs for Young Professionals at the Section events.
6. Promote the activation of Students and Young Professionals within the Section.
7. Encourage participation with other S&YP committees from other professional associations.

14.10 SERVICE AWARD COMMITTEE:

- A. The Section may create a Service Award Committee, but is not obligated to
- B. The activities of the Service Award Committee shall be consistent with the objectives of the Association.
- C. The Committee Chair shall be the Section Past-Chair.
- D. The Service Award Committee goals are as follows:

The Service Award Committee shall be responsible for selecting a nominee for the Section Service Award each year. The Committee shall consist of the immediate Past Chair and the Secretary/Treasurer of the Section and the three immediate past Service Award winners if they are available. The Committee will be chaired by the immediate Past Chair. If any of the three immediate past Service Award winners are not available or willing to serve, the Past Chair shall select replacements for them. If available, the replacements should also be past recipients of the award.

The award is given to a member of the Section in recognition of outstanding service particularly as related to the problems and activities of the Section. It is encouraged but not mandatory that a Service Award be presented each year. The Committee shall use the following criteria when selecting a nominee:

1. The nominee shall have provided extraordinary service to the Section. This does not mean that it is necessary for the nominee to have served as an elective officer of the Association.
2. The nominee shall have participated actively in the affairs of the Association with resulting contributions being easily identified because of their outstanding nature. This participation may be in the form of leadership through membership and committee work, presentation of technical papers, and other activities, which enhance the prestige and effectiveness of the Section.
3. Through contributions to the Section and to the water environment field, the nominee

must have demonstrated a high level of professionalism and moral character.

4. The nominee cannot be a current member of the Section Board.

It shall be the responsibility of the Committee to prepare a brief statement indicating the contributions and qualifications of the nominee for the award. This statement shall be submitted no later than February 1 to the Section Chair. The Section Chair shall present the nomination to the Section Board for approval. If the nominee is approved, the Secretary/Treasurer will arrange for a suitable award plaque to be presented to the nominee.

14.11 STRATEGIC PLANNING COMMITTEE:

- A. The Section may create a Strategic Planning Committee, but is not obligated to.
- B. The activities of the Strategic Planning Committee shall be consistent with the objectives of the Association.
- C. The Committee Chair shall be the Section Vice-Chair.
- D. The Strategic Planning Committee goals are as follows:

The Section Strategic Plan shall be developed to provide direction to the Section membership in support of the Association Strategic Plan. The plan will identify specific goals and propose strategies to meet those goals. The Committee shall:

- 1. Propose a mission statement for the Section.
- 2. Develop a strategic plan for the Section.
- 3. Identify internal and external goals and objectives for the Section.
- 4. Propose strategies to implement these goals and objectives.
- 5. Update the strategic plan on a continuing basis so that it remains current.

14.12 PUBLIC AWARENESS COMMITTEE:

- A. The Section may create a Public Awareness Committee, but is not obligated to.
- B. The activities of the Public Awareness Committee shall be consistent with the objectives of the Association.
- C. The Public Awareness Committee goals are as follows:

The Public Awareness Committee shall plan and execute activities that increase the recognition of the Section as a professional organization in the public arena through promotion of our mission statement. The Committee shall:

- 1. Create promotional materials and information about the organization and its members for dissemination.
- 2. Develop press releases related to accomplishments, both as an organization and as individual members.
- 3. Develop a Speakers Bureau and promote its services to local agencies that have an interest in hearing about water quality issues.
- 4. Create an outreach brochure that summarizes the benefits of being a CSWEA member. Have a section specific to the Section benefits.
- 5. Develop a document describing all the committees, what is their purpose and what are they charged with. This will be used to recruit new committee members.
- 6. This Committee will work with other related committees (membership, S&YJ and Public

Relations) to coordinate work activities, increase recruitment of new members and retain present members.

7. Investigate means to improve and take advantage of electronic communication media as a means of improving internal and external communication. Includes Section web page and any list server for the Section.

8. Assume responsibility for the Section display, keep it updated and current. Provide WEF and CSWEA promotional materials with the display. Arrange for it to be on display at all Section functions.

14.13 WATERSHED MANAGEMENT COMMITTEE:

A. The Section may create a Watershed Management Committee, but is not obligated to.

B. The activities of the Watershed Management Committee shall be consistent with the objectives of the Association.

C. The Watershed Management Committee goals are as follows:

The Watershed Management Committee shall plan and execute activities which enhance knowledge and awareness on issues of a regional or watershed nature. The Committee shall:

1. Promote increased understanding on the part of Section members in water quality protection matters and watershed-based solutions.

2. Promote sound science, technology and environmental economics in addressing watershed-based issues.

3. Encourage the active participation of Section members on watershed stakeholder teams.

4. Promote presentations and discussions on the topic of watershed-based water quality protection at CSWEA and WEF meetings and in other appropriate forums.

5. Communicate and coordinate activities with the Government Affairs Committee on matters related to government policy and legislation.

6. Provide input regarding structural mechanism for implementation of watershed based solutions.

15.0 ANNUAL AUDIT and FISCAL INTERNAL CONTROLS:

The accounts of the Section shall be included in the records of the Association and shall be part of the annual audit of the books of account of the Association and all of its Sections in order to prepare an Audited Financial Statement.

15.1 PROCESSING OF RECEIPTS AND APPROVAL OF PAYMENTS:

The Secretary/Treasurer shall be responsible for receiving and depositing funds due to the Section and for the timely payment of payments due. In order to provide for appropriate internal controls, the Secretary/Treasurer shall submit payment authorization vouchers along with copies of the invoices to be paid to the Section Chair for approval, indicating whether the expense is budgeted, the budget account if applicable and the amount due. Upon approval of the Section Chair, payment may be processed by the Secretary/Treasurer. Payment vouchers and approvals may be transmitted via facsimile without need for hard copies. The Secretary/Treasurer shall maintain adequate copies of each transaction, including preparing a second reconciliation copy of each transaction, which shall include a copy of the signed payment voucher, signed check original invoice and any other appropriate

documentation.

15.2 INDEPENDENT RECONCILIATION OF ACCOUNTS:

The Secretary/Treasurer shall arrange for the Executive Director of the Association to receive directly from the Section's bank, monthly bank statements for independent reconciliation. It shall be the duty of the Association Executive Director to reconcile the Section's bank statement and independently assure the Section's accounting of transactions match the bank statement. Upon completion of monthly reconciliation, the Executive Director shall issue a certificate of reconciliation to be placed with the Section's financial records with copies maintained for use during the annual audit of the Association's books. Should the Executive Director detect any errors or irregularities within the monthly bank statement, the Executive Director shall immediately notify the Treasurer, Section Chair and Association President to initiate appropriate accounts on behalf of the Section and Association.

15.3 RECORDKEEPING:

The Secretary/Treasurer shall maintain fiscal records of all Section business and transactions, and prepare reconciliation backup copies of each transaction, including each deposit, fund transfer or payment and payment authorization voucher. The Secretary/Treasurer shall reconcile each bank statement upon receipt each month, and upon completion, forward a copy of the reconciled statement, along with all reconciliation backup copies to the Association Executive Director to aid in the independent reconciliation of the Section's accounts. These reports shall be prepared in a format approved by the Association executive Director. The Association Executive Director shall forward summary reports of the Section's fiscal activities to the Association Treasurer for review. The review process is established by the Executive Director in cooperation with the Section Secretary/Treasurer and subject to the concurrence or approval of the Association Treasurer. The Association Executive Director shall maintain copies of each reconciled monthly statement and backup documentation for completion of the Annual Audit.

15.4 ANNUAL AUDIT:

Copies of the Association Annual Audit shall be provided before the Association Annual Meeting to each member of the Executive Committee and State Section Officers and shall be available for examination by any member of the Association.

16.0 USE OF SURPLUS ASSOCIATION FUNDS:

Priorities for use of funds in excess of ordinary administrative needs shall be in the following order:

- 16.1 Maintain the fiscal reserves of the Section. In the absence of other guidance, the Section reserves shall be kept between \$10,000 and \$15,000. Deviations above or below these

amounts shall be immediately reported to the Executive Director.

- 16.2 Underwriting (i.e. paying for) "one time" or unanticipated Section programs or expenses.
- 16.3 Ongoing support of programs which further the objectives of the Association.

17.0 MISCELLANEOUS ACTIVITIES AT ASSOCIATION ANNUAL MEETINGS

- 17.1 Advertising for separate inspection tours of facilities outside the Annual Meeting area will not be allowed. Solicitations for private tours will be permitted but any trips must be scheduled at times not conflicting with technical, business or scheduled meal functions of the Annual Meeting.
- 17.2 Rooms used for sales promotions will be permitted. Advertising for these rooms will be allowed at only one location which will be in the proximity of the registration area. A blackboard or bulletin board will be provided for this purpose, and will be available to all interested parties.
- 17.3 Sales promotion rooms shall not be open at any time when technical, business or scheduled meal functions of the Annual Meeting are in session. It is required that all sales promotions rooms be closed by 1:00 a.m.

18.0 OPERATIONS CHALLENGE PROTOCOL

The WEF Operations Challenge is an annual event held at the WEF Conference (WEFTEC) to provide interaction between operational personnel. This membership includes Active and PWO members. The Operations Challenge includes timed competitive events demonstrating operational skills.

- 18.1 The Association involvement in this competition shall be regulated by a Challenge Subcommittee consisting of the PWO Representative (chair) and each section's Operations Committee Chair. This sub-committee shall report to the Association Executive Committee.

The Association may field two teams for each competition. The teams consist of four participants and one team manager. Should a team member be unable to attend or participate, the manager will serve as alternate. If a team member is unable to participate and is aware of this prior to September 1, an alternate team member may be selected using the selection procedure listed below.

- 18.2 The selection of team members shall be made using the following selection process:
 - a. Team members shall have been a member of the Association on or before January 1 of the year they are considered.
 - b. The Association's operations and Collection Award recipients shall be given the first opportunity to participate. The current year recipients would be asked first. Should they decline, a representative from their facility may be substituted provided that person also meets the membership requirements as stated above.

- c. Continuity from year to year is of concern and therefore additional participants shall be selected from prior team members. Past participants shall be asked first. If there is a greater number of willing participants than available positions, a random drawing shall be used to select team members.
 - d. Should additional participants be required, a list shall be prepared by the Operations Committee from those considered for awards. A random drawing shall occur to select the necessary Challenge participants.
 - e. Special Consideration: If a team is proposed to represent the Association at the Challenge as a result of winning a local competition, consideration shall be given by the Sub-committee. If it is determined that such a team would be an appropriate representative of the Association, the Challenge Sub-committee may then recommend such representation.
- 18.3 As the Association supports the sections' sponsorship and promotion of local competitions, the winners of such competition will be given special consideration. Should more than one section provide a team from its competition, the selected team will be made from the section most recently hosting the Association Annual Meeting.
- 18.4 The section Operation Committee shall forward participant nominees to the PWO Representative prior to January 1. Confirmation of team participants will be made by the Executive Committee. To facilitate team preparation, all prospective team members, except the award recipients, shall be finalized no later than January 1 so the teams may begin training.
- 18.5 Each January the Executive Committee shall establish a participant stipend to be budgeted for expenses of participants in the Operations Challenge and practice sessions. Team entry fees and uniform costs will be paid by the Association. (Typically \$750 per participant.)
- 18.6 The section shall also provide a stipend to support the section participants in the Operations Challenge. The amount of the stipend shall be determined each year during preparation of the section budget. (Typically \$500 per participant.)
- 18.7 Total stipends from the Association and Sections shall not exceed actual expenses. Expenses must be documented on Association Expense forms with original receipts. The section will only provide stipends for those expenses not reimbursed by their employer or the Association. Each team member shall be required to submit a statement indicating what portion, if any, of their expenses will be reimbursed by their employer. It is understood that reimbursement for expenses will be paid by the employer first, the Association second, and the Section third.

In rare instances, the total stipends available may not be enough to cover all expenses. In that case, the participant may incur cost that cannot be reimbursed. Eligible expenses include, among other things: Airfare and related transportation; WEFTEC registration beyond that

provided by the Association (Expo Only); Up to four nights in a specified hotel(s); Food; and other justifiable expenses. Expenses of the participant only can be reimbursed. Expenses for spouses, friends, guests, etc., and vehicle rentals are not eligible. To determine the eligibility of other items consult the PWO representative.

19.0 ASSOCIATION MAILING LIST AND ROSTER:

The Association mailing list and membership roster shall be maintained for the benefit of the Association in contacting and distributing Association, Section and other relevant information that may be of interest to members. The Association mailing list may be made available to other WEF member associations or similar non-profit educational organizations (such as state operator groups) when requested, for the promotion of conferences and events that may be of interest to our members. Out of respect for our member's privacy, the mailing list will not be provided for any commercial benefit or turned over to entities that may use that list for marketing purposes. The Association membership roster is posted on the web site as a service to members in order to facilitate communication and shall be posted in such a way as to prevent its use for commercial marketing purposes.

20.0 WEB SITE POLICY:

The Association website, www.cswea.org, shall be maintained for the benefit of members and as a tool to disseminate information, facilitate communication and market the Association to interested parties. All content shall be reviewed and approved by the Executive Director prior to posting to the website.

20.1 Advertising may be included on the website in the form of logo ads on appropriate pages of the site. Ads shall only be accepted from companies and businesses with a genuine interest in the water environment field and the Association reserves the right to reject any advertiser.

20.2 The management of the website shall be the responsibility of a Webmaster, who may be appointed from time to time by the Executive Committee under terms and conditions set by the Executive Committee. The Executive Director shall supervise the Webmaster and coordinate and direct all postings, content, updates and removal of content from the website at any time.

21.0 ASSOCIATION LOGO:

The Association logo shall remain the property of the Association and shall only be used to project a positive image of the Association and Sections. The use of the Association logo for any commercial use shall be prohibited.