



*75 Years of Excellence in Environmental
Education & Training*

Officers and Committee Chairs Handbook 2012-2013

RMWEA OFFICERS AND COMMITTEE CHAIRS HANDBOOK

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Key Information for 2012-2013

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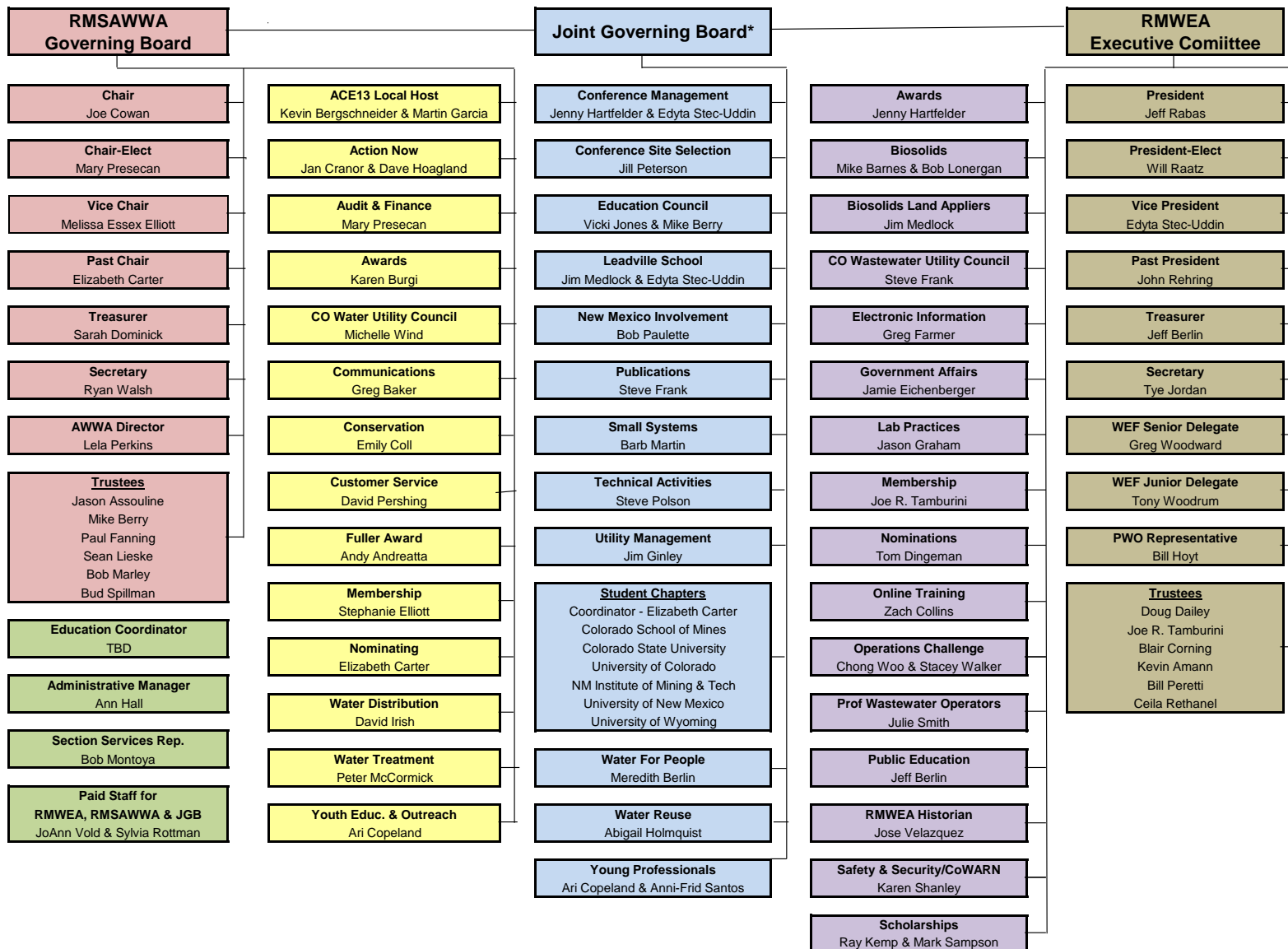
Group	Position	Name	E-mail	Telephone	Company	Address
Officers	President	Jeff Rabas	jeffr@recinc.net	303-833-5505	Ramey Environmental Compliance, Inc.	PO Box 99, Firestone, CO 80520
	President-Elect	Will Raatz	wraatz@ivaiva.com	303-444-1951	JVA, Inc.	1319 Spruce Street, Boulder, CO 80302
	Immediate Past President	John Rehiring	jrehiring@carollo.com	303-635-1220	Carollo Engineers	390 Interlocken Crescent, Suite 800, Broomfield, CO 80021
	Vice President	Edyta Stec-Uddin	Estecuddin@mwrddst.co.us	303-286-3105	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229
	Treasurer	Jeff Berlin	jberlin@carollo.com	303-635-1220	Carollo Engineers	390 Interlocken Crescent, Suite 800, Broomfield, CO 80021
Trustees	Secretary	Tye Jordan	Tye.Jordan@hdrinc.com	303-764-1578	HDR Engineering Inc.	303 E 17th Ave, Suite 700, Denver, CO 80203
	Trustee (term expires 2013)	Joe Tamburini, Jr.	joe.r.tamburini@tetratech.com	303-825-5999	Tetra Tech	1576 Sherman St., Suite 100, Denver, CO 80203
	Trustee (term expires 2013)	Doug Dailey	doug_dailey@urscorp.com	505-855-7500	URS Corporation	8181 E Tufts Ave Ste A - 1100, Denver, CO 80237
	Trustee (term expires 2014)	Blair Corning	bcorning@sacwsd.org	720-206-0463	South Adams County Water & Sanitation District	PO Box 597, Commerce City, CO 80037
	Trustee (term expires 2014)	Kevin Amann	kamann@auroragov.org	303-326-8375	Aurora Water	3151 Nome St. Aurora, CO 80010
	Trustee (term expires 2015)	Bill Peretti	b.peretti@watercontrolcorp.com	303-477-1970	Water Control Corporation	2460 W. 26th Ave. #215-C, Denver, CO 80211-5359
	Trustee (term expires 2015)	Ceila Rethanel	crethamel@whpacific.com	303-458-5550	WHPacific	1536 Cole Boulevard, Ste 150, Lakewood, CO 80401-3400
	PWO Association Representative (expires 2013)	Bill Hoyt	whoyt@csu.org	719-668-4058	Colorado Springs Utilities	PO Box 1103, Colorado Springs, CO 80907
WEF Delegates	WEF Delegate	Tony Woodrum	twoodrum@csu.org	719-668-4058	Colorado Springs Utilities	PO Box 1103, Colorado Springs, CO 80907
	WEF Delegate	Greg Woodward	greg_woodward@stantec.com	303-758-4058	Stantec Consulting Inc.	2000 S Colorado Blvd, Suite 2-300, Denver, CO 80222
	WEF Delegate Elect	Greg Woodward	greg_woodward@stantec.com	303-758-4058	Stantec Consulting Inc.	2000 S Colorado Blvd, Suite 2-300, Denver, CO 80222
RMWEA Committee Chairs	Awards	Jenny Hartfelder	jenny.hartfelder@mwhglobal.com	303-291-2174	MWH	1801 California St, Suite 2900, Denver, CO 80202
	Biosolids	Mike Barnes	MikeBarnes@KennedyJenks.com	303-985-3636	Kennedy/Jenks Consultants	143 Union Blvc., Suite 600, Lakewood, CO 80228
		Bob Loneragan	Bob.Loneragan@tetratech.com	720-931-9310	Tetra Tech	1576 Sherman Street, Suite 100, Denver, CO 80203
	Biosolids Land Appliers	Jim Medlock	medlockj@bouldercolorado.gov	720-940-9658	Boulder WWTF, RRS	4049 75th Street, Boulder, CO 80301
	CWWUC Liaison	Steve Frank	sfrank@mwrddst.co.us	303-286-3465	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229
	Electronic Information	Greg Farmer	gfarmer@englewoodgov.org	303-762-2524	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110
	Finance, Accounting, and Budget	Tony Woodrum	twoodrum@csu.org	719-668-4378	Colorado Springs Utilities	14391 Auge Way, Mail Code 050, Fountain, CO 80817
	Government Affairs	Jamie Eichenberger	jamie.eichenberger@hatchmott.com	303-831-4700	Hatch Mott MacDonald	198 Union Blvd, Suite 200, Lakewood, CO 80228
	Historian	José Velazquez	jose.velazquez@jacobs.com	720-359-3023	Jacobs	707 17th Street, Suite 2300, Denver, CO 80202
	Lab Practices	Jason Graham	jgraham@fcgov.com	970-221-6939	City of Fort Collins	3036 Environmental Dr, Fort Collins, CO 80525
	Membership	Jim Nickolette	jnickolette@mwrddst.co.us	303-286-3347	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229
	Nominations	Tom Dingeman	tom.dingeman@greeleygov.com	970-350-9365	Greeley Water Pollution Control Facility	300 E 8th St, Greeley, CO 80631
	Online Training	Zach Collins	ZachC@WoodmoorWater.com	719-488-2525x13	Woodmoor Water & Sanitation District No. 1	1845 Woodmoor Drive, Monument, CO 80132
	Operations Challenge	Stacey Walker	swalker@englewoodgov.org	303-762-2629	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110
	Public Education	Chong Woo	cwoo@englewoodgov.org	303-762-2655	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110
		Josh Stockwell	josh@fluid-technology.com	303-233-7400	Fluid Technology	1315 Nelson #H, Lakewood CO 80215
	Professional Wastewater Operators (PWO)	Julie Smith	julie.smith@millercoors.com	303-277-5630	MillerCoors Brewing Company	17735 W 32nd Ave, Mail Stop BT410, Golden, CO 80401
	Safety and Security / CoWARN	Karen Shanley	kshanley@enrdsd.org	970-477-5424	Eagle River Water & Sanitation District	846 Forest Road, Vail, CO 81657
	Scholarship	Ray Kemp	rkemp@fcgov.com	970-221-6900	City of Fort Collins Water Reclamation	3036 Environmental Dr, Fort Collins, CO 80525
		Mark Sampson	m.sampson@watercontrolcorp.com	970-221-6900	Water Control Corporation	2640 W 26th Ave, Suite 215, Denver, CO 80211
Joint Committee Chairs	Annual Conference	Dale Butler	dbutler@cmcmdi.com	970-968-2390	Copper Mountain Consolidated Metropolitan District	P.O. Box 3002, Copper Mountain, CO 80443
		Greg Woodward	greg_woodward@stantec.com	303-758-4058	Stantec Consulting Inc.	2000 S Colorado Blvd, Suite 2-300, Denver, CO 80222
	Education Council	Vicki Jones	jonesv@bouldercolorado.gov	303-413-7429	City of Boulder	5605 N 63rd Street, Boulder, CO 80301
		Mike Berry	tw@montrose.net	970-249-3369	Tri-County Water Conservancy District	647 N. 7th Street, Montrose, CO 81401
	Leadville Operators School	Jim Medlock	medlockj@bouldercolorado.gov	720-940-9658	Boulder WWTF, RRS	4049 75th Street, Boulder, CO 80301
		Edyta Stec-Uddin	Estecuddin@mwrddst.co.us	303-286-3105	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229
	NM Membership Involvement	Bob Paulette	robert.paulette@wilsonco.com	505-348-4078	Wilson & Company Inc.	4900 Lang Ave NE, Albuquerque, NM 87109
	Publications	Steve Frank	sfrank@mwrddst.co.us	303-286-3465	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229
	Site Selection	Jill Peterson	jill.peterson@ch2m.com	505-855-5246	CH2M HILL	4041 Jefferson Plaza NE, Suite 200, Albuquerque, NM 87109
	Small Systems	Barbara Martin	barbara.martin@orica.com	303-268-5061	Orica Watercare	33101 East Quincy Ave., Watkins, CO 80137
	Student Chapter Coordinator	Lela Perkins	perkinsls@bv.com	720-834-4233	Black & Veatch	6300 S. Syracuse Way, Ste. 300, Centennial, CO 80111
	Technical Activities (JTAC)	Steve Polson	spolson@ch2m.com	720-286-5376	CH2M HILL	9191 S Jamaica St, Englewood, CO 80112
	Utility Management	Jim Ginley	Jim.Ginley@arcadis-us.com	303-316-6536	Malcolm Pirnie, the Water Division of ARCADIS	100 Fillmore St, Suite 200, Denver, CO 80206
	Water for People	Emily Allen	EmilyAllen@KennedyJenks.com	303-985-3636	Kennedy/Jenks Consultants	143 Union Blvd., Suite 600, Lakewood, CO 80228
	Water Reuse	Matt Hayes	mhayes@crqov.com	720-733-6040	Town of Castle Rock	175 Kellogg Ct, Castle Rock, CO 80109
	Workforce Development	Jamie Eichenberger	jamie.eichenberger@hatchmott.com	303-831-4700	Hatch Mott MacDonald	198 Union Blvd, Suite 200, Lakewood, CO 80228
		Joe Cowan	cowanj@bouldercolorado.gov	303-413-7134	City of Boulder	5050 Pearl St, Boulder CO 80301
	WY Membership Involvement	Bill Mixer	wmixer@caspercollege.edu	307-268-2670	Casper College	125 Casper Dr, Casper, WY 82601
	Young Professionals	Ari Copeland	Acopeland@awwa.org	303-347-6209	American Water Works Association	6666 West Quincy Avenue, Denver, CO 80235
Student Chapters		Anni Santos	anni.santos@tetratech.com	303-825-5999	Tetra Tech	1576 Sherman Street, Suite 100, Denver, CO 80203
	Colorado School of Mines	Bryan Coday	bcoday@mymail.mines.edu	303-884-3448	Colorado School of Mines	civil and environmental engineering, 1500 Illinois st, golden, co 80401
	Colorado State University	Kirk Reimann	kreimann@rams.colostate.edu		Colorado State University	1372 Campus Delivery CSU, Fort Collins, CO 80523
		Deena Garland	deena.garland@gmail.com	720-219-3579	University of Colorado	
	University of Colorado	Graham Duke	graham_duke@colorado.edu	303-919-2900	University of Colorado	
		Kyria Bosma	kyria.bosma@colorado.edu	303-898-0166	University of Colorado	4207 Monroe Drive Apt. D, Boulder, CO 80303
	New Mexico Institute of Mining and Technology	Danielle Shipley	dshipley8@gmail.com	505-350-1898	New Mexico Institute of Mining and Technology	PO Box 2047, 801 Leroy Place, Socorro, NM, 87801
	University of New Mexico	Josh Goldman	JGoldman@unm.edu	505-277-1003	University of New Mexico	
TEAMS		Janet Leavitt	Janet.J.Leavitt@gmail.com	505-610-4410	University of New Mexico	
	University of Wyoming	Emily Huth	ehuth@uwyo.edu	801-440-5361	University of Wyoming	
		Sylvia Rottman	sylvia.r@geteams.com	303-394-2022	TEAMS	2170 S Parker Rd #290, Denver, CO 80231
		JoAnn Vold	joannv@geteams.com	303-394-2022	TEAMS	2170 S Parker Rd #290, Denver, CO 80231



2012-2013 Organizational Chart



KEY
RMSAWWA Governing Board
RMSAWWA Committees
Joint Committees
RMWEA Committees
RMWEA Executive Committee
Staff and Support



*The Joint Governing Board is comprised of RMSAWWA Governing Board and RMWEA Executive Committee members, with the exception of the WEF Junior Delegate and PWO Representative.

2012-2013 RMWEA / RMSAWWA MEETING SCHEDULE

Date	Function	Location
October 11, 2012	RMSAWWA Board Orientation (4:00-8pm)	Great Northern, 8101 E Belleview Ave, Ste E, Denver, CO 80237 www.gntavern.com
October 23, 2012	RMWEA Board Committee Chair Training (4:00-6:00pm)	ECHO Brewing Company, 5969 Iris Parkway, Frederick, CO 80530
November 2, 2012	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Metro Wastewater
December 7, 2012	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Metro Wastewater
January 4, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
February 7-8, 2013	Winter Planning Meeting	TBD - set by RMSAWWA
March 1, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
April 5, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
April 26-27, 2013	RMSAWWA – RMSO Regional Meeting of Section Officers	Texas
May 3, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
June 7, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
June 9-13, 2013	ACE13	Denver, CO
July 11-12, 2013	Summer Planning Meeting	TBD - set by RMWEA
August 2, 2013	RMWEA Board Meeting (9:30am-11:50am) Joint Governing Board Meeting (11:50am-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
Sept 8-11, 2013	Joint Annual Conference	Keystone



Rocky Mountain Water Environment Association
Strategic Planning Goals 2012-2013
Revised July 12, 2012

Time Frame / Category	Actions	Primary / Secondary Responsibility
Short-term (1-2 years)		
Streamlined Planning Documents	Update and/or merge Business & Strategic Plans	John Rehring / Executive Committee
RMWEA 75 th Anniversary	Continue Calendar and web based interviews with past presidents	José Velazquez / Tony Woodrum, Jeff Berlin
Workforce Development	Support Get Into Water	Joint Utility Management Committee / Jamie Eichenberger
Budgeting Process	How to make process smoother	Jeff Rabas / Executive Committee
Membership Appreciation event Spring 2013	How to encourage greater turn out	Will Raatz / Joe Tamburini
	Scholarship program for D level exams	Blair Corning / TEAMS
Additional Paid Staff Support	Where is more help needed	Jeff Rabas / Executive Committee
Long-term (2+ years)		
Marketing RMWEA	Add members to Membership Cmte.	John Rehring / Joe Tamburini + YP support
	Identify and organize 1 or more recruitment events	Trustees
	Increase advertising of awards & RMWEA	Jenny Hartfelder / Blair Corning, Doug Dailey
	Identify specific committee tasks YPs could assist with	All Committee Chairs
Continuing Initiatives (Ongoing activities from previous Strategic Planning)		
Committee chair orientation – October		
Free seminars		
WEF TUs		
Fund TUs for miscellaneous training events		
Webcasting Executive Committee meetings		



Forms

2012-2013



RMWEA Committee Report

Committee Name:		
Date of Report:		Committee Chair:
Next Committee Meeting:		
Activities Since Last Report:		
Upcoming Activities/Future Plans:		
Does your Committee require Executive Committee Action or Involvement? What is it and When?		
Are you Looking for Additional Committee Members? Or other Support?		
Don't forget to update the online RMWEA Calendar and your committee's webpage. Send webpage updates to Greg Farmer at gfarmer@englewoodgov.org.		



RMSAWWA/RMWEA Joint Committee Report

Committee Name:		Committee Chair:	
Date of Report:		Board Liaison:	
Next Committee Meeting:			
Activities Since Last Report:			
Upcoming Activities/Future Plans:			
Does your Committee require Board Action or Involvement? What is it and When?			
Are you Looking for Additional Committee Members? Or other Support?			
Don't forget to update the online Calendar and your committee's webpage. Send updates to jeffr@recinc.net			

**Rocky Mountain Water Environment Association
Expense Reimbursement and Payment Request Form**

Requestor Information

Name _____
RMWEA Position _____
Company _____
Address _____
City, State, Zip Code _____
Phone _____
E-mail _____

Expense Information

Committee _____
Event _____
Date _____
Description _____

Budgeted Expense? Yes or No _____

Explanation _____

Check or Credit Card?: _____

Amount: _____

Payable To: _____

Submit/Mail To: _____

Please attach receipts and invoices on 8.5" x 11" paper and mail/e-mail to:
Jeff Berlin, Carollo Engineers, 390 Interlocken Crescent, Suite 800, Broomfield, CO 80021
jberlin@carollo.com
303-404-6311

Treasurer's Review

Approved By: _____
Check/Credit Card #: _____
Payment Date: _____

**Rocky Mountain Section of the American Water Works Association
& Rocky Mountain Water Environment Association
ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**

Name of the Activity or Event: _____

Date of Activity or Event: _____

IN CONSIDERATION FOR permission granted me by The Rocky Mountain Section of the American Water Works Association (RMSAWWA) and/or the Rocky Mountain Water Environment Association (RMWEA) to participate in this activity or event, I agree to the following terms for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, lack of hydration, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event. These risks are not only inherent to participants, but are also present for volunteers.

I RELEASE, HOLD HARMLESS AND PROMISE NOT TO SUE, the RMSAWWA and RMWEA, including their directors, officers, employees, volunteers, representatives, and agents, and the activity or event holders, sponsors and volunteers, from all damages, claims and causes of action arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or any other damages, claims and causes of action arising out of my participation in the activity or event, including but not limited to my traveling to and from the activity or event AND PROMISE NOT TO SUE THE DESCRIBED RELEASEES regarding the matters described in this paragraph.

I hereby consent to receive appropriate medical treatment in the event of injury, accident, and/or illness during this activity or event. Any costs incurred for such treatment will be my sole responsibility and I will not seek reimbursement from RMSAWWA, RMWEA or any of their directors, officers, employees, volunteers, representatives and agents, the activity or event holders, sponsors, or volunteers.

I understand I may be photographed at this event or activity. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and their assigns.

This Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Print Participant's Name

Signature

Date

Address: _____

Phone: _____

Emergency Contact: _____ Phone: _____

PARENT / GUARDIAN WAIVER FOR MINORS (if under 18 years old, parent or guardian must also sign)

The undersigned parent and natural guardian does hereby represent that he/she is in fact acting in such capacity, has consented to his/her child's or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward to the terms of the Accident Waiver and Release of Liability set forth above. On behalf of the child or ward, the undersigned parent or guardian further agrees not to sue and to save and hold harmless and indemnify each and all of the parties referred to above according to the terms and conditions set forth above.

Print Participant's Name

Signature of Parent or Guardian

Date

RMWEA Committee Budget Request

Committee:
Chairperson:

INCOME LINE ITEMS (Please be specific)

Total Income: \$0.00

EXPENSE LINE ITEMS (Please be specific)

Total Expenses: \$0.00

NET GAIN OR LOSS: \$0.00

Goals and/or Notes:

**Rocky Mountain Water Environment Association
Committee Chair Evaluation Form**

Committee Name: _____

Your Name: _____

Circle the appropriate reply. Your comments are welcome.

1 As an RMWEA Committee Chair, did you know what was expected of you and your committee?

YES / NO

2 Did RMWEA provide you with enough direction and assistance? **YES / NO**

3 Did your committee identify, set, and achieve its goals? **YES / NO**

4 Was participation, or lack of participation from members a problem during your committee meetings? **YES / NO**

5 Do you have any suggestions for improving the level or quality of committee member participation? **YES / NO**

Please give your suggestions:

6. How could the effectiveness of your committee be improved?

Please be specific:

1 How could RMWEA better support you in your role as a committee chair?

2 Are you developing and monitoring someone for a future leadership role on the committee, or within RMWEA? **YES / NO** If yes, please explain below:

3 Did you keep members abreast of your committee's activities by submitting articles and committee minutes to the Publications and/or website? **YES / NO**

4 How much time per month do you devote to RMWEA committee leadership activities? (Answer below)

5 The RMWEA Executive Committee appoints a liaison to act between Executive Committee and your Committee. Were you aware of this? **YES / NO**

6 If so, did you use the services of your liaison? **YES / NO** How could such a liaison be more helpful to your committee?

7 Do you volunteer in any other career-related groups? **YES / NO** If so, how many other groups?

8 What do you personally gain through your RMWEA Committee activities?

9 Other thoughts or comments you want to share:

THANK YOU!



COMMITTEE MEMBER EVALUATION FORM

Committee Name

(required): _____

Your Name

(optional): _____

Please circle the appropriate reply. Comments are welcome.

1. Were meeting announcements sent out in a timely manner? YES NO
2. Was an agenda sent in advance, or in use during the meeting? YES NO
3. Were previous meeting minutes distributed at the meeting? YES NO
4. Meeting location selected by a consensus of the members? YES NO
5. Meeting days selected by a consensus of the members? YES NO
6. Were meetings business-like with good time management? YES NO
7. Did your committee establish goals? YES NO
8. Were most of your committee's goals accomplished? YES NO
9. Has your committee discussed goals for next year? YES NO
10. Did the committee chair solicit ideas/suggestions from
Committee members? YES NO
11. Were tasks delegated in a fair manner? YES NO
12. If tasks were delegated, were they clearly defined? YES NO
13. Did you volunteer for any specific committee tasks? YES NO

If no, why not?

14. Please circle the term, which represents the number of committee meetings you
Attended. ALL MOST SOME NONE

15. Besides your job responsibilities, what kept you from attending?

16. What would make it easier for you to attend your committee's meetings?

17. Why did you join this committee?

18. Did you personally recruit any new committee members? YES NO

19. How satisfied were you with the committee overall? (circle your answer)

VERY SATISFIED SATISFIED NOT SATISFIED

20. What would it have taken to make you 100% satisfied with your committee
experience?

21. What would make your involvement with this committee easier, more worthwhile
and/or more fulfilling?

22. Have you ever chaired an RMWEA Committee? YES NO
What Committee(s):

Do you want your first opportunity, or to chair again? YES NO
Committee Name:

Please complete by July 1, each year and email to the RMWEA President.

[Current President](#)

jeffr@recinc.net

Thank You!!



Committee Member Self Evaluation

The intent of providing this evaluation is to assist each committee member in assessing his/her performance and level of participation on the committee. There is no need to return this survey. It is for your own reflection and thought. Please consider each item carefully and evaluate yourself with this rating you feel best reflects your committee performance. 1 is lowest; 4 is highest.

1 2 3 4
(lowest) (highest)
(Record your rating below)

- I took my commitment to this committee seriously. _____
- I know the goals of the committee. _____
- I attended all committee meetings. _____
- I brought enthusiasm to the meetings. _____
- I notified the committee chair when I was unable to attend a meeting. _____
- I read all correspondence sent to me from the committee chair in a timely manner. _____
- I stayed current on developments affecting my committee and brought those items to the meetings to share. _____
- I responded to the chair in a timely manner when asked to do so. _____
- I came to the meetings prepared and had completed any tasks which I had been assigned from the previous meeting. _____
- I participated in committee meetings with input, ideas and suggestions. _____
- I volunteered for assignments related to committee activities. _____
- I would have done more for the committee if asked. _____
- I feel that participation in this committee was valuable to my career and me. _____
- I feel that participation in this committee was valuable to my employer. _____
- I am committed to seeing the work of this committee continue in the future. _____
- I promoted this committee to others. _____
- I helped to recruit new members to this committee. _____
- I volunteered to be responsible for and complete a committee related task or activity. _____
- I am/was open to new or unconventional ideas. _____
- I demonstrated leadership ability while working on this committee. _____
- I mentored a new committee member. _____
- I feel that serving on this committee was a learning experience. _____
- I enjoyed serving on this committee. _____
- I recommended this committee to others. _____

Score Yourself

Add the ratings you gave yourself, and circle the category into which your score falls.

100-75 Good

74-50 Okay

Below 50 Changes needed

Go back and look especially at areas where you gave yourself a 1 or 2 and target those areas for improvement.

Leadership Assessment

Directions: Read each statement and then assign yourself a rating of 1 to 3, with 3 being a perfect score for each category.

- 1 I have reviewed RMWEA's constitution and by-laws. _____
- 2 I am familiar with RMWEA's Mission and Vision Statements. _____
- 3 I understand how to obtain reimbursement for committee-related expenses. _____
- 4 I will file/have filed a year-end report of committee activities. _____
- 5 I will/have submitted a committee budget request by November 1st. _____
- 6 I know I am not authorized to sign contracts on behalf of RMWEA. _____
- 7 I have spoken/will speak to other leaders within RMWEA to gain insight and benefit from their leadership experiences. _____
- 8 I have read/will read the appropriate RMWEA publications. _____
- 9 I am aware of resources available to me (budget, staff support (i.e., TEAMS), executive committee liaison). _____
- 10 I stay/will stay current on recent developments affecting RMWEA and my committee. _____
- 11 I keep/will keep the membership informed of my committee's activities. _____
- 12 I read/will read all correspondence RMWEA sends me in a timely manner. _____
- 13 I have established/will establish long and short-range goals with my committee. _____
- 14 I gave/will give adequate advance notice of committee meetings to committee members. _____
- 15 I kept/will keep RMWEA Executive Committee advised of meetings and other important committee dates. _____
- 16 I support/will support the decisions of the committee, even if they are not my own. _____
- 17 I will attempt to get new people involved on the committee. _____
- 18 I create a committee environment that allows others to express new ideas. _____
- 19 My greatest leadership strength is: _____
- 20 My greatest leadership weakness is: _____
- 21 I work/will work to improve in areas where I feel I have weaknesses. _____
- 22 I am sensitive to the needs of others. _____
- 23 I give/share credit with others. _____
- 24 I bring/will bring enthusiasm and encouragement to every meeting. _____
- 25 I stress/will stress the **positive**, even when facing a **negative** situation. _____
- 26 I actively seek/will seek ways for my committee to interact with other committees. _____
- 27 I clearly express my expectations of others. _____
- 28 I do not/will not let personalities affect the decisions I make. _____
- 29 I continuously seek/will seek ways to improve my leadership skills. _____
- 30 I actively solicit/will solicit feedback from others regarding my leadership ability. _____

Total your points and record the total here. _____

List action items here:

Committee Annual Summary Report Form

Annual reports are due no later than August 15th . Please submit to the RMWEA President.



RMSAWWA/RMWEA



Database Information Request

Requests for address labels and/or mass emails must be approved by and will be processed by JRAC.

Requestor/Contact Person _____

Organization _____

Address _____

Phone _____ Fax _____ Email _____

Request:

Address Labels _____ Mass Email _____ Date Needed _____

Intended Use: _____

Please identify the intended receivers:

Organization

All _____
RMWEA _____
RMWEA Associates _____
RMSAWWA _____

Location

All _____
Colorado _____
New Mexico _____
Wyoming _____
Zip Code Range From _____ To _____

Other criteria or special instructions (if possible)

The most current contact information will be used. However, the accuracy of the information cannot be guaranteed. Expenses associated with requests will be assessed against the committee budget.

Please return to either:

Elizabeth Carter, RMSAW
Aurora Water
15151 E Alameda Pkwy, Ste 4400
Aurora, CO 80012
ecarter@auroragov.org
Phone: (720)859-4338 Fax: (720)859-4380

Greg Woodward, RMWEA
Stantec
2000 S Colorado Blvd, Ste 2-300
Denver, CO 80222
greg.woodward@stantec.com
Phone: (303)285-4585 Fax: (303)758-4828



GREAT EVENTS/TEAMS REGISTRATION/SERVICES QUESTIONNAIRE

Date_____

Client Name_____

Main Contact_____

Back-up Contact_____

Phone_____Fax_____

E-Mail_____

Meeting_____

Meeting Dates_____

Meeting City/State_____

Location_____

Number of Attendees Expected_____ Number Advance Registered_____

2170 S. Parker Rd #290
Denver, CO 80231
P-303.394.2022 Fax-303.394.3450
E-Mail-joannv@geteams.com
Web-www.geteams.com

REGISTRATION SERVICES			
	Advance	On-Site	Comments
Data entry			<input type="checkbox"/> Process on-site payments received by Workshop Staff
Invoicing			
P.O.s			
Announcements			
Reports			
Alpha			
Financial			
Other			

REGISTRATION CATEGORY IDENTIFICATION						
	Registration Fees	Late Fees	On-site Fees	Badges/ Holders	Ribbons	Other/ Comments
Member *						
Non-Member *						

Additional Information _____

*REMITTANCE TO CLIENT WILL BE MADE: ☐ Weekly ☐ Bi-weekly

INVOICE TO CLIENT WILL BE MADE ☐ Bi-weekly ☐ Weekly

STAFFING REQUIRED?: ☐ No ☐ Yes ☐ On-site Desk ☐ Other _____



Guidelines

2012-2013

Timeline for Committee Chairs

October 1 – Submit list of committee members and contact information to Secretary and President

November 1 – Submit *Standing Rules for Committees* to Secretary and President

November 1 – Submit *Committee Budget Request* to Treasurer and President

December – Budget review at Executive Committee Meeting

February 1 – Submit *Committee Chair Evaluation Form* to the Secretary

July 1 – Request committee members complete the *Committee Member Evaluation Form*

August 15 – Submit *Committee Annual Summary Report* to Secretary and President

Anytime – If at anytime you need more support of the Executive Committee, do not hesitate to contact your committee liaison, the President, or the President Elect.

Helpful Hints for Committee Chairs

When you are chairing a committee:

- Establish contact with your committee members immediately. Let them know who you are. Ask for their input; offer assistance to them in their efforts to serve effectively.
- Give them your communication contact information including phone, fax, and e-mail, and include information about the best time to reach you. If they get frustrated in their attempts to reach you, it will seriously hamper their willingness to be involved with committee projects.
- Offer them options on day/date/location of meetings. Make meetings equally convenient for all members whenever possible.
- Give them something to return to you. It will be an indication of how responsive you can expect each individual on the committee to be and it will get him or her in the habit of communicating with you.
- Follow up by telephone. There is nothing like personal contact!!
- Be clear about what you expect from each committee member after incorporating their input, ideas from the responses and your conversation.
- Include with those expectations a list or schedule of meetings and events. Be sure to forward the committee's schedule to RMWEA Webmaster and editors of Rumbles and Rumbles Lite.
- Profile key jobs you will need done and ask for volunteers. Always project what you believe will be a "fair" estimate of time involved to participate.
- Please be aware that you are to receive approval from the Association Treasurer if you request a project from TEAMS and there is a fee involved.
- Use workgroups or subcommittees to divide up tasks. Small groups can accomplish big tasks.

When you have a new member of the committee attending their first meeting:

- Let them introduce themselves.
- Send a thank you to their boss if appropriate.
- Sit them close to you during the first meeting. Make sure others include them.

Some ideas on what can you do to recognize committee members:

- Recognize committee members in the RMWEA publications. Do committee member profiles.
- Consider giving a recognition plaque or certificate to one committee member who has "gone above and beyond the call of duty" to further the missions of the committee and RMWEA. Call the recognition a "Committee Service Award" (?)
- Consider the feasibility of listing committee members in the annual conference program.
- Recognize committee members with a special ribbon at the annual conference.

GUIDELINES FOR CHAIRING A COMMITTEE MEETING

The success you achieve as chair of the committee will depend largely on your ability to preside and guide the meetings of the committee to a definite goal. The following guidelines should assist you in reaching that goal.

- **Begin and end the meeting on time!**
- Work from a **written agenda that includes a statement of the purpose/reason for the meeting**. Include your committee's charge on the agenda. This way, your discussions are better able to stay focused.
- Review the committee's objectives relative to the objectives of the association.
- Be certain committee members receive all information relating to issues on the agenda, both pro and con. Try to get information to members prior to the meeting.
- Keep a low profile while taking charge of the direction of the meeting. Ask questions or bring up ideas to stimulate discussion and motivate interest.
- **Keep the meeting moving...interest lags when action lags...** Get as much participation as possible. Keep responses short, and get to the point.
- Speak clearly. If you can't be heard, you can't exercise control.
- Insist on order. You may find it helpful to always use proper parliamentary procedure as a means for maintaining order.
- Talk to the group, not to individuals.
- If you have member who is disruptive or monopolizes the conversation, take a short break and speak with that person. Enlist them to help you listen to others...take notes, etc. This makes the person feel important to the process, but also allows others to participate.
- Make sure each person taking the floor speaks clearly. Sum up what the speaker has said, entertain discussion, and obtain a decision.
- Control discussion that appears to be going nowhere by recommending further study and identifying members who will work on a study.
- Retain control, but don't stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining a consensus, then move on.
- Don't argue with the individual who has the floor. Ask questions if you disagree, but remember, as presiding officer, you should remain neutral.
- If you have a comment, ask for the floor as a participant.
- Ensure that adequate minutes are kept of each meeting and that they are distributed to each committee member. *Ask your vice chair or another member to take minutes.* As chair, you will find it difficult to chair the meeting, facilitate discussion and take minutes all at the same time.
- Check at the end of the meeting to see if members feel that all relevant subjects have been adequately covered. If you are out of time and a topic has not been discussed, assure your members that it will appear on the next agenda...and be certain it does.
- Thank members for their participation.

Integrating New Committee Members

Seek new committee members constantly. New ideas and fresh approaches can revitalize a committee. However, how you integrate those individuals can be key to whether they become a contributor or whether their membership is short lived.

When you have a new member of the committee attending their first meeting:

- Give them time on the agenda to introduce themselves.
- Make sure they have a name badge and others do too!
- Let them introduce themselves.
- Send a thank you to their boss, if appropriate.
- Sit them close to you during the first meeting.
- Make sure others include them.
- Assign them a buddy.
- Follow up with them after the meeting.
- Ask them what they liked.
- Ask them what they didn't like.
- Ask them what they would do differently.
- Invite them back.

GUIDELINES FOR COMMITTEE MEMBERS

The role a committee member plays is an important one. The success of the committee depends on the contributions made by each of its members. Consider the following suggestions as you approach your role in committee participation.

- Study the agenda carefully before you come to the meeting. Ask for clarification if any items are unclear.
- Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
- Determine what the exact purpose of the meeting is and decide in advance how and what you will contribute to it.
- Keep your replies short and to the point.
- Speak in a voice everyone can hear. Wait until you have the attention of all the committee members before you begin your remarks. The presiding officer should ensure that a desirable atmosphere exists.
- Speak to the entire group.
- Repeat remarks if you think they weren't heard.
- If your remarks are lengthy or involved, sum them up at the end of your discussion.
- Don't hesitate to comment, criticize constructively, or disagree. Know your subject and ask for support from members who believe as you do.
- If you disagree with the speaker, make your comments at the proper time. If you have a comment, ask for the floor rather than joining in aimless group discussion. If what you have to say is a genuine contribution and really does make a difference, don't let it get lost in confused conversation.
- There may be dissenters on some subjects. Ask them to summarize their convictions in a direct statement. This permits a more thorough examination of an idea that could be highly constructive when completely understood.
- Hurriedly passed motions usually don't receive the consideration they deserve. Better to table them until the next meeting, when they can be discussed in detail, than to pass a motion you might later regret.

(Source: Getting Involved: The Challenge of Committee Participation, published by the American Society of Association Executives)

Standing Rules Model
Suggested Form of Standing Rules
For Standing Committees of the RMWEA

Note: This form will serve to enhance committee organization and create uniformity in the development of standing rules for all committees. The existing wording that already appears in this model is required (not necessary verbatim, but in intent) and may be revised subject to the desire of the Standing Committee. Please add to this standing rules model, as your committee deems necessary. Thanks!

(Insert Committee Name Here) Committee of the Rocky Mountain Water
Environment Association

STANDING RULES

1.0 Mission Statement

1.1

2.0 Objectives

2.1

2.2

2.3

2.4

2.5

3.0 Membership

3.1 The membership of the Committee shall be a Chair, Vice-Chair, Secretary, and other members the Chair so decides.

3.2 The Association President shall appoint the Chair and Vice-Chair (if required) of the Committee to a one year term within thirty (30) days after the annual business meeting.

3.3 No Chair shall serve more than _____ years.

3.4 The Chair (including any Committee member) shall have the right to attend meetings of the Executive Committee with full privilege of discussion on matters involving the work of their Committee.

3.5

3.6

4.0 Duties and Functions

4.1 Chair

4.1.1 General supervision of the affairs of the Committee.

4.1.2 Preside over Committee meetings.

4.1.3 Appoint sub-Committees as required.

4.1.4 Submit an annual summary report to the Association Secretary by August 15th of each year.

4.1.5

4.1.6

4.2 Vice-Chair

4.2.1 Serve as acting Chair at Committee meetings and Executive Committee meetings when the Chair is unable to attend.

4.2.2 Attend sub-Committee meetings as directed.

4.2.3

4.2.4

4.3 Secretary

4.3.1 Prepare and distribute the minutes of all meetings in a timely manner.

4.3.2 Maintain historical and current records of the Committee, and coordinate the archiving of such files with the Association Secretary as necessary.

4.3.3

4.3.4

4.4

5.0 Operating Procedures

- 5.1 The Committee shall comply with all procedural requirements established from time to time by the Executive Committee.
- 5.2 The Committee shall hold such meetings as it deems necessary to carry out its functions. All interested parties, including the Executive Committee, Board Liaison, and active Committee members shall be notified of the time, place and agenda at least two weeks prior to a Committee meeting.
- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Executive Committee.
- 5.4 All matters of decision by the Committee shall be decided by majority vote of members present.
- 5.5 The Committee shall submit to the Association Treasurer an annual Committee budget (no later than November 1st of each year) following the guidance, policies, and procedures of the Association Executive Committee. All financial transactions (income and expenses) will be coordinated in a timely manner through the Association Treasurer. The Committee may not retain an independent bank account unless authorized by the Executive Committee.
- 5.6
- 5.7
- 5.8

6.0 Board Liaison

- 6.1 The Association President shall appoint a Board Liaison to the Committee within thirty (30) days following the annual conference business meeting.
- 6.2 The Board Liaison shall attend when possible Committee meetings and serve as a representative to the Executive Committee.

7.0 Amendments

- 7.1 Amendments to these standing rules may be proposed by a majority of the Committee. All proposed amendments shall be considered adopted with the

approval of the Executive Committee.

Acceptance By Committee _____ Date _____
Chair

Approved By RMWEA _____ Date _____
President

Please complete by November 1, of each year, and mail or fax to the Association Secretary. Secretary's Mailing address:

Fax:

Annual Committee Budget Request

Why does RMWEA ask for an Annual Budget Request from each committee chair?

The RMWEA operating budget is subject to approval at the December meeting of the Executive Committee. In order that total revenues and expenditures may be adequately evaluated, each committee is asked to prepare a budget demonstrating that the committee has evaluated its program(s) and activities and considered anticipated income s and costs of their activities.

It is important that committees plan for end of year balances where revenues exceed expenditures. Committees must develop budgets without “excess frills”, but do provide for necessary program funding. An honest budgetary appraisal from each committee allows the Executive Committee to make informed decisions.

It is expected that committee budgets be developed which foresee most incomes and costs. Include, but do not limit yourself to the following items:

- Income/expenses related to seminars or other activities.
- Committee meeting expenses.
- Committee mailings.
- Printed materials to be distributed to committee members.

The Executive Committee will review all budgets in November and December. The final budget shall be prepared by the end of December and distributed to committee chairs in early January of each year.

What if the chair must request modifications to the budget during the year?

RMWEA committees must remain fiscally sound and stay within their approved budgetary constraints. Expenditures of RMWEA funds shall not be made without first having determined that funds have been budgeted and are available to cover expected expenditures.

Requests for amendments to RMWEA Committee budgets shall be made, in writing, to the Executive Committee through the Treasurer. If a Committee budget shortfall is foreseen and/or an unplanned activity is proposed, the request shall be prepared and submitted to the Executive Committee for review and consideration. The Committee Chair, or designate, may be requested to present the amendment request, in person, to the Executive Committee. Timing submittal of the written request is crucial to assuring Committee representation at the next “scheduled” Executive Committee Meeting. The Treasurer shall add Committee budget requests to the Executive Committee Agenda for consideration.

What if the Chair has questions about the budget?

Contact the RMWEA Treasurer

Annual Committee Report

Why does RMWEA ask for an Annual Committee Report from each committee chair?

As an RMWEA Committee Chair one of your responsibilities is to submit an Annual Report to the RMWEA President. This report serves a variety of purposes.

- Your report will be made available to members at the annual business luncheon meeting. They will also be posted on the Association's website. Highlights will be published in Rumbles or Rumbles Lite.
- As a non-profit association, we must document our activities in the event we are ever challenged as non-profit and tax exempt.
- Your report is a motivator for your committee members to see their efforts recognized and published. Sometimes progress may seem slow, but when you put the package of activities together in report form, they see all that has been accomplished and return to the committee the following year with renewed interest and intent.
- Publishing an Annual Report or posting on the Association's website can help in recruiting new committee members. Perhaps your report mentions a goal or an activity that is of interest to the reader and they will be motivated to join your group.
- Your report may detail an activity, that relates to a recent job assignment or job change, which a member is experiencing. They now have an additional source of information and point of reference.
- Your report serves as a starting point from which new committee chairs and officers can build upon past accomplishments and establish new goals.
- Committee activities and future goals can be reviewed and coordinated by the Executive Committee to assure consistency.
- Your report serves to identify opportunities for increased coordination and cooperation with other committees.

RMWEA's SUCCESS THROUGH SERVICE PROGRAM

Success Strategies for Committee Members

1. **Stay Organized.** Have a three-ring binder or accordion file folder where you keep all committee-related correspondence. Use category tabs or important projects and information such as Meeting Minutes, Committee Lists, Seminar, To Do, Correspondence, Ideas, etc.
2. **Schedule Time.** Set aside a block of time at the same time each week which you dedicate to committee work. Spending fifteen or thirty minutes a week will keep you from being overwhelmed when your portion of a project is due. As you receive correspondence related to your committee activity, put it aside to read and/or do during that dedicated time. Committee meeting schedules are usually set early in the year. Please put the dates into your professional calendar and make every effort to attend.
3. **Attend the Meetings.** Arrive on time and stay for the entire session. If you cannot attend, read the minutes so you are “up-to-speed” for the next meeting.
4. **Assume Responsibility.** Be prepared to accept your fair share of committee work. If you have time, location or other constraints, please let your chairperson know in advance so special consideration to your participation can be arranged.
5. **Maintain a “Can Do” Attitude.** Encourage other committee members to do the same.
6. **Follow Through.** If you have volunteered for a task or been drafted for one, follow through. The success of others depends on your holding up your responsibility.
7. **Accept Responsibility.** If you bite off more than you can chew, let your chairperson know right away so they can get you help or make other arrangements. Waiting till the last minute sets the whole committee up for failure.
8. **Cooperate.** Negativity causes delays and frustration.
9. **Be Tolerant.** Diversity of opinion makes committees stronger.
10. **Be Open to New Ideas.** Try not to say, “We’ve always done it that way”. Continuous improvement is a process, which requires on-going self-assessment and evaluation.
11. **Take Personal Responsibility for Recruiting New Committee Members.** Invite an associate or co-worker to attend the next meeting with you and get them involved.
12. **Take Credit.** Committee work is usually “over and above” what you’re required to do for your job. It’s okay to take credit for it. Make sure the people you work for and with know about your involvement.
13. **Enjoy Your Committee.** Workgroups and committees often present a chance to get involved in activities you wouldn’t normally be exposed to on your job. Opportunity lives in committees.
14. **Network.** It’s ok to “use” other committee members. Networking is learning how to use other people professionally. “It’s not what you know, but who you know” is as true in today’s business environment as it ever has been in the past.
15. **Mentor.** Allow others to “use” you and your expertise. Knowledge and skill are magnified a hundred fold once you share them with, or teach them to someone else.



January 03, 2003

General Policy and Procedures for Use of AWWA and WEF Databases

- RMSAWWA and RMWEA will abide by and adhere to each national organizations respective privacy policies and procedures in use of any and all database information.
- RMSAWWA and RMWEA will designate a minimum of one person from each organization to review the request for use of information in the database (i.e., designees). Requests for information from any database will be processed by the person(s) having access to the organizational databases.
- AWWA and WEF databases will be accessed and queried according to organizational policy and procedure and will not be merged. Databases will be maintained separately by the designated person(s).
- Criteria will be developed by which requests will be evaluated and approved. Those criteria will constitute the General Policies for Use of the Rocky Mountain Section's AWWA database, the Rocky Mountain Association's WEF database and the Rocky Mountain Water Environment Associate Member's database.

General Procedure for Requesting AWWA and WEF Database Information

- Any request for use of information from the databases shall be submitted on a designated form to the appointed designees.
- Request forms shall be completely filled out. No requests will be reviewed unless all information is included on the form from the requestor.
- Requests for information will generally be responded to within one (1) week from submission.
- Approved requests shall be processed by the appointed designees or will be forwarded to the designated entity (such as TEAMS) for processing of the request.
- Administrative expenses associated with requests such as printing, copying, folding, envelopes, postage, etc. shall be the responsibility of the requestor.

General Criteria for Approval of Database Information Requests

- The intended use for the request shall be in conformance with the general Mission and Vision of both member organizations.
- Requests will not be accepted from “for-profit” organizations.
- Requests from external, “non-profit” organizations will be reviewed on a case-by-case basis, and a fee may be assessed for costs associated with delivering the information.
- Information given to a requestor is given in trust, should only be used for its approved purpose, and will not be shared with any other party without permission of the appointed designees.
- The decisions of the designees are final. A decision may be appealed to the executive committees of each organization. Such requests must be made in writing and will be reviewed at the next regularly scheduled joint committee meeting.



POLICY REGARDING ALCOHOL SERVICE AT RMSAWWA FUNCTIONS

Issue Date: January 5, 2007

Revision Date:

Purpose

During the course of their activities, RMSAWWA officers and committees conduct meetings, seminars, training sessions, etc., at locations throughout the states of Colorado, New Mexico and Wyoming. The purpose of this policy is to provide guidelines for events sponsored/hosted by RMSAWWA, whereby alcoholic beverages may be served after meetings, seminars, training sessions, etc., or during a dinner setting, associated with RMSAWWA activities.

Policy

Any RMSAWWA committee and/or officer may conduct meetings, seminars, training sessions, etc., to support the purposes of the committee and/or RMSAWWA. When an event is held at which alcohol will be served, the RMSAWWA will limit itself to the role of “hosting” such an event and will not actively participate in the role of serving alcoholic beverages to those in attendance. All alcoholic beverages served at, or after, any event sponsored by RMSAWWA must be served by a third party (i.e., the hotel or catering company) bartenders experienced and trained in the proper dispensing of alcoholic beverages and in such a manner as to be in strict compliance with the applicable state laws regulating the sale and service of alcoholic beverages. RMSAWWA shall obtain a copy of the certificate of insurance from the hotel or catering company prior to the event. All catering shall be done in conformance with the RMSAWWA contracting policy.

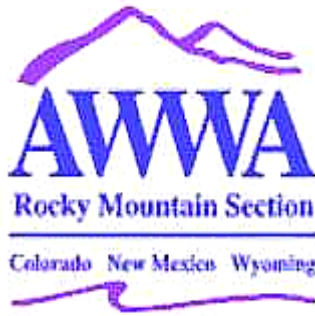
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RMWEA

2170 S. Parker Road

Suite #290

Denver, CO 80231



Joint Education Council: **Committee Chair Critical Information Packet**

Welcome and thank you for volunteering as a Committee Chair in the Rocky Mountain Section of the American Water Works Association (RMSAWWA), the Rocky Mountain Water Environment Association (RMWEA) or the joint associations. These organizations are local sections that work on behalf of their national organizations to fulfill the mission of each association as well as the local organizations. This packet contains information to help you understand the role of the organizations and accomplish committee goals.

Committee Chairs will be given an organization **Handbook** at the October Orientation Meeting. Become familiar with the handbook as it contains valuable information including Board and volunteer contact information, policies and procedures, and the bylaws and strategic plan. Contact the Treasurer if you need a handbook. Handbook files are also available on the appropriate website (www.rmsawwa.net, www.rmwea.org).

Time Commitment for Committee Chairs

- Committee meetings – Frequency determined by the Committee Chair based on need.
- Monthly Board meetings – RMWEA, RMSAWWA, and Joint Governing Board (JGB) meetings are generally held monthly. The RMWEA meets two hours in the morning followed by the JGB usually meeting for one hour. The RMSAWWA Governing Board meets for 2 hours in the afternoon. All committee chairs are encouraged to attend as many of their executive board meetings as possible. Chairs of joint committees are encouraged to attend as many JGB and Executive Board meetings as possible. Attending board meetings is a good way to become familiar with board members and how the organization functions.
- Winter and Summer Planning Meetings – Committee Chairs are expected to attend both of the two-day meetings. Professional training is conducted

during the two day Winter Planning Meeting and Strategic Planning is conducted during the two day Summer Planning Meeting.

- Joint Education Council (JEC) Meetings – Typically held during the Summer and Winter Planning Meetings. Committee Chairs who conduct educational events are expected to attend. The meetings typically last 1.5 hours.
 - Event planning and execution – Time commitment depends on how many events are held and how much work is delegated.
 - Reporting – Varies, but typically less than 1 hour per report. Reporting requirements include preparing minutes after each committee meeting, monthly committee reports to the Board, and an annual report.
-

General Tips for Committee Chairs

- Select a Vice Chair and share this document with him/her so they are prepared to fill-in in the chair's absence.
- Delegate tasks to willing committee members to ensure each member feels valued and spread the work around. (i.e. someone to apply for TUs, someone to find training locations).
- Budget - due in November – refer to the previous year's budget and confer with the committee liaison to set the annual budget being sure to take the committee goals in mind. Budgets should include anything that will not be covered by event registration fees (i.e. teleconferencing for meetings, appreciation for committee members, compensation/travel for training events) as well as expected overall event expenses.
- Attending board meetings, planning meetings and activities are great ways to get to know more about the organization functions, people in the organization, and understand the role of the committee in the organization.
- Training Committees – commit to high quality excellent training options.
- Share the Tax Exempt form with any committee members making purchases on behalf of the committee and/or organization.
- Don't be afraid to ask for help – everyone on the Executive Committee is approachable and wants committee chairs and committees to succeed.
- Utilize paid staff where possible.

Suggestions for Planning Educational Events

Some recommendations for planning workshops or seminars are outlined below. In addition, the JEC is a good resource for sharing ideas and tips.

1. Event Budgeting and Expenses

a. Budgeting

- i Estimate expenses (i.e. registration, training unit (TU) approval, site fees, printing, supplies, refreshments, door prizes, speaker appreciation).
 - ii Set registration fees to meet expenses plus a little more to cover other expenses the committee may have through the year.
 - iii Offering different “member/nonmember” and “early/late” registration fees is highly recommended.
- b. Expenses
 - i **Contracts (i.e. catering, site, registration, services, etc.) can only be signed by the RMSAWWA or RMWEA Treasurer.**
 - ii **Use the tax exempt certificate** when making purchases in Colorado. Inform committee members making purchases on behalf of the organization about this.
 - iii Expenses that can be invoiced – an invoice can be sent directly to the organization’s Treasurer. Be sure the Treasurer knows which committee to debit/credit the expense to.
 - iv All expenses incurred personally for official organization business can be reimbursed by the organization (i.e. TU approval, printing, refreshments, door prizes, tokens of appreciation).
 - The Expense Reimbursement Form should be submitted via email as soon as possible following the expenditure/event. Allow 1-2 weeks for receiving reimbursement.

2. Scheduling and Registration

- a. Scheduling
 - i Setting a predictable training schedule is strongly encouraged whether offering one or multiple training events each year. (i.e. the second week in May in Steamboat Springs, the third week in March in the Denver Metro area).
 - ii When selecting a date to hold an event, be sure to check the organization’s web calendar as well as other training entities such as the Colorado Department of Public Health and Environment’s (CDPHE’s) Advanced Operator Training (www.dwepttraining.org/); OCPO (www.ocpoweb.com); Rural Water (www.crwa.net), RMWEA (www.rmwea.org) to avoid conflicts with other events.
- b. Event Registration
 - i Event registration can be handled by the committee or paid staff (TEAMS). Assistance from paid staff is encouraged to help reduce the workload on the volunteers.
 - ii The cost for TEAMS to handle event registration is approximately \$9.00 per registrant
 - iii Costs associated with utilizing TEAMS must be previously budgeted and approved. If costs were not previously budgeted and approved, the Committee Chair needs to contact the Treasurer to see if a budget amendment is necessary.
 - iv If utilizing paid staff for registration, notify them of the event at least 3 months in advance; earlier if paid staff is also assisting in event site selection.
 - v Anticipate late registrations.
 - Bring a receipt book or record billing information if paid staff is handing registration
- c. Our policy allows for sharing contact information for registrants. Include an “opt-out” option for attendees on the registration form or sign in list.

3. Advertising

- a. RMSAWWA/RMWEA Training Calendar - All events must be posted on the organization's calendar at www.rmsawwa.net or www.rmwea.org as early as possible
 - i Username: 2010comm; Password: 2010
 - This will change each year.
 - ii Contact Ann Hall for login username and password assistance.
 - iii Once you log in, the step-by-step directions for posting the event to the calendar are easy to follow.
- b. Website
 - i RMSAWWA - Contact Ann Hall to post an announcement of the event (along with the registration form) on the organization website at least 6 weeks prior to the event.
 - ii RMWEA – Contact Greg Farmer
- c. E-Rumbles - An announcement of the event should be included in E-Rumbles (published the first day of each month).
 - i The deadline for submissions to be included in E-Rumbles is the 25th of the month before publication.
 - ii Use the link on organization website to submit E-Rumbles request.
 - iii Include the link to the appropriate website's Training and/or Calendar in the E-Rumbles announcement.
- d. Rumbles is RMSAWWA's and RMWEA's joint publication. The deadline for submissions is the end of the month two months prior to publication. Submissions should be sent to the Rumbles Editor listed on the roster.
- e. A dedicated e-blast can be sent out if registration is low or as a reminder about two weeks prior to the event. Email the E-Rumbles editors listed on the roster. No attachments can go out with the email so refer to a contact and link to the website for registration materials.

4. Training Units (TUs) – Colorado Only

- a. Whenever possible, TUs should be offered for educational events. Requests for TU approval are submitted through the Operator Certification Program Office (OCPO) (www.ocpoweb.com).
- b. Staff at OCPO will issue a login script and help with posting, if needed.
- c. Posting the number of TUs awarded in the event announcement will attract Operators to register. Start early as the approval process can take up to 4 weeks.
- d. Materials needed to submit for TUs include:
 - i Event timetable (start and stop for each segment including breaks) with topics and speakers – no other details. This can be copied from a separate file or typed into the appropriate block in the submittal form.
 - No TUs will be awarded for breaks but they must be included.
 - ii Detailed outline of presentations (including speakers) attached as a file (pdf or Word).
 - iii Brief biography of each speaker attached as a file (pdf or Word).
 - iv Example of the certificate of completion attached as a file (pdf or Word)

- v Read instructions and follow directions carefully. Several useful examples and the certification matrix is essential in determining how many and in what area TUs should be requested.
- e. TU submittal cost - \$50 per request charged to a personal account. This cost is reimbursable by the organization.
- f. Other notes
 - i Committee members and speakers must register to get TUs with one exception - Speakers can get TUs free once each year for each event they present at without registering.
 - ii TU certificates should be given to all eligible attendees. Giving Wyoming and New Mexico participants Colorado TU certificates will help them get TUs/CEUs in their state.

5. Printed materials

- a. TEAMS can arrange for printed materials (slide presentations, event evaluations, etc.). They need a CD of the materials in order to provide a quote for the service. The process can take 3 weeks and you have to arrange to pick-up the materials.
- b. Other printing options include FedEx Kinko's or other printing agencies. Costs range from \$0.08 – \$0.10 per page. Remember to use tax exempt certificate (Colorado only).
- c. Remember to budget for anticipated printing expenses when setting registration fees.

6. Location

- a. TEAMS can help identify potential locations to hold the event.
- b. Costs associated with utilizing TEAMS must be previously budgeted and approved. If costs were not previously budgeted and approved, the Committee Chair must request a budget amendment. Contact the Treasurer for assistance.
- c. Free options to consider:
 - i Municipality with large training room.
 - ii VFW or American Legion is usually free and can cater drinks and snacks for a fee.
 - iii REI – downtown Denver.
 - iv Government agencies (CDPHE, DRCOG, NETI, Federal Center).

7. Follow-up

- a. Write a report for inclusion in the committee's monthly report to the Board.
 - i Summarize the event, including number of attendees.
 - ii Ask participants to evaluate the event and summarize responses.
 - iii Summarize financial impact, including income and expenses.

Some Guidelines for Seminar Planning

- Make sure that the venue that has been selected for the seminar can accommodate the anticipated number of attendees. Seminar attendance has increased considerably since the Colorado plant operator certification has returned and training units are required.
- Be sure that all seminar income and expense receipts are delivered to the Association Treasurer in a timely manner. Adequate paperwork on all expenses must be given to the Treasurer before an invoice can be paid.
- If you should coordinate a seminar through TEAMS, please follow the suggestions and recommendations that they may offer.
- Please be sure that the Greg Farmer (Webmaster) has received an announcement about your seminar well in advance of the seminar date. Similarly, if you wish to place an announcement in Rumbles or Rumbles Lite, please be aware of the publications "cutoff" dates for receiving such announcements.
- The Association encourages committees who are coordinating a seminar to include a seminar booth as a means to further promote their committee and the RMWEA. Coordinate with the Membership Committee.
- Please note that the RMWEA is a not-for-profit organization that does have sales tax exempt status in all three states. Be sure that you communicate with the Association Treasurer on what information you will need to present to a hotel as you plan for a seminar and prior to signing any contract.
- When opening your seminar, please help to promote your committee and the Association by announcing any upcoming activities that may be of interest to the group. If you expect a high number of non-RMWEA members will be attending the seminar, include the Membership Committee in your plans.
- Make sure that as you prepare for a seminar, that you are very clear on the policy for cancellations and/or refunds. Check with the Association Treasurer if you need to.
- If you wish to have a recap of seminar income/expenses, the seminar coordinator should contact the Association Treasurer. The availability of information will be largely dependent on the timely billing of the seminar facility and submittal of invoices to the Association Treasurer.
- Make sure that you do not "over or under guarantee" the number of seminar meals. Many hotels will automatically guarantee and set for 5-10% over the projected number of attendees. Try to get an accurate accounting of the projected number of attendees and let the hotel know early enough if the "count" should change.

A Few Seminar Success Tips

- Collect complete communication information on seminar speakers including office phone, car phone and pager numbers in case you need to reach them in a hurry. Get their home telephone number in case the program is canceled due to weather or emergency situations at the seminar site.
- Contact the seminar speakers several times prior to the seminar to make sure they are on track with their planning and scheduling. It has happened before where speakers forgot to show up. Also, try to send each speaker a "*speaker's packet*" that gives them helpful information for preparing their presentation.
- Duplicate handout material in advance. Some speakers have brought materials and expected the hotel to make hundreds of copies. The hotel is a hotel, not a copy center and has charged the Association an enormous fee for copies.
- Order all audiovisual equipment in advance. If you have it available through your place of employment and can bring it to the site, which would be great. Sometimes speakers will opt to bring their own equipment too. Some hotels charge handling fees over and above rental fees, which greatly increase costs and impact seminar profitability.
- Give speakers a contact person complete information on how to contact you or your designated committee person including a home telephone number in case of illness, emergency or car trouble on the morning of the seminar. Murphy's Law is alive and well on seminar days!
- Have a Plan B. Arrange for an alternate presenter to be standing by in case one of your speakers does not show.
- Arrive at least one hour prior to your seminar. Give enough advance time you can solve the most common seminar problems at the site. If there are problems, go to the catering office, banquet services or the front desk for assistance.



Joint Policy and Procedures Manual 2012-2013

POLICIES AND PROCEDURES MANUAL

For Joint Functions of

**Rocky Mountain Section
American Water Works Association**

And

**Rocky Mountain
Water Environment Association**

September 2012

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I. INTRODUCTION

This Joint Policy and Procedures Manual is intended to document general policies and procedures for joint activities of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA). This manual should be reviewed periodically by an ad-hoc committee created specifically for the purpose of recommending changes and/or updates. The ad-hoc committee should be comprised of current and/or previous RMSAWWA Board members and RMWEA Executive Committee members.

II. JOINT GOVERNING BOARD

A. Composition

The Joint Governing Board (JGB) shall consist of the RMSAWWA Chair, Past Chair, Chair-Elect, Vice Chair, Treasurer, Secretary, Director, and Trustees; and the RMWEA President, Past President, President-Elect, Vice President, Treasurer, Secretary, Senior Delegate, and Trustees. Therefore, the Board shall consist of 26 members (i.e., 13 members from each organization). The responsibility for chairing JGB meetings shall alternate between the two presiding officers, with the RMSAWWA Chair chairing in even numbered years and the RMWEA President chairing in odd numbered years. Similarly, the Secretary of the JGB shall be the RMSAWWA Secretary in even numbered years and the RMWEA Secretary in odd numbered years. JGB positions shall change immediately after the Joint Annual Conference, which is typically held in September of each year.

B. Responsibilities

The JGB shall meet formally at least three times a year to discuss matters of joint interest and concern between the two organizations. Either the RMSAWWA Chair or RMWEA President, as needed, may call additional meetings. The JGB Chair (or designee) shall ensure that notices of meetings are sent to all JGB members at least ten days in advance of such meetings. The JGB Chair shall also ensure that agendas and other pertinent information are distributed to each member of the JGB in advance of such meetings, and that draft and final minutes of the meeting are distributed in a timely manner following the meeting. Copies of the meeting minutes shall be kept by the responsible organization for perpetuity.

It is the responsibility of the JGB to:

1. Establish and approve joint policies;
2. Approve Joint Annual Conference site selections;

3. Approve the preliminary budget for the Joint Annual Conference at least six months in advance of the conference;
4. Review and approve joint committee activities and budgets as part of each organization's annual budgeting process, prior to the start of the calendar year;
5. Establish new joint committees to perform services for both organizations as may be deemed necessary;
6. Review the charge and need for continuation of all joint committees;
7. Review and provide input on contracts for paid staff who work on joint committee activities and/or on the Joint Annual Conference;
8. Approve all proposed changes/updates to the Policies and Procedures Manual.
9. Review and approve minutes of JGB meetings.

C. Quorum

A quorum of the JGB shall consist of fourteen (14) members, which represents a majority. At least five (5) board members shall be from RMSAWWA and five (5) members shall be from RMWEA. A quorum is required in order to vote on business matters.

D. Rules

JGB meetings shall be conducted according to the latest edition of "Robert's Rules of Order."

E. Voting

The JGB may vote, approve and adopt new policies and procedures at any joint meeting called by the RMSAWWA Chair or RMWEA President. A quorum must be present to vote and each member shall have one vote. The result of any vote will be based on a simple majority (i.e., 50 percent plus one or more). In the event of a tie vote, the issue under consideration does **not** pass.

Voting on time critical issues may be held electronically via email or similar system(s) at the discretion of both the RMSAWWA Chair and the RMWEA President. The RMSAWWA Chair or RMWEA President will collect the votes and set a deadline for voting. A hard copy of the results will be given to the JGB Secretary for record keeping.

F. Amendments

1. The JGB shall consider proposed amendments, provided that copies of such proposed amendments have been mailed, faxed, or emailed to the JGB Chair and distributed to each JGB member at least 10 days before the next scheduled JGB meeting.
2. Adoption of an amendment shall require an affirmative simple majority vote of JGB members.
3. When amendments have been acted upon favorably by the JGB, they shall take effect immediately.

G. Grievances

1. A grievance is defined as a complaint regarding the interpretation of, application of, or compliance with the provisions of the Policies and Procedures Manual. Grievances shall be handled in accordance with the procedures outlined below.
2. Any RMSAWWA or RMWEA member (who is in good standing with their respective organization) may present a written petition (grievance) to the JGB Chair for review and consideration by the JGB. The complainant is encouraged to include a statement as to what remedy is being sought, if possible.
3. Upon receipt of the written petition from the complainant, the JGB Chair shall include the petition on the next meeting agenda. All relevant facts and circumstances pertaining to the grievance shall be presented by the complainant in person and discussed with the JGB members.
4. The JGB shall then render a decision, supporting, reversing, or modifying its position. The decision shall be made by an affirmative majority vote, and shall constitute final judgment.

H. Dissolution

Dissolution of the JGB may take place only with the consent of a majority of the JGB members.

III. JOINT COMMITTEES

Joint committees should be considered if the formation of such a committee provides operational or financial benefit for both organizations. Joint committees represent both RMSAWWA and RMWEA and should support the goals and objectives of both organizations. The following guidelines shall be followed for joint committees:

A. Establishing a Joint Committee

1. Both the RMSAWWA Governing Board and the RMWEA Executive Committee shall independently approve the proposal to create a joint committee.
2. If either organization disagrees with the formation of a joint committee, then the joint committee shall not be created.
3. After approval by both the RMSAWWA and the RMWEA, the formation of the joint committee shall be brought before the JGB at the next meeting. The JGB members shall vote on the formation of the joint committee and determine which organization shall handle the financial activities for the newly created joint committee.

B. Disbanding a Joint Committee

Either organization shall notify the other organization of its intent to discontinue its support for the joint committee. Disbanding of the joint committee will become effective at a mutually agreed upon time.

C. Appointing Joint Committee Chairs

Joint Committee Chairs shall be appointed and approved by both the RMWEA President and RMSAWWA Chair. Joint Committee Chairs shall serve a one year term unless agreed upon by both the RMWEA President and RMSAWWA Chair.

D. Joint Committees

At the time of this edition of this manual, there are 18 joint committees, as listed in Table 1.

Table 1	
Joint Committees of RMWEA and RMSAWWA	
<ul style="list-style-type: none">▪ Joint Conference Management▪ Joint Education Council (JEC)▪ Joint Leadville School▪ Joint New Mexico Involvement (NMIC)▪ Joint Publications▪ Joint Site Selection▪ Joint Small Systems▪ Joint Technical Activities (JTAC)▪ Joint Utility Management▪ Joint Water For People (WFP)▪ Joint Water Reuse	<ul style="list-style-type: none">▪ Joint Young Professionals▪ Joint Student Chapter – Colorado School of Mines (CSM)▪ Joint Student Chapter – Colorado State University (CSU)▪ Joint Student Chapter – New Mexico Institute of Mining and Technology (NMIMT)▪ Joint Student Chapter – University of Colorado - Boulder (CU)▪ Joint Student Chapter – University of New Mexico (UNM)▪ Joint Student Chapter – University of Wyoming (UW)

E. Joint Committee Chair Responsibilities

Joint committee chairs shall be responsible for representing both organizations through the following activities:

1. Joint Committee Chairs must be a member of either RMSAWWA or RMWEA.
2. Joint Committee Chairs may nominate a committee co-chair, which shall be approved by both the RMSAWWA Chair and RMWEA President.
3. Joint Committee Chairs or Co-Chairs shall be responsible for identifying and recruiting committee members that represent both organizations.
4. Joint Committee Chairs or Co-Chairs shall report to the JGB Chair and shall provide monthly written or verbal updates of committee activities to the JGB Chair.
5. Joint Committee Chairs or Co-Chairs are expected to attend the Winter, Summer, and Annual Conference JGB meetings, and are encouraged to attend all JGB meetings.
6. Joint Committee Chairs or Co-Chairs shall participate in the strategic planning efforts of both RMSAWWA and RMWEA.
7. A liability waiver must be utilized for any event that has the potential for resulting in bodily harm. A copy of the liability waiver form can be obtained from the JGB Chair.

F. Accounting Responsibilities

The Chair or Co-Chairs for each joint committee shall be responsible for submitting receipts, invoices and revenues to the Treasurer identified in Table 2. Expenses and receipts shall be submitted along with the appropriate reimbursement form.

G. Annual Budget Requests

The Treasurer of each respective organization shall solicit annual budget requests for each joint committee. Joint Committee Chairs shall complete and submit budget requests by November 1st to facilitate the budgeting process.

Table 2 Joint Committee Financial Assignments	
RMSAWWA	RMWEA
<ul style="list-style-type: none"> ▪ JEC ▪ Joint Publications ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint Utility Management ▪ Joint WFP ▪ Joint Young Professionals 	<ul style="list-style-type: none"> ▪ Joint Leadville School ▪ Joint NMIC ▪ Joint Student Chapter – CSM ▪ Joint Student Chapter – CSU ▪ Joint Student Chapter - CU ▪ Joint Student Chapter – NM Tech ▪ Joint Student Chapter - UNM ▪ Joint Student Chapter – UW ▪ Joint Student Chapter Coordinator ▪ Joint Water Reuse
Finances for the Joint Conference Management Committee are handled by RMSAWWA in even years and RMWEA in odd years.	

H. Annual Reconciliation

Expenses and revenues for all joint committees shall be tracked by the respective organization as identified in Table 2. The budget reconciliation and year-end reconciliation of the joint committees shall be split between the organizations as identified in Table 3.

Table 3 Distribution of Expenses/Revenues for Joint Committees		
Joint Committee		RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> ▪ JEC ▪ Joint NMIC ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC 	<ul style="list-style-type: none"> ▪ Joint Utility Management ▪ Joint Water Reuse ▪ Joint WFP ▪ Joint Young Professionals ▪ All Joint Student Chapters 	50% / 50%
<ul style="list-style-type: none"> ▪ Joint Publications 		Based on distribution as of December 31 st of each year
<ul style="list-style-type: none"> ▪ Joint Conference Management 		Based on attendance (as discussed below)
<ul style="list-style-type: none"> ▪ Joint Leadville School 		Based on attendance

I. Contract Reviews

Joint Committee Chairs do not have signing authority and therefore cannot execute contracts on behalf of either organization. All contracts associated with a joint committee activity that have a value of up to \$2,500 shall be reviewed and executed by the assigned Treasurer or RMSAWWA Chair or RMWEA President. Joint committee activities that require contracts with a value of \$2,500 or more shall be reviewed and executed by a minimum of one of the following

representatives from each organization: RMWEA President or Treasurer and RMSAWWA Chair or Treasurer.

If the value of the contract is greater than \$10,000, it must also be reviewed by a minimum of two of the following: representatives of the American Water Works Association (AWWA) and/or the Water Environment Federation (WEF), and/or paid staff. The fees for the contract review shall be split between the organizations in an amount equal to the split of expenses and revenues for the event. Contracts greater than \$10,000 in value must be executed by the RMSAWWA Chair or Treasurer and the RMWEA President or Treasurer. The exception to this is the facility contract associated with the Joint Annual Conference. This contract must be executed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer.

Either RMSAWWA or RMWEA may request special review of contracts. The costs for these reviews (if any) shall be borne by the organization requesting the special review, unless both organizations agree in advance to share the expense.

IV. JOINT ANNUAL CONFERENCE

A. Introduction

The Joint Annual Conference is the major joint activity of RMSAWWA and RMWEA. Conferences may be held either in Colorado, New Mexico or Wyoming. In order to provide continuity and useful information to all persons involved in the planning and execution of this event, a Conference Management Manual has been prepared. The manual contains descriptions of events, requirements for the conference and checklists for details. All persons involved with the Joint Annual Conference should review the Conference Management Manual.

B. Site Selection

The purpose of the Joint Site Selection Committee is to identify and evaluate potential sites for the Joint Annual Conference, make a formal recommendation to the JGB, and negotiate the contract after the JGB selects a conference site.

The Joint Site Selection Committee Chair is appointed by the RMSAWWA Chair and RMWEA President. The Site Selection Committee shall include at least one member that has previously served as a Joint Conference Coordinator and additional members as necessary. The Joint Site Selection Committee Chair shall, if possible, recruit members who represent and can address the interests of all three states.

C. Conference Management Committee

The Joint Conference Management Committee Coordinator is appointed by the RMSAWWA Chair and the RMWEA President. The individual selected to serve as Conference Coordinator shall have previous experience with the Joint Conference Management Committee and be willing to serve as a mentor to future Conference Coordinators. The Conference Coordinator shall be a member of both organizations, where possible.

Finances for the Joint Annual Conference shall be handled by RMSAWWA in even years and RMWEA in odd years. More information on the Conference Management Committee is included in the Conference Management Manual.

D. Budget

The Joint Annual Conference represents a significant investment of resources by both organizations and in turn is a significant source of revenue. It shall be the policy of the JGB that the conference be budgeted to make a profit. This profit goal should be reviewed and adjusted periodically, taking into account location, anticipated expenses, and the current economic climate.

The Joint Conference Management Committee shall present a preliminary budget to the JGB with recommendations regarding registration fees, meal ticket costs, etc., approximately nine months prior to the conference and no later than at the Winter JGB meeting. The JGB shall make the final decision on these matters. An updated conference budget shall be presented at the Summer JGB meeting.

E. Complimentary Room Assignments

Complimentary room nights provided by the conference hotel for each day of the conference will be assigned by the following priority:

1. Conference Coordinator
2. National Representative of the organization having lead responsibility for the Joint Annual Conference.
3. National Representative of the organization without lead responsibility for the Joint Annual Conference.
4. Assistant Conference Coordinator.
5. Exhibit Coordinator.
6. Current JGB Chair.

7. Chair or President of the other organization.
8. Additional room nights, if available shall be assigned by the Conference Coordinator, in consultation with the RMSAWWA Chair and RMWEA President.

F. Distribution of Profit or Loss from Joint Annual Conference

RMSAWWA and RMWEA shall share the profit or loss from the Joint Annual Conference based upon the number of members (RMSAWWA and RMWEA) and associate members (RMWEA) registered for the conference from each organization. A ratio between the two organizations shall be established as follows:

- A = Number of attendees who are RMWEA members only.
- B = Number of attendees who are RMSAWWA members only.
- C = Number of attendees who are members of both RMWEA and RMSAWWA.
- D = Number of attendees who are unaffiliated with either organization or their affiliation is unknown or not otherwise specified.
- The RMWEA percentage share will be: $[A+(C+D)/2]/[A+B+C+D]$.
- The RMSAWWA percentage share will be: $[B+(C+D)/2]/[A+B+C+D]$.

The distribution shall then be made as follows:

1. Total all items of income and expense for the conference.
2. Deduct all items of income and expense that clearly benefit only one organization and charge them to that organization. The sum of the remaining items represents the net profit or loss.
 - 2.1 Most events at the conference benefit both organizations, even if they are viewed primarily as RMSAWWA or RMWEA events (i.e., Water Taste Test, Water Tapping Contest), and therefore, the income and expenses of these events should be attributable to both organizations.
 - 2.2 Expenses of registrations and meals for AWWA representatives and staff, WEF representatives and staff, RMSAWWA award winners, and RMWEA award winners are assumed to be similar

for the two organizations, and therefore will be split equally between RMSAWWA and RMWEA.

3. Apply the ratios established above to the net profit or loss to determine the distribution to each organization.

G. Advertisement, Entertainment, and Exhibit Policy

Except for the “Exhibition Area,” as set forth in the paragraph below, it is the policy of the JGB that there will be no exhibits, displays, give-aways, or advertising permitted at the Joint Annual Conference. Cocktail and dinner parties (including hospitality rooms) shall only be permitted at times that do not conflict in any way with scheduled program activities. These parties shall be by invitation only.

Advertising, in the form of conference related sponsorships is allowed. It shall be the responsibility of the Conference Coordinator to organize and track sponsorships. Advertising outside of formal, conference-related sponsorships shall not be allowed, with the exception of material that promotes the improvement or advancement of the Joint Annual Conference, RMSAWWA, or RMWEA.

Entertainment, if provided as part of the conference, shall comply with all requirements established by the host facility.

Conference facilities shall have adequate room to accommodate an Exhibition Area. Exhibits by vendors, manufacturers, representatives and similar organizations that advance the water industry will be allowed at the Joint Annual Conference.

H. Conference Refunds

Banquet, special events, and luncheon tickets will be refunded upon written request prior to the guarantee deadline as required by the conference venue providing service for the event. Conference related refunds are subject to a cancellation fee, as described in the conference registration publications. Room cancellations are subject to the policies as set by the conference hotel.

I. Guest Speakers and Complimentary Tickets

Honoraria for speakers’ fees are generally not paid. Speakers are required to register for the conference. At a minimum, speakers must pay for a one-day registration for the day they are speaking. Transportation, lodging and meal expenses are the responsibility of the speaker. The only exception to this is speakers who have been specifically invited by the Conference Coordinator, RMSAWWA Chair, or RMWEA President such as keynote speakers.

The Conference Coordinator is responsible for providing the Conference Treasurer, and those persons providing registration assistance, with the names of the persons qualifying for complimentary registration and meals prior to the mailing of the registration packets.

Other exceptions to this policy shall only be permitted in special and unique circumstances, and only with advanced approval of the RMSAWWA Chair, RMWEA President or Conference Coordinator.

V. JOINT PUBLICATIONS

A. Introduction

The purpose of the Joint Publications Committee is to publish joint publications for RMWEA and RMSAWWA. Presently, those publications consist of *Rumbles*, a color magazine approximately 40 pages each issue that is published bimonthly beginning with January, and *e-Rumbles*, an electronic newsletter that goes out via e-mail to the members of both organizations on or about the first of every month. The primary audience for both publications is the members of RMWEA and RMSAWWA. The Joint Publications Committee is composed of a Chair or Co-Chairs who recruit additional committee members as necessary to carry out assigned responsibilities, including *Rumbles* and *e-Rumbles* editors. An attempt is made to appoint a Chair and editors who can serve for several years at a time.

B. Responsibilities

The responsibilities of the Joint Publications Committee include the following:

- Utilize *Rumbles* to:
 - Provide news and information of importance in the water supply, water reuse, and water quality segments of the water industry.
 - Provide an outlet for the various committees of RMWEA and RMSAWWA to publicize their work and generate support for such efforts.
 - Serve as an industry showcase to persons outside the water industry such as students, government leaders, and the like.
- Utilize *e-Rumbles* and *e-Blast* to provide timely notification of upcoming events and items of potential interest to members of the two organizations.
- Assist the Joint Conference Management Committee in publishing materials such as the conference brochure.

- Provide training for individuals interested in becoming *Rumbles* and/or *e-Rumbles* editors and for developing a pool of talent to provide continuity.

C. Publishing Policies

1. *Rumbles* will be mailed by the first day of every other month. Its content will focus on plant operations, science and technology, regulatory, and management issues, as well as RMSAWWA or RMWEA news. Editorial features will focus on regional interests in the water and wastewater industries.
2. The goal of the *Rumbles* advertising rates will be to recoup the expenses for *Rumbles*, *e-Rumbles*, and other publication committee expenses. The advertising rates will be reviewed and approved each year by the JGB.
3. The deadline for submitting information to be included shall be established by the Joint Publications Committee to meet the production schedule.
4. Requests for *e-Rumbles* announcements shall be submitted using the designated form. Incomplete requests will not be considered.
5. Approved requests will appear in the next *e-Rumbles* or *e-Blast*.
6. Requests from organizations other than RMSAWWA and RMWEA to share information with RMSAWWA and RMWEA members through *e-Rumbles* or *e-Blast* will be reviewed on a case-by-case basis by the Joint Publications Committee Chair and the RMSAWWA Chair and RMWEA President according to the criteria described below.
 - The information shall be in conformance with the general Mission and Vision Statements of both member organizations.
 - Requests will not be accepted from for-profit organizations.
 - Requests will generally be responded to within 2 weeks from submission.
 - A decision may be appealed to the JGB. Such requests must be made in writing and will be reviewed at the next regularly scheduled meeting.

VI. OTHER JOINT COMMITTEES

A. Joint Education Council

The purpose of Joint Education Council shall be to establish, coordinate, and advance the education goals of RMSAWWA and RMWEA by providing guidance and coordination in development of programs, materials, and methods to meet the education and training needs of the two organizations.

B. Joint Leadville School

The purpose of the Joint Leadville School shall be to provide training for Colorado operators to assist them in successfully passing the Colorado state water, wastewater, biosolids, wastewater collection, and water distribution exams. Revenue and expenses shall be split between RMSAWWA and RMWEA based on the number of operators registered for water and wastewater courses. Any money received for the event (such as grants) shall be applied to offset the expenses prior to distributing any remaining revenue/expenses between RMSAWWA and RMWEA.

C. Joint New Mexico Involvement Committee

The purpose of the Joint NMIC shall be to promote the exchange of information between RMSAWWA and RMWEA members in New Mexico through educational and networking opportunities.

D. Joint Small Systems Committee

The purpose of the Joint Small Systems Committee shall be to provide assistance to small water and wastewater systems to enable them to meet the operating and management challenges of the future, and to give those small systems a stronger voice in RMSAWWA and RMWEA.

E. Joint Technical Activities Committee

The purpose of JTAC shall be to promote the exchange of water and wastewater technical information between RMSAWWA and RMWEA members.

F. Joint Utility Management Committee

The purpose of the Joint Utility Management Committee shall be to identify and address current and future management issues facing water and wastewater utility managers and other professionals serving communities in Colorado, Wyoming, and New Mexico. The committee strives to be the source of information and knowledge on utility management issues as well as a gathering point and

sounding board for meaningful discussion and presentation of sustainable solutions.

G. Joint Water For People Committee

The purpose of the Joint WFP shall be to become a resource for communicating the needs of people in developing countries and the values of Water For People's solutions and experience at the local level. To achieve this goal the committee aims to: 1) provide local support for the national Water For People organization, 2) increase awareness of water issues in developing countries, and 3) raise funds to further drinking water and sanitation projects in developing countries.

H. Joint Water Reuse Committee

The purpose of the Joint Water Reuse Committee shall be to promote the safe use of reclaimed water in Colorado, New Mexico, and Wyoming. The committee works in conjunction with the Colorado Chapter of the WaterReuse Association.

I. Joint Young Professionals Committee

The purpose of the Joint Young Professionals Committee shall be to increase involvement of young professionals in RMSAWWA and RMWEA activities, event, and committees. Young professionals are defined as members who are under the age of 35 and/or have less than 10 years experience in the water and wastewater field.

J. Joint Student Chapters

The purposes of the joint student chapters shall be to increase involvement of students in RMSAWWA and RMWEA activities and events, provide students with professional networking opportunities, and to promote the exchange of technical information between students and RMSAWWA and RMWEA members. The Student Chapter Coordinator serves as the point of contact and primary resource for the student chapters. The Student Chapter Coordinator is responsible for the following:

- Providing training to new student chapter leadership.
- Assisting Student Chapter Presidents with budget development and reviewing them prior submission to the JGB.
- Assisting with planning activities as needed.
- Disseminating pertinent JGB information to the Student Chapter Presidents.
- Informing the JGB of any pertinent information/needs of the student chapters.
- Supporting the Student Competition Coordinator as needed.
- Assisting with the Student Conference as needed.
- Promote scholarships available to students.

Joint student chapters are currently established at the following schools:

- Colorado School of Mines
- Colorado State University
- New Mexico Institute of Mining and Technology
- University of Colorado – Boulder
- University of New Mexico
- University of Wyoming

VII. INFORMATION SHARING POLICY

A. Purpose

RMSAWWA and RMWEA periodically receive requests for member or attendee information. This includes requests for member contact information from the organizations' databases as well as contact information for attendees of educational and training events, including the Joint Annual Conference. RMSAWWA and RMWEA also periodically receive requests to share information from other organizations with their members. This policy has been developed to provide guidance on the appropriate use of and procedure for sharing this information.

B. Database Information

The national databases of RMSAWWA and RMWEA and the Joint Publications Committee's database provide member contact information, including mailing and email addresses, and this information will not be shared.

C. Attendee Information

Contact information for attendees of RMSAWWA and/or RMWEA events may be shared with other attendees of the event. Information that may be shared is limited to the person's name and the name of the organization that person is affiliated with. Release of this information is at the discretion of the person organizing the event and requests for this information should be directed to that individual. All registrants can "opt-out" of having their contact information shared.

The exception to this is contact information associated with attendees of the Joint Annual Conference. Eligible exhibitors and official sponsors may receive contact information for registered attendees. Information that may be shared is limited to the person's name, the name of the organization that person is affiliated with, an email address, and a mailing address. All registrants can "opt-out" of having their contact information shared. A draft list of Joint Annual Conference registrants will be supplied to the exhibitors and official sponsors approximately three weeks

prior to the event and a final list of registrants will be provided approximately two weeks after completion of the Joint Annual Conference.

VIII. PAID STAFF

RMSAWWA and RMWEA may elect to contract with paid staff to assist with joint activities of the two organizations. Paid staff will report to the RMSAWWA Treasurer and the RMWEA Treasurer. Contracts for paid staff shall be reviewed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer, with input from committee chairs as needed. Work contracted for joint activities will be paid according to the distributions listed in Table 3.

Responsibilities of paid staff may include:

1. Assisting in registration and other activities for the Joint Annual Conference.
2. Attending the JGB meetings, if requested.
3. Performing other services for the JGB and Joint Committee Chairs as requested.

IX. MEMBER/NON-MEMBER PRICING

Member/non-member pricing shall be considered for any RMSAWWA, RMWEA, or joint training or event. The intent is to offer a discounted price for member attendance in order to encourage membership and to convey the benefit of membership to attendees. A member discount of 15 to 25 percent is recommended depending on the cost of the event. Anyone seeking assistance in pricing structure is encouraged to contact the JEC for guidance. Member/non-member pricing is encouraged but is voluntary.



RMSAWWA/RMWEA JOINT STUDENT CHAPTER CRITICAL INFORMATION

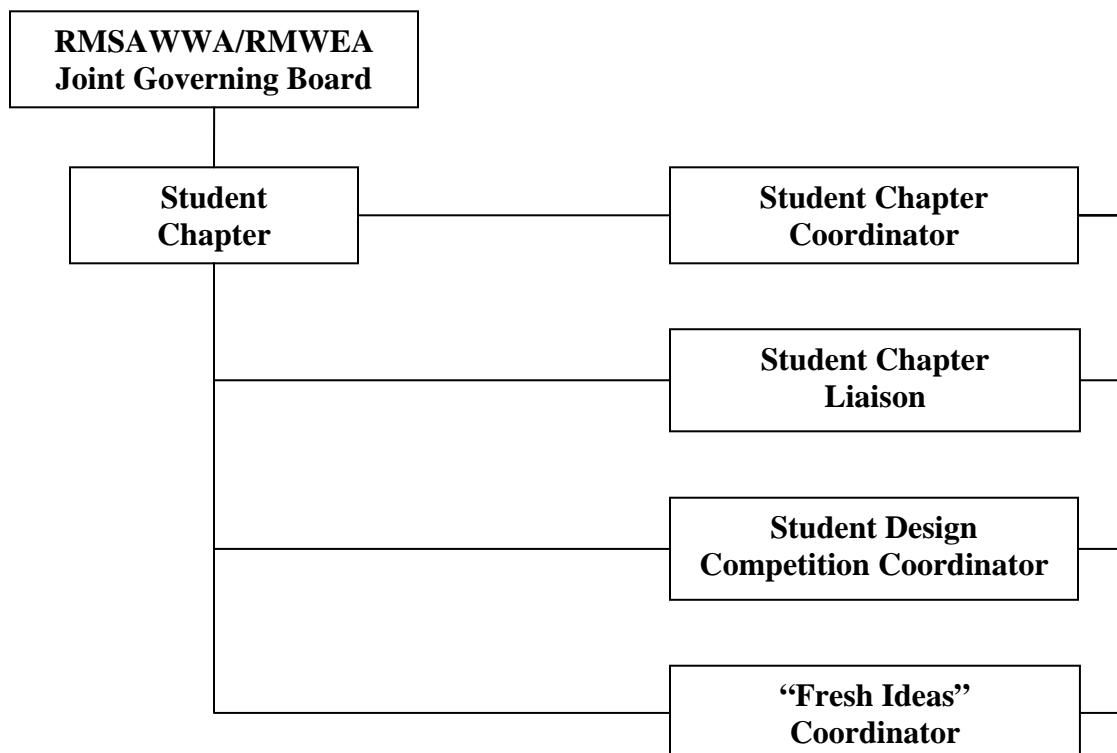


This document has been prepared to assist Student Chapters in understanding the structure of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA), as well as the responsibilities of the Student Chapter.

Organizational Structure

RMSAWWA is a section of the American Water Works Association (AWWA) and RMWEA is an association of the Water Environment Federation (WEF). RMSAWWA and RMWEA are responsible for overseeing WEF- and AWWA-related activities in Colorado, New Mexico, and Wyoming (including Student Chapters). An organization chart for RMSAWWA and RMWEA is attached to this document.

As shown in the organizational chart below, each Student Chapter reports directly to the Joint Governing Board (JGB). This Board is comprised of RMSAWWA Governing Board members and RMWEA Executive Committee members. Responsibility for leading the JGB alternates annually between the current RMSAWWA Chair and RMWEA President. The other positions shown on the organization chart are resources for the student chapters. Please don't hesitate to contact them as questions arise.



Each Student Chapter is assigned a liaison who serves as a resource to the Student Chapter, along with the Student Chapter Coordinator. Names and contact information for Student Chapter Presidents and Liaisons, as well as the Student Chapter Coordinator, Student Design Competition Coordinator, and “Fresh Ideas” Coordinator are listed in the table below. Some things that Student Chapter Liaisons can help with include:

- Organizing the annual Rocky Mountain AWWA/WEF Student Conference.
- Providing guidance on acquiring a job or internship.
- Assisting in identifying and planning events.
- Participating at Student Chapter meetings or events.

School	Student Chapter President	Student Chapter Liaison
Colorado School of Mines	Bryan Coday bcoday@mymail.mines.edu (303) 884-3448	Jamie Eichenberger jeichenberger@arber.com (303) 831-4700
New Mexico Institute of Mining and Technology	Danielle Shipley dshipley@nmt.edu (505) 350-1898	Steve Glass sglass@bernco.gov (505) 848-1500
University of Wyoming	Emily Huth ehuth@uwyo.edu (801) 440-5361	Tye Jordan tye.jordan@hdrinc.com (307) 764-1578
Colorado State University	Kirk Reimann ktreiman@rams.colostate.edu (970) 412-4401	Nichole Williams nicholew@integraeng.com (303) 951-0639
University of Colorado at Boulder	Deena Garland deena.garland@gmail.com (720) 219-3579	Leanne Miller lmiller@jvajva.com (303) 444-195150
University of New Mexico	Josh Goldman (Co-Chair) jgoldman@umn.edu (505) 277-1003 Janet Leavitt (Co-Chair) janet.j.leavitt@gmail.com (505) 610-4410	Mark Kelly mkelly@abcwua.org (505) 873-7074
Student Chapter Coordinator	Elizabeth Carter ecarter@auroragov.org (303)859-4338	
Student Design Competition	Abigail Holmquist abigail.holmquist@denverwater.org (303) 628-7010	
“Fresh Ideas” Coordinator	Kelly Wasserbach kelly.j.wasserbach@us.mwhglobal.com	Daniel Freedman daniel.e.freedman@usmwhglobal.com

Meetings

The JGB generally meets the first Friday of every month from 12 to 1pm. Meetings are generally held at Denver Water or at Metro Wastewater Reclamation District. Student Chapter Presidents are encouraged to attend these meetings in person or via teleconference. It is important to note the following:

- Orientation for new leadership (including Student Chapter Presidents) is conducted in lieu of the October meeting. RMSAWWA and RMWEA each have a separate orientation meeting. Student chapter presidents are expected to attend one or the other of these orientations (but are welcome to attend both).
- The February JGB meeting is held in conjunction with the Winter Planning meeting. This is a 2-day event that generally includes professional development training.
- The July JGB meeting is held in conjunction with the Summer Planning meeting. This is a 2-day event that includes strategic planning for both RMSAWWA and RMWEA.
- The September JGB meeting is held during the Joint Annual Conference in mid-September.

Each Student Chapter President is responsible for submitting a monthly report prior to the JGB meeting regardless of whether they are attending.

Advertising Events

All Student Chapter events should be posted on the joint RMSAWWA/RMWEA web calendar. Directions to login to the calendar are outlined below:

- Access the calendar from www.rmsawwa.net or www.rmwea.org
- Click on the “Calendar” tab and then click on “Login” in the menu bar
 - Screen name: 2010comm
 - Password: 2010

Click on “Add Event” in the menu bar and it will bring up options tabs including “Dates & Times” and “Description & Details”. Complete the information on these for the event you are posting. You can paste information into the description section or include a link on the bottom left if the information is already posted elsewhere (such as on the Student Chapter webpage). Save the information and it will update onto the calendar. Click on “Logout” when finished.

Budgeting

Both RMSAWWA’s and RMWEA’s fiscal calendars are from January 1st to December 31st. The budgeting process begins in October. The Student Chapter President should work with the Student Chapter Liaison and Student Chapter Coordinator to develop a draft budget (up to \$2,000) before submitting it to the RMWEA Treasurer. Student Chapters cannot maintain their own checking accounts. ***All finances must be handled by RMWEA.*** Remaining funds do not roll over to the following year. Student Chapters may consider the following budgetary items:

- Water-related activities such as facility tours, community service projects, competitions, speaker presentations, student chapter recruiting events, etc.
- Food at meetings (up to \$50 per meeting).
- Travel expenses to facility tours and/or service projects (i.e. van rental, mileage).
- Travel expenses for the Student Chapter President and/or the Student Chapter Vice President to attend the Winter and/or Summer Planning Meeting.

- Travel expenses to attend the JGB meetings.
- Travel expenses to attend the regional student design competition (including the facility tour) if your school participates in the Student Design Competition. Travel expenses for the winning school to attend the national competition are covered under the Young Professionals Committee budget.

Unacceptable budgetary items include:

- Guest speaker fees and/or thank you gifts.
- Registration fees for any conference.
- Travel expenses to membership appreciation events.
- Travel expenses to attend the RMSAWWA/RMWEA or Student Conference.
- Entrance fees for tours.

Annual Reports

WEF requires the submission of an annual report each year. The Student Chapter President is responsible for ensuring that this report is prepared and submitted to the RMWEA President by May 1. An electronic copy of this report is attached to this document. Questions regarding the annual report should be directed to the Student Chapter Coordinator.

Student Design Competition

The WEF Student Design Competition is held in October during the Water Environment Federation Technical Exposition and Conference (WEFTEC®) each year. A regional competition is held to determine which school gets to represent the Rocky Mountain region at the national competition. The Student Chapter President should contact the Student Design Competition Coordinator with questions regarding the Student Design Competition.

A school must have a Student Chapter to participate in the Rocky Mountain Student Design Competition. Schools may choose to participate in either the fall or spring semester; however, the final presentations and judging will be in May. A general schedule for the Student Design Competition is presented in the table below.

Milestone	Fall Semester	Spring Semester
Registration due	Early September	Late January
Tour of the participating facility	One week after registration due date	One week after registration due date
Project plan due	Mid October	Early March
Review comments returned to teams	One week after project plan due date	One week after project plan due date
90 percent design review	Late November	Mid April
Final reports and competition entry form due	Approximately two weeks after 90% design review	Approximately two weeks after 90% design review
Regional Student Design Competition (held at the participating facility)	Early May	
National WEFTEC® Competition (location varies)	Approximately second week of October (Student Design Competition is typically held the Monday of the WEFTEC®)	

Student Conference

The Student Conference is held each year, usually the third Tuesday in May. The location of the conference rotates between the Student Chapter schools. Planning of the conference is the responsibility of the host school. Documents related to past conferences are available on the RMYP ftp site. After the completion of the conference, conference coordinators should share their documents related to the organization of the conference by posting them on the ftp site. Access information for the ftp site is as follows:

- <http://www.filesanywhere.com/Index.html>
- ID: RMYP
- Password: Mixedliquor999

The local “Fresh Ideas” poster competition is held during the Student Conference. The winner of the local competition represents RMSAWWA at the AWWA Annual Conference and Exposition (ACE) “Fresh Ideas” competition held annually in June.

Student Memberships

Applications for AWWA or WEF student memberships should be submitted to the appropriate Membership Committee Chair for processing. First year student memberships are subsidized by both RMWEA and RMSAWWA such that the cost to the student is \$10. Questions regarding student memberships should be directed to the Membership Committee Chair.

RMWEA Membership Chair	RMSAWWA Membership Chair
Joe Tamburini (303) 825-5999 joe.r.tamburini@tetrattech.com	Stephanie Elliott (303) 792-0557 selliott@tstdenver.com

Policies and Procedures

Both RMSAWWA and RMWEA have developed specific policies and procedures for their activities. These policies and procedures are outlined in each organization’s handbook, which each Student Chapter President should receive a copy of. The following is a list of pertinent policies that should be referenced:

- Joint Policy and Procedures Manual – Sets general policies for joint activities between RMSAWWA and RMWEA, including Student Chapters.
- RMWEA Expense Reimbursement Form – For use when seeking reimbursement of expenses associated with events held by the Student Chapter. A copy of the form is attached to this document.
- RMSAWWA Alcohol Policy – Provides guidelines for sponsored/hosted events where alcoholic beverages may be served.
- RMSAWWA Contract Negotiation Policy – Provides guidelines for contracting with venues and/or for services associated with events held by the Student Chapter.

- RMSAWWA Code of Ethics and Conflict of Interest Policies – Must be signed annually by the Student Chapter President.
- Liability Waiver Form - A copy of the form is attached to this document.

Discounted Educational Opportunities

The following discounts are available to students who are members of AWWA and WEF:

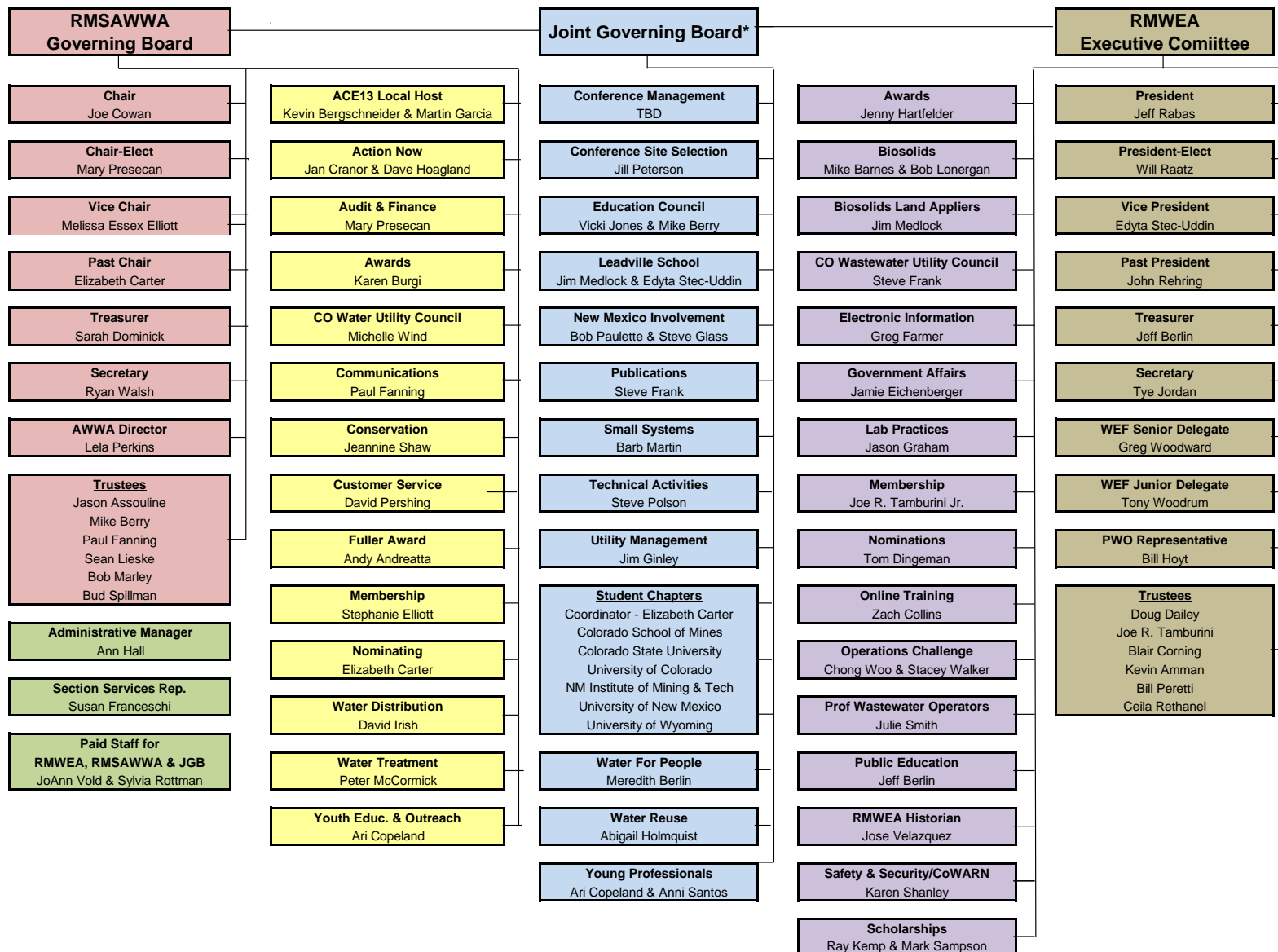
- AWWA offers free webcasts for students, plus discounts on conferences for students. Information on student discounts and benefits are available at: www.awwa.org/Membership/Content.cfm?itemnumber=3428&navItemNumber=1431.
- WEF conferences are free for students, including their annual WEFTEC conference. See details and additional information at: wef.org/Members/page_joinwef.aspx?id=261&ekmense1=c57dfa7b_59_0_261_9.
- RMWEA and RMSAWWA offer a student rate for their joint annual conference.
- RMWEA and RMSAWWA also offer a student rate for Joint Technical Activities Committee programs (lunchtime seminars or tours). Additional information is available at: www.rmsawwa.net/jtac.htm.



2012-2013 Organizational Chart



KEY
RMSAWWA Governing Board
RMSAWWA Committees
Joint Committees
RMWEA Committees
RMWEA Executive Committee
Staff and Support



*The Joint Governing Board is comprised of RMSAWWA Governing Board and RMWEA Executive Committee members, with the exception of the WEF Junior Delegate and PWO Representative.



===== Student Chapter =====

WEF[®] STUDENT CHAPTER ANNUAL REPORT FORM

(Please complete and return by May 1)

Student Chapter Name: _____

College/University: _____

Completed By (name/office) _____ / _____ E-mail: _____

Faculty Advisor: _____ E-mail: _____

WEF[®] Member Association (MA): RMWEA Date: _____

Number of students enrolled at this location (do not include satellite Campuses) _____

Chapter Mailing Address: _____

Chapter web page address: _____

Officer information (please list name and email):

Position	Current Officer	Incoming Officer	Month of Transition

If your chapter has not held elections for next year please list at least one member for contact and their email address that will be active with the chapter next year _____

1. Chapter membership :
Current members: _____ Number of members last year: _____

2. Academic Schedule: [] semester [] quarter [] other

The first day of fall term _____ Last day of the spring term is _____

3. Our Student Chapter members usually major in the following subjects: _____

4. Number of meetings/conferences/events held/attended (please attach a summary of all events and conferences attended)

	# meetings/events	# students attending (Average if multiple meetings)
Student Chapter Meetings		
MA meetings/conferences **		
WEFTEC [®]	N/A	
Misc. events		

5. We ☐ do not ☐ do produce a Newsletter; Number of issues _____

6. Finances: We ☐ do not ☐ do charge dues^{***}; dues amount \$ _____

Incoming: MA support \$ _____ Fund Raisers \$ _____

Competitions \$ _____ University/College support \$ _____

Outgoing: Money spent on chapter activities \$ _____

* If a member is only enrolled at the university/college for a portion of the year, the members should be counted as ½ a point.

** Some examples of Member Association meetings are: annual regional/state conferences, regional quarterly meetings, MA sponsored workshops, etc. Be sure to include descriptions of each meeting attended (including number of members attending in your summary description of activities).

*** Dues aside from those required to join WEF and the MA.

Summary Description of Activities:

**Rocky Mountain Water Environment Association
Expense Reimbursement and Payment Request Form**

Requestor Information

Name _____
RMWEA Position _____
Company _____
Address _____
City, State, Zip Code _____
Phone _____
E-mail _____

Expense Information

Committee _____
Event _____
Date _____
Description _____

Budgeted Expense? Yes or No _____

Explanation _____

Check or Credit Card?: _____

Amount: _____

Payable To: _____

Submit/Mail To: _____

Please attach receipts and invoices on 8.5" x 11" paper and mail/e-mail to:
Jeff Berlin, Carollo Engineers, 390 Interlocken Crescent, Suite 800, Broomfield, CO 80021
jberlin@carollo.com
303-404-6311

Treasurer's Review

Approved By: _____
Check/Credit Card #: _____
Payment Date: _____

**Rocky Mountain Section of the American Water Works Association
& Rocky Mountain Water Environment Association
ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**

Name of the Activity or Event: _____

Date of Activity or Event: _____

IN CONSIDERATION FOR permission granted me by The Rocky Mountain Section of the American Water Works Association (RMSAWWA) and/or the Rocky Mountain Water Environment Association (RMWEA) to participate in this activity or event, I agree to the following terms for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, lack of hydration, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event. These risks are not only inherent to participants, but are also present for volunteers.

I RELEASE, HOLD HARMLESS AND PROMISE NOT TO SUE, the RMSAWWA and RMWEA, including their directors, officers, employees, volunteers, representatives, and agents, and the activity or event holders, sponsors and volunteers, from all damages, claims and causes of action arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or any other damages, claims and causes of action arising out of my participation in the activity or event, including but not limited to my traveling to and from the activity or event AND PROMISE NOT TO SUE THE DESCRIBED RELEASEES regarding the matters described in this paragraph.

I hereby consent to receive appropriate medical treatment in the event of injury, accident, and/or illness during this activity or event. Any costs incurred for such treatment will be my sole responsibility and I will not seek reimbursement from RMSAWWA, RMWEA or any of their directors, officers, employees, volunteers, representatives and agents, the activity or event holders, sponsors, or volunteers.

I understand I may be photographed at this event or activity. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and their assigns.

This Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Print Participant's Name

Signature

Date

Address: _____

Phone: _____

Emergency Contact: _____ Phone: _____

PARENT / GUARDIAN WAIVER FOR MINORS (if under 18 years old, parent or guardian must also sign)
The undersigned parent and natural guardian does hereby represent that he/she is in fact acting in such capacity, has consented to his/her child's or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward to the terms of the Accident Waiver and Release of Liability set forth above. On behalf of the child or ward, the undersigned parent or guardian further agrees not to sue and to save and hold harmless and indemnify each and all of the parties referred to above according to the terms and conditions set forth above.

Print Participant's Name

Signature of Parent or Guardian

Date



Financial Policies and Records Management 2012-2013

ROCKY MOUNTAIN WATER ENVIRONMENT ASSOCIATION



**FINANCIAL POLICIES AND PROCEDURES
GUIDANCE DOCUMENT**

September 2008

PREFACE

The Rocky Mountain Water Environment Association (RMWEA or Association) Financial Policies and Procedures Guidance Document will serve as a tool to assist the Treasurer and the Finance, Accounting, and Budget (FAB) Committee in fulfilling their duties. This document contains relevant information that should be reviewed annually by the current Treasurer and updated as needed.

Included in this document are sections that delineate the Treasurer's responsibilities, tax-exempt provisions, financial and budgetary schedules, financial investment and reserve fund policies, budget responsibilities for committees, credit card processing procedures, Association's general liability insurance, bank transaction procedures, records management, physical property controls, and various policies on conflict of interest, contracts, surplus property disposal, accessibility to Association records, travel expenses for officers, speaker fees, and meal expenses.

This document was prepared to provide RMWEA Treasurers, committee leaders, and Executive Committee members with a greater awareness and understanding of the Association's financial practices and to help promote consistency in the implementation of established policies and procedures.

All members and others acting on behalf of the Association (or agents of the Association) are bound by the policies herein, and any deviation from established policies or procedures without prior approval of the Executive Committee is prohibited.

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Treasurer Responsibilities

- The Treasurer shall prepare monthly financial reports to the Executive Committee and Committee Chairpersons. These reports shall include an Association balance sheet listing assets and liabilities, a profit/loss statement, and income/expense itemizations for each committee.
- The Treasurer shall include a quarterly report to the Executive Committee on the status of any investments.
- The Treasurer shall pay the annual COSTCO Executive Membership dues, usually during the month of May. Without this membership, the Association would lose its capability to process credit cards.
- The RMWEA Treasurer shall ensure that the organization is covered each year with a comprehensive general liability insurance policy.
- The Association's management partner (TEAMS) is the current holder of the RMWEA credit card processing equipment. The Treasurer shall work with TEAMS to replace such equipment if deemed necessary.
- The Treasurer shall remind RMWEA officers and conference/seminar coordinators to use the Association's tax exempt number(s) wherever applicable.
- New checks should be ordered by the Treasurer through the bank when necessary. The check passbook should always be kept in a secured location.
- RMWEA tax forms currently must be filed no later than May 15th of each year. The Treasurer is responsible for ensuring that the proper forms are filed in a timely manner.
- The Treasurer is responsible to pay all annual fees for 501(c)3 state reports by the required due dates. This includes such fees as may be payable to Colorado, New Mexico, and Wyoming.
- The Federal tax form has been the 990 form (long form) used during the odd years when RMWEA takes the lead in coordinating the Annual Conference; the 990-EZ form (short form) for the even years when RMWEA does not coordinate the Annual Conference.
- The Treasurer should complete W-9 forms, as necessary, for RMWEA sponsors or contributors when requested. This is in compliance with Federal tax regulations. It is very important to send these forms back to the vendors in a timely manner.
- A biennial report needs to be updated with the State of Colorado. This form basically provides updated information to the State on the Association. The current filing fee is \$25.

- The RMWEA Treasurer shall be the Finance Chairperson and assist in the registration process (during the odd-numbered years) for the Annual Conference, if requested by the Conference Coordinator.
- The RMWEA Treasurer shall be responsible for all Annual Conference bills (odd-numbered years) ensuring prompt payment to the respective vendors.
- The Treasurer shall present a financial summary report each calendar year during the RMWEA business luncheon at the Annual Conference.
- After each Annual Conference, the RMWEA Treasurer shall work with the RMSAWWA Secretary/Treasurer to determine each organization's proceeds from the Conference based on the ratio of each organization's membership as of October 1st of the preceding 12 months. The Joint Governing Board agreement should be accessed for the calculation formula.
- The Joint Governing Board shall direct the RMSAWWA Chairperson, RMWEA President, RMSAWWA Secretary/Treasurer, RMWEA Treasurer, and the RMWEA Secretary to negotiate and have contracts for paid staff by the first of the year.
- The current Treasurer shall meet and discuss with the new incoming Treasurer all responsibilities of the position. This transfer of responsibility will occur immediately after the Annual Conference.
- Loans to members under all circumstances shall be prohibited.
- All checks received by the Treasurer shall be endorsed with a stamp stating "Deposit Only" for RMWEA.
- Checks and cash will be deposited on at least a weekly basis.
- The Treasurer shall be authorized to sign checks of up to \$5,000. Checks over \$5,000 require approval of the President or President-Elect. Annual Conference expenses shall be paid upon the approval of the Conference Coordinator.
- The Treasurer shall ensure that approved invoices or expense vouchers are received prior to any check disbursements. (See Section on Reimbursements.)
- The Treasurer is responsible to review all bank statements and to reconcile all accounts each month.
- The cash basis of accounting shall be utilized. This accounting method recognizes revenues when they are received and expenses when they are paid.

- It is the policy of the RMWEA to invoice for services immediately following completion of service. If payment is not received according to schedule, the Treasurer (with approval from the President) may authorize the use of a collection agency. Attempts to collect payments will be noted and kept on file.
- All income for the RMWEA shall be payable in U.S. funds.
- RMWEA members may not send replacements/alternates to Association seminars or workshops at the member registration rate unless the replacements/alternates are also members.
- All items purchased by the Association must be approved as a part of the annual budget. If an item is not in the approved budget, then it must be presented to the Treasurer and Executive Committee for approval. If this item will impact the approved budget, then the Executive Committee must approved an adjustment to the budget.
- No refunds will be allowed for dues.
- Full refunds for RMWEA sponsored conferences/seminars/workshops may be granted if the customer or member requests the refund in writing prior to the stated deadline. If appropriate, an administrative fee may be charged, and this decision will be made by the conference or seminar coordinator based on the published refund policy for that particular conference or seminar.
- The Treasurer shall serve on the RMSAWWA/RMWEA Joint Governing Board.
- The Treasurer will monitor the assets of the RMWEA as outlined in the Section titled Physical Property Controls.
- The Treasurer will meet with the RMWEA paid accounting staff and have that staff conduct as independent audit of the RMWEA books in years that end in “3”, “6”, and “9”.

Finance, Accounting, and Budget (FAB) Committee Responsibilities

- The Finance, Accounting, and Budget (FAB) Committee is responsible for assisting and providing guidance to the Treasurer.
- The FAB Committee shall consist of the Treasurer, Vice President, Secretary, and at least one Past President or Delegate.
- The FAB Committee shall assist the Executive Committee during the preparation and review of the annual fiscal budget.
- The FAB Committee shall assist the Association President and Treasurer in finalizing an approved finance, budget, and accounting schedule every year.
- The FAB Committee shall be responsible to perform an annual financial audit. This audit shall occur as soon as practicable after all the bills for the calendar year being audited have been paid. The audit shall consist of a brief written report that summarizes the Committee's findings and recommendations. The report shall be presented to the Executive Committee at its next available board meeting following the completion of the audit.
- The FAB Committee shall follow at a minimum, the Checklist to Assess Financial Activities in Nonprofit Organizations (see below) for their annual audit.
- The FAB Committee shall review all investment opportunities on an annual basis.
- The FAB Committee, in consultation with the Executive Committee, will select a CPA experienced in working with not-for-profit organizations. The CPA shall prepare all required tax forms for the Association, assist with audits (if requested), and provide guidance on investment options.

Checklist to Assess Financial Activities in Nonprofit Organizations

1. The organization follows accounting practices which conform to accepted standards.
2. The organization has systems in place to provide the appropriate information needed by staff and board to make sound financial decisions and to fulfill Internal Revenue Service requirements.
3. The organization prepared timely financial statements including the Balance Sheet (or statement of financial position) and Statement of Revenue and Expenses (or statement of financial activities) which are clearly stated and useful for the board and staff.
4. The organization prepares financial statements on a budget versus actual and/or comparative basis to achieve a better understanding of their finances.
5. The organization develops an annual comprehensive operating budget which includes costs for all programs, management and fundraising and all sources of funding. This budget is reviewed and approved by the Executive Committee.
6. The organization monitors unit costs of programs and services through the documentation of staff time and direct expenses and use of a process for allocation of management and general and fundraising expenses.
7. The organization prepared cash flow projections.
8. The organization periodically forecasts year-end revenues and expenses to assist in making sound management decisions during the year.
9. The organization reconciles all cash accounts monthly.
10. The organization has a review process to monitor that they are receiving appropriate and accurate financial information whether from a contracted service or internal processing.
11. If the organization has billable contracts or other service income, procedures are established for the periodic billing, follow-up and collection of all accounts, including the documentation that substantiates all billings.
12. Government contracts, purchase of service agreements and grant agreements are in writing and are reviewed by the organization to monitor compliance with all stated conditions. All contracts should be agreed to in writing and not based solely on verbal agreements.
13. Payroll is prepared following appropriate State and Federal regulations and organizational policy.

14. Persons employed on a contract basis meet all Federal requirements for this form of employment. Disbursement records are kept so 1099's can be issued at year end.
15. Organizations that purchase and sell merchandise take periodic inventories to monitor the inventory against theft, to reconcile general ledger inventory information and to maintain an adequate inventory level.
16. The organization has a written fiscal policy and procedures manual and follows it.
17. The organization has documented a set of internal controls, including the handling of cash and deposits, approval over spending and disbursements.
18. The organization has a policy identifying authorized check signers and the number of signatures required on checks in excess of specified dollar amounts.
19. All expenses of the organization are approved by a designated person before payment is made.
20. The organization has a written policy related to investments.
21. Capital needs are reviewed at least annually and priorities established.
22. The organization has established a plan identifying actions to take in the event of a reduction or loss of funding.
23. The organization has established, or is actively trying to develop, a reserve of funds to cover at least three months of operating expenses.
24. The organization has suitable insurance coverage which is periodically reviewed to ensure the appropriate levels and types of coverage are in place.
25. Employees, board members and volunteers who handle cash and investments are bonded to help assure the safeguarding of assets.
26. The organization files IRS form 990's on a timely basis within prescribed time lines.
27. The organization reviews income annually to determine and report unrelated business income to the IRS.
28. The organization has an annual, independent audit of their financial statements, prepared by a certified public accountant.
29. In addition to the audit, the CPA prepares a management letter containing recommendations for improvements in the financial operations of the organization.

30. The FAB Committee is responsible for soliciting bids, interviewing auditors and hiring an auditor for the organization.
31. The Executive Committee, or an appropriate committee, reviews and approves the audit report and management letter and with staff input and support, institutes any necessary changes.
32. The audit, or an organization prepared annual report which includes financial statements, is made available to service recipients, volunteers, contributors, funders and other interested parties.
33. Training is made available for Executive Board members on relevant accounting topics and all appropriate persons are encouraged to participate in various training opportunities.

Audit Process

The FAB Committee must perform the following tasks for each month of the year, during the Audit:

- Go monthly and sequentially beginning in January.
- Ensure that the entries from the bank statement for “interest earned” and “service charges” (combine all the service charges into a single monthly service charge for the month) have been correctly entered into Quick books.
- Any financial entry over \$1,000.00 must be reviewed.
- Take 3 additional random monthly entries and review those. One of the three random entries must be a deposit. One must be a payment or withdrawal. The last can be either.
- Any checkmark that does not exist in the column for reconciliation must be investigated.

Financial Schedule

<u>January</u>
<ul style="list-style-type: none"> • The Treasurer and Secretary shall meet during the first two weeks of January to archive and destroy Association files per prescribed guidelines.
<ul style="list-style-type: none"> • Association's CPA to provide 1099 tax forms to Treasurer and Web Site Chair for salary and funded in-kind services.
<ul style="list-style-type: none"> • Corporation report for Colorado to be filed by January 30th.
<ul style="list-style-type: none"> • New budget for the year is distributed to all committee chairpersons and officers.
<ul style="list-style-type: none"> • RMWEA annual audit to be completed by January 31 (if possible), after the Association's bills have been paid, receivables have been collected, and financial records have been reconciled for past year.
<ul style="list-style-type: none"> • All contracts for paid staff are formally approved by the Joint Governing Board.
<u>February</u>
<ul style="list-style-type: none"> • Winter board meeting. RMWEA/RMSAWWA joint committee budgets are formally approved. Annual Conference budget is approved by the Joint Governing Board.
<u>March</u>
<ul style="list-style-type: none"> • Corporation report for Wyoming by March 31.
<ul style="list-style-type: none"> • Treasurer to meet with Association's CPA to prepare taxes.
<u>April</u>
<u>May</u>
<ul style="list-style-type: none"> • Association's taxes are due to the IRS no later than May 15.
<u>June</u>
<ul style="list-style-type: none"> • Summer planning meeting. President-elect presents and discusses proposed goals for coming year.
<u>July</u>
<ul style="list-style-type: none"> • If requested by the President-Elect, the Treasurer will estimate large-expenditure line items for the coming year's budget.
<ul style="list-style-type: none"> • Treasurer to pay annual COSTCO Executive Membership dues in order to maintain the Association's credit card program.
<u>August</u>

<u>September</u>
<ul style="list-style-type: none"> • Committees begin working on their budgets for the coming year. • Treasurer presents a financial summary report during the RMWEA business luncheon at the Annual Conference.
<u>October</u>
<ul style="list-style-type: none"> • Committee chairpersons to provide milestones, goals & objectives for the Business Plan. • Committees complete their budget preparation.
<u>November</u>
<ul style="list-style-type: none"> • Committee chairpersons submit budget requests to President and Treasurer no later than November 15. President and Treasurer will meet to discuss all committee budgets.
<u>December</u>
<ul style="list-style-type: none"> • Executive Committee reviews RMWEA budget. Final budget to be approved by December 31. • President checks with Treasurer on due dates for all state corporation update reports. • The Fiscal Year of the Association shall be from January 1 to December 31. • The Executive Committee shall establish an annual schedule for budget preparation and approval, budget review, fiscal year audit, submittal of committee budgets, and other appropriate financial reports. This schedule shall be included in this document. • The Association budget shall be a one-year budget to provide financial planning stability and historical information. • The Financial schedule shall provide direction for all Executive Committee members and committee chairpersons.

Committees/Budget Responsibilities

- The RMWEA operating budget is subject to approval at the December meeting of the Executive Committee. In order that total revenues and expenditures may be adequately evaluated, each committee is asked to prepare a budget demonstrating that the committee has evaluated its program(s) and activities and considered anticipated income and costs of their activities.
- It is important that committees plan for end of year balances where revenues exceed expenditures. Committees must develop realistic budgets without padding, but providing for necessary program funding. An honest budgetary appraisal from each committee allows the Executive Committee to make informed decisions.
- It is expected that committee budgets be developed which foresee most incomes and costs. Include, but do not limit oneself to the following items:
 - ☐ Income/expenses related to seminars or other activities.
 - ☐ Committee meeting and event expenses.
 - ☐ Committee mailings (including cost of item (such as flyer) to be printed and cost of mailing or distributing it).
 - ☐ Printed materials to be distributed to committee members and method of distribution.
- The Executive Committee will review all budgets in November and December. The final budget shall be prepared by the end of December and distributed to committee chairs in early January of each year.
- RMWEA committees must remain fiscally sound and stay within their approved budgetary constraints. Expenditures of RMWEA funds shall not be made without first having determined that funds have been budgeted and are available to cover expected expenditures.
- Requests for amendments to RMWEA Committee budgets shall be made to the Executive Committee. If a Committee budget shortfall is foreseen and/or an unplanned activity is proposed, the request shall be prepared and submitted to the Executive Committee for review and consideration. Requests may be submitted in writing to the Treasurer or in person to the Executive Committee.
- Committees shall only expend funds for those items and in those amounts that are included in its approved budget. The specific prior approval of the Executive Committee is required in order to expend funds for unbudgeted items or in excess of the approved budget.
- Joint Committees shall follow budgetary guidelines and prepare and submit budgets in accordance with the RMSAWWA/RMWEA Joint Policy & Procedures Manual.

- It is the policy of the RMWEA Executive Committee that committee finances shall be handled through the Association account and budget.
- Separate accounts including checking accounts are not authorized for committees.
- Committees are required to follow and enforce the financial policies and procedures of the Association.
- The RMWEA Executive Committee reserves the right to request documentation and backup information from the committee as it determines necessary to assure financial responsibility.
- If a committee is dissolved, all remaining funds may be transferred by the Treasurer to an RMWEA asset or another account as directed by the Executive Committee.
- Committees may develop standing rules that require approval of the Executive Committee.
- Each year, committees shall submit an annual budget with specific goals & objectives.
- Questions pertaining to the Association's budget should be directed to the RMWEA Treasurer.

Non-Profit and Tax-Exempt Provisions

- RMWEA has been incorporated under state law as an organization prohibited from distributing net income (income above expenses) to individuals who control the organization.
- RMWEA is prohibited from allowing private parties to obtain equity in, or personal financial benefit from the Association.
- RMWEA must provide programs that will serve to benefit the members of the organization and the public rather than private individuals.
- Earnings received by the RMWEA must be dedicated to furthering the mission and goals of the organization.
- All earnings (income over expenses) are “reinvested” in the program of work of the Association to fulfill the organization’s mission and goals.
- A New Mexico CRS-1 Combined Report From does not need to be filled out and submitted for each six-month report period (i.e., January-June; July-December) as long as the main purpose of our meetings in New Mexico are business related (i.e., providing members education). Therefore, we do not need to report conference income or pay gross receipts on the income made.
- If RMWEA ever had employees in New Mexico, then the organization would need to fill out the CRS-1 form every six months.
- As a 501c3 organization, RMWEA does not need to pay taxes on purchases of tangibles (i.e., food, prizes for fundraisers, etc.), but we do need to pay taxes on purchases of services (i.e., room rental). The Type 9 NTTC (nontaxable transaction certificate) forms do need to be filled out in order not to pay taxes. The on-line process (simplest) procedure is to first receive the ID # from the business or vendor we are purchasing food or other items from and then fill out the NTTC form on-line. There is no limit to the number of businesses one can register on-line. The website is: <http://www.state.nm.us/tax>. The password is RMWEA. The link to fill out the NTTC can be found here.
- The Treasurer or Secretary may also receive a corporate income and franchise tax (CIT) form each year from the State of New Mexico. This form only needs to be completed if there has been any unrelated business income (UBI) generated by the Association.
- The RMWEA registration number is 02-410037-00-4 and was issued on November 01, 1999. Kay Storr is the current New Mexico Tax Auditor (ph. 505-827-0944) and was contacted on July 12, 2006, to get clarification on the NM tax rules for 501c3 organizations.

- The Wyoming Department of Revenue issued a tax-exempt certificate and letter to the RMWEA on November 9, 1999. The revenue number is 140524. Always keep the ETS Form 101 and approval letter in the appropriate file. Keep duplicates of both to supply the Association's use requirements. Contact the department every year to renew it so that all current information may be updated. An annual non-profit corporation report is filed with the State of Wyoming. This form is generally mailed to the Secretary or the Treasurer.
- The RMWEA Colorado Tax ID # is 98-18406-0000.
- The RMWEA Federal Tax ID # is 84-0777358.

Tax-exempt status means that:

- Members have the assurance that dollars are being used for the purpose they are being collected, and gain the full benefit of those dollars, without seeing a portion of them being drained away as taxes.
- RMWEA is exempt from paying corporate federal income tax on income that is derived from programs or activities that are "substantially related" to the purpose or mission for which the organization was formed. A fundraiser or other event to raise money for Operations Challenge or the Stockholm Junior Water Prize is related to our business so long as we expend the funds on our mission-related educational programs.
- RMWEA is required to pay corporate federal income tax at the standard rate, on any income that is unrelated to its tax-exempt purpose. Such income is called "Unrelated Business Income" or (UBI), and that tax is due and payable on such income as UBIT. Form 990-T is used for filing UBI.
- RMWEA is also subject to many other kinds of taxes such as Federal payroll tax; Social Security; Medicare; unemployment; real estate tax; personal property tax; sales tax; use tax; franchise tax; and taxes on lobbying activities.
- Section 501(c)(3) organizations are restricted in how much political and legislative (lobbying) activities they may conduct. IRC 501(c)(3) permits organizations to lobby so long as they do not devote a "substantial part" of their activities to attempting to influence legislation. Whether an organization's attempts to influence legislation, i.e., *lobbying*, constitute a substantial part of its overall activities is determined on the basis of all the pertinent facts and circumstances in each case. The IRS considers a variety of factors, including the time devoted (by both compensated and volunteer workers) and the expenditures devoted by the organization to the activity, when determining whether the lobbying activity is substantial.

- An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocated the adoption or rejection of legislation. Organizations may involve themselves in issues of public policy without the activity being considered as lobbying. For example, RMWEA can conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner without jeopardizing their tax-exempt status.
- Political activities (such as those concerned with the nomination, campaigning on election of specific candidates or political party activities) are not allowed under IRS Section 501(c)3.
- Lobbying restrictions do not apply to the U.S. Executive Branch, only the Legislative Branch.
- RMWEA is subject to penalties under the Colorado Corporation Code of Regulations which includes loss of non-profit and/or tax-exempt status for failure to comply.
- Officers and Delegates are personally subject to liability and penalty for failure to comply.
- Accountability is the price to be paid for the exemption from tax on mission-related income.

Access to Association Records

- In accordance with federal law, it is the policy of the RMWEA to make available copies of the following records of the Association to any person: most recently filed IRS Form 990; not-for-profit tax-exempt status letter from IRS; financial statement including balance sheet and income statement for the most recent month.
- If requested by mail, copies shall be provided within 30 days of the request.
- Copies of documents will be made available at no charge to RMWEA members and at a current rate of \$1.25 for the first page and \$0.10 per page for additional pages for non-members. These copies will be mailed to members at no charge; however, non-members will be required to pay postage at the current rate.

Conflict of Interest

- It is the policy of the RMWEA to avoid conflicts of interest that may result by contracting for services for the Association or its committees.
- No Officer or Delegate of the Association may contract to provide services for the Association or its committees.
- No committee officer may contract with the same committee for services.
- A member of the Association may contract for services provided that the member is not part of the decision-making process for selecting the contractor.
- Any work, process, or innovative technology that has been developed or purchased exclusively for the RMWEA may not be used by any other person, group or organization without the expressed permission and approval of the Association's Executive Committee. A majority vote of the Executive Committee would be required for approval.
- Distribution lists or directories comprised of RMWEA member's names and organizations (both Associate and WEF) may not be released and used by any person, group or organization for marketing purposes without the expressed permission and approval of the Association's Executive Committee. A majority vote (i.e., greater than 50%) of the Executive Committee would be required for approval.

Contracts

- The RMWEA Treasurer shall ensure that individuals qualifying as *independent contractors* will sign a contract and be issued IRS Form 1099-Miscellaneous, if compensation is \$600 or more during the fiscal year. A completed copy of the 1099-Misc. form will need to be sent to paid staff by February 1 of each year along with a copy to the IRS about a month later, around March 1. The IRS tax booklet should be checked for the specific due date as these dates will change a little from year to year. A 1096 form will need to be filed with the IRS as well. Tax forms are sent to the Association from the IRS office located in Ogden, UT 84201.
- Any contract for services shall include written competitive proposals with price and scope of work delineated.
- Contracts for Joint Committee activities shall be handled according to the RMSAWWA/RMWEA Joint Policy & Procedures Manual.
- Contract reviews and approvals shall be conducted according to the following schedule:
 - Contracts with expenses less than \$2,000 – The contract shall be reviewed by one of the following: RMWEA President, Treasurer, or a member of the FAB Committee. After review and approval, the contract may be signed by the RMWEA President, Treasurer, or Committee Chair.
 - Contracts with expenses \$2,000 or greater – The contract shall be reviewed by a minimum of two of the following: RMWEA President, Treasurer, FAB Committee Member, and/or paid staff. After review and approval, the contract shall be signed by the RMWEA President or Treasurer.

Reserve Fund

- The creation and maintenance of an adequate reserve fund is a fundamental tenet of sound financial management.
- Reserves are the accumulated net surpluses of the organization or the net amount the organization would expect to receive were it to sell all of its unrestricted assets and pay all of its unrestricted liabilities at a given point in time.
- The RMWEA shall establish a “reserve fund” to maintain appropriate funds to ensure the organization’s financial health while providing member value.
- The reserve fund policy is intended to establish reserves to cover organizational objectives that include both unanticipated circumstances and one time or episodic situations.
- The reserve fund is used to sustain basic operations and core member services during a short-term (i.e., 12-18 months) economic downturn.
- The reserve funds shall sustain essential member services during a transition to a long-term (i.e., a downturn anticipated to last beyond 12-18 months and that is seen as being more of a permanent nature than a short-term economic slump) economic downturn.
- The reserve fund shall provide (if necessary) a source of capital for the research and development of new services (or products) that have the potential to significantly benefit the members of the organization.
- The reserve fund shall be adjusted periodically to reflect inflation based on the consumer price index. The Executive Committee shall review this policy annually to ensure that the total reserve fund objectives are being met.
- The reserve fund shall be established with the goal of achieving an amount equivalent to a minimum of 30% of the Association’s annual operating budget.
- The reserve fund shall be used for purposes as defined by the Executive Committee.
- A majority vote (50% or greater) of the Executive Committee members is required to initiate policy changes pertaining to the reserve fund or to authorize any withdrawals.

Financial Investments

- The Association will pursue procedures that enhance the opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.
- The Association Treasurer shall be responsible to manage all Association funds; to protect, preserve, and maintain cash and investments placed in his/her trust on behalf of the members of the Association.
- An adequate percentage of Association funds shall be maintained in liquid short-term funds which can be withdrawn if necessary to meet the disbursement requirements. Investments shall be in FDIC-issued certificates of deposit and money market savings accounts.
- No common stock, preferred stock or real estate will be purchased.
- Any and all interest income earned from investments may be used as current fiscal year operating funds. The budget will reflect such anticipated revenues.
- Upon the approval of the Executive Committee, any investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risk.
- The Executive Committee shall seek the advice of its Certified Public Accountant or a qualified financial planner before any non-traditional investments (e.g., stock portfolios; real estate) are considered.
- Reserve monies shall be invested to maximize interest returns without jeopardizing principal.
- Due to FDIC limitations, monies greater than \$100,000 (if applicable) invested in one financial institution shall be reviewed by the Treasurer.

Petty Cash Fund

- The Executive Committee shall determine if a petty cash fund is deemed necessary or not.
- If a petty cash fund is authorized by the Executive Committee, then, the fund shall be used only when it is inconvenient or impractical to use the checking account.
- The maximum value of the Fund shall be determined by the Executive Committee.
- Upon approval of the use of a petty cash fund, the Association Treasurer shall be responsible to collect documentation for the use of petty cash funds.

Physical Property Controls

- Physical property shall include such items as computers, software, printers, cameras, projectors, camcorders, clothes, banners, display boards, etc. purchased by the Association or donated to the Association for the purpose of conducting the activities of the Association.
- The Executive Committee shall approve the use, location, and person responsible for each physical property item.
- All physical property purchased shall be paid in full and not in partial payments with interest charges.
- The Treasurer will maintain an inventory of all Association property.
- During the annual audit of the Association's finances by the FAB Committee, the Treasurer will submit an updated inventory for review.
- Disposition of property shall be determined by the Treasurer with the approval of the President. Every effort shall be made to attain a reasonable return on all property.
- Requests for new physical property shall be discussed and approved by the Executive Committee.

Surplus Property Disposal

- It is the policy of the Association to dispose of surplus equipment in a manner most advantageous to RMWEA. Such items can be sold, disposed of through a fee-required take back program (i.e., a fee is required for an organization to dispose of an item such as a used computer), or simply junked if the Executive Committee believes that is the proper means of disposal.
- Surplus equipment is defined as: RMWEA-owned equipment, materials, and supplies that are no longer needed; equipment that have reached the end of its useful life, and whose continued use is not economical due to excessive repair or operation costs; property that has become obsolete due to changes in technology.
- The Treasurer shall be responsible for carrying out this policy.
- The Executive Committee shall review and authorize disposal.
- *A Declaration of Surplus Property* shall be prepared by the Treasurer (see below).

RMWEA
Surplus Property Declaration Form

Date: _____

To: FAB Committee

From: RMWEA Treasurer

Request Authorization to Declare the Following Property Surplus:

Justification for Declaration that Property is Surplus:

Estimated Value of Surplus Property:

Method Used to Determine Estimated Value:

Authorized by:

FAB Committee Chairperson

Date

Implemented by:

RMWEA Treasurer

Date

Credit Card Processing

- Elavon is the Association's current credit card processor for Visa and Mastercard. Elavon's phone number is 1-800-725-1243. One needs to have the Association's merchant account number available when placing a call to Elavon.
- RMWEA has an Executive Membership through COSTCO Wholesale. Annual dues are payable in July. The organization must be a COSTCO Executive Member in order to participate in the credit card processing program with Elavon.
- Specific questions pertaining to the electronic credit card equipment can be referred to a COSTCO customer service center at 1-877-807-6239.
- The merchant account number with Elavon is #385200000009848. This account is for the card swipes, telephone and mail orders.
- The merchant account #385200000020303 was set up in June 2000 for Internet credit card processing only.
- The RMWEA currently does not accept Discover Card or American Express.
- TEAMS is currently responsible for the credit card processing equipment purchased by the Association back in June 2000. The equipment will accept MC and VISA credit cards. We can also process credit cards through the RMWEA website as well. Additional equipment can be purchased by calling 1-888-545-2234.
- Information to obtain when processing credit cards includes: cardholder's name, card type, card number, expiration date, transaction amount, mailing address & zip code, phone number. A receipt should always be made available for all transactions.

Association Business Credit Card

- The Executive Committee shall approve any request to secure a business credit card for the Association.
- The RMWEA Treasurer currently maintains an Association credit card and is the sole person responsible to use the card.
- Dissolution of continued use of a business card shall be approved with a majority vote of the Executive Committee members.

Association Business Plan

- The RMWEA business plan provides members with a comprehensive look at the Association' history, its vision, mission, goals and objectives. The plan also includes committee descriptions, and current marketing, management and financial plans.
- The RMWEA Treasurer shall assist the RMWEA Secretary in updating the Association's Business Plan at least twice annually after affording any changes to the President for review. The updates shall include current organizational objectives and milestone dates along with the most recent budget projections. Updates to the Business Plan shall be posted on the RMWEA website.
- The Financial Policy and Procedures Manual shall be incorporated into the Association's Business Plan by reference.

General Liability Insurance

- RMWEA shall obtain General Liability Insurance. Andersen Insurance Group (AIG) currently offers the RMWEA general liability insurance coverage along with a variety of plans designed to protect individuals and groups against many situations that may occur.
- AIG offers additional coverage options such as: directors & officers liability coverage; fidelity bond (protection for loss due to an embezzlement of Association funds); convention cancellation insurance; umbrella policy, etc.
- AIG can be reached at 1-703-988-0600. The current contact person is John Toepfer.
- General liability insurance provides for coverage for bodily injury and property damage for which you are deemed to be responsible. This policy provides for defense costs as well as for damages.

Bank Signatures

- The Association shall follow each financial institution's requirements for completing a bank signature card. Usually, up to 4 or more signatures can be placed on this card.
- At a minimum, the officers whose names should appear on a signature card file include: President, President-Elect, Vice-President and Treasurer. The Secretary's name may be added as well.
- The Association President shall decide which officer's names will be on the bank signature cards.
- The current Association President shall ensure that signature cards are updated on an annual basis.
- Withdrawals from the liquid CD (savings) will require two signatures of the board members who have the proper authorization. If there is ever a need to withdraw funds from the CD in a hurry, it is best to have already prepared and signed by one of the authorized signers a letter to the bank requesting a withdrawal. Letters with original signatures can be kept on file and then when needed, only the date needs to be typed in. Such correspondence should always be on original Association letterhead.
- To update the "signers" with the bank, a new form called "Addendum to Certificate of Authority" will need to be completed. This form can be used to add or delete a signer's name.
- An updated list of the Association's officers needs to be given to each financial institution and to WEF on an annual basis so that they can update their records.

Speaker Fees

- This written document describes how the Executive Committee shall conduct business as it pertains to the reimbursement of expenses incurred by persons who are invited as speakers to participate in RMWEA-only sponsored seminars, conferences, workshops, meetings or training programs.
- Transportation and lodging expenses of invited speakers are not to be paid by RMWEA if the speaker is an RMWEA member who is attending the seminar as a participant in addition to making a presentation. Special speakers, who are invited by the organizing committee, may be reimbursed for travel expenses based on the decision of the conference or seminar coordinator, provided such costs are included in the budget for the event.
- The conference or seminar coordinator shall determine if registration and meal costs for speakers will be provided by the RMWEA. However, it is the general rule that speakers should register and pay fees if they are there to attend the seminar. If not, no registration should be needed for persons making presentations. RMWEA should pay for a speaker's meal only if the speaker is on the program connected with the meal (breakfast, lunch, or dinner sessions).
- Honorariums or speakers' fees are generally not paid, unless these expenses have been budgeted by the conference or seminar coordinator and approved in advance by the Executive Committee.
- Exceptions to this guidance document shall only be permitted in special and unique circumstances, only with the advance approval of the Executive Committee, and only if the funds have been budgeted by the seminar coordinator.

Records Management

- The Association Treasurer, Secretary and Historian shall work collaboratively to archive and destroy files each year. A Certificate of Destruction (COD) shall be prepared and maintained.
- The Treasurer shall assist the RMWEA Secretary in matters pertaining to file management, record retention, and the preservation of Association documents.
- The Association's existing *Records Management Policy* shall remain in effect for three years, after which it will be reviewed by the FAB Committee to determine whether revisions are appropriate. If deemed necessary, recommendations for approval shall be presented to the Executive Committee for approval.

Travel Expenses

- The purpose of this travel policy is to assist certain Association officers to attend meetings approved by the Executive Committee and to control expenses for the Association. This policy will clarify who from the Executive Committee shall be financially supported to attend WEFTEC and what expenses are approved. The RMWEA Executive Committee may review and revise this guidance on an annual basis.
- The RMWEA elects their officers at the RMWEA Annual Conference in September, and the Delegates do not officially take office until WEF approves them at WEFTEC in October or November.
- At WEFTEC, the House of Delegates currently meets on the Saturday prior to the opening of WEFTEC and on Wednesday of WEFTEC. The voting Delegates are required to attend these meeting. For Saturday's meeting, the voting Delegates from RMWEA are the two Delegates who were in office the previous year (not the Delegates elected at the RMWEA Annual Conference in September). In addition, WEF highly encourages any Delegate Elect to attend the meeting to share ideas and to get prepared for their upcoming term in office. The RMWEA will financially support sending the two voting Delegates and Delegate Elect (in years when a Delegate Elect has been elected) to WEFTEC.
- As the costs of attending WEFTEC continue to increase, the RMWEA will establish guidance on reasonable expenses that shall be covered by each representative. A travel and expense budget will be established annually to meet the financial needs of the officers attending WEFTEC.
- Conference Registration: The purpose of the Delegates' attendance at WEFTEC is to participate in the House of Delegates meetings, network with WEF and other MAs, and perform such other duties as may be assigned, such as reviewing exhibits on the exhibit floor. The RMWEA shall pay the Member Super Saver Expo Only – Full Week registration fee for their representatives. If the representative chooses to register as a PWO Member or Full Conference and Expo, the representative is responsible for the additional registration cost. In addition, the representative is responsible for any additional cost associated with registering after the Super Saver deadline.
- The RMWEA will also reimburse the following costs:
 - ☐ Airfare (economy fair purchased at least 21-days in advance)
 - ☐ Ground transportation (to and from the airport and hotel, plus parking at the departure airport).
 - ☐ Hotel (single occupancy priced room at WEFTEC anchor hotel)
 - ☐ Meals (not to exceed the current federal government per diem rate for the City in which WEFTEC is being held).

- If a WEFTEC attendee desires to use a personal vehicle in lieu of airfare and taxi, the member may do so and be reimbursed at the current IRS per mile rate for private automobile, provided that the total cost of the private automobile does not exceed that cost which would have been incurred by using the plane and taxi. Receipts are required.

Reimbursements

- For reimbursement, all receipts and reimbursement forms (see below) must be submitted to the RMWEA Treasurer. The RMWEA will not reimburse costs without adequate justification.
- All receipts shall be submitted to the Treasurer no later than 30 days after the expenditure occurs, or by December 31, or the year in which the expense occurred, whichever is sooner. Receipts not submitted in a timely manner, may not be reimbursed.
- The RMWEA will not reimburse costs associated with:
 - i. Facility tours at WEFTEC or other conferences.
 - ii. Golf tournaments.
 - iii. Spouse or guest of the representative (including any additional costs for double occupancy rooms).

RMWEA
General Reimbursement or Check Request Form

NAME: _____

COMMITTEE: _____

EVENT: _____

DATE OF EXPENSE: _____

EXPENSE DESCRIPTION: _____

Make check payable to: _____

Mail check to: _____

Attach Receipts:

Office Use:

Request Received: _____ Approved by: _____

Check #: _____ Check Date: _____

RMWEA

Travel Reimbursement Request Form

DATE OF REQUEST: _____

NAME: _____

EVENT DESCRIPTION: _____

MEALS:

[illegible]**LODGING:**

DATE	COST OF SHARED ROOM	SINGLE ROOM CHOSEN- COST OF SHARED ROOM	COST OF SINGLE ROOM- SHARED NOT POSSIBLE
SUBTOTAL			

TRAVEL:

DATES	PLANE	TAXI	RENTAL CAR	PERSONAL CAR MILEAGE
SUBTOTAL				

REGISTRATION FEES:

DATE	EVENT	COST
SUBTOTAL		

TOTAL REIMBURSEMENT:

CATEGORY	SUBTOTAL OF CATEGORY
MEALS	
LODGING	
TRAVEL	
REGISTRATION	
TOTAL TO BE REIMBURSED	

Make check payable to: _____

Mail check to: _____

Office Use:

Request Received: _____ Approved by: _____

Check #: _____ Check Date: _____

Meal Expenses

- The purpose of this policy is to provide recommended guidance for RMWEA officers, committee members, and invited guests who attend Association meals. This document is to ensure the proper management and use of Association funds as it may pertain to the purchase of meals and alcoholic beverages.
- RMWEA only breakfast meetings have occurred during past winter board and summer planning meetings. The RMWEA will continue to pay for these meal expenses.
- Throughout the year, lunch may be provided at some of the RMWEA Executive Committee meetings, but this is at the discretion of the President. The RMWEA will continue to pay for these meal expenses.
- Also, during the year there may be a number of joint meetings where meals are served. The expenses for joint breakfast, lunch, or dinner meals with RMSAWWA are typically paid for by both Associations. These expenses would include the costs for meals served during regular joint business meetings or the winter and summer planning meetings. For these meals, the RMWEA Treasurer and the RMSAWWA Secretary/Treasurer work out the details on the cost sharing of expenses.
- One dinner is typically provided at the Annual Conference on Sunday evening for RMWEA Executive Committee members and their spouses (or one guest per Executive Committee member), and the Water Environment Federation representative and his/her spouse or guest. The RMWEA Senior Delegate or a chosen designee is responsible for making the RMWEA Annual Conference meal arrangements. A restaurant and meal menu selection shall be made at least 45 days prior to the Annual Conference dinner. The Delegate or designee will notify the President of all planned arrangements and expected restaurant costs. The President will agree or not agree to the dinner arrangements.
- The Association may pay for up to two (2) alcoholic beverages for attendees at any Association meal. This can be managed on a drink ticket basis or by other means as determined by the President. Dinner attendees are responsible to pay for any additional alcoholic beverages. If possible, a cash bar should be made available for dinner attendees.
- Paying for any alcoholic beverages at joint Association dinners will be left to the discretion of the RMWEA President and RMSAWWA Chair.
- Attendees at Association meal functions are expected to act responsibly and not engage in conduct that is likely to be detrimental to the reputation of the Association.
- This guidance document may be amended at anytime with a majority vote of approval from the RMWEA Executive Committee members.

Rocky Mountain Water Environment Association

Guidance Document on Records Management

Introduction

The RMWEA shall provide for the retention of records for the time periods specified in this guidance document. The RMWEA shall also dispose of those records after those time periods have elapsed, keeping in mind that there are some records, which will be retained on a permanent basis.

Definition

A record shall refer to all recorded information, regardless of form or media. Included are forms, reports, directives, correspondence, legal papers, specifications, historical information, or other documentation, regardless of whether recorded on paper, microfilm, tapes, disks, or other media.

RMWEA Ownership of Records

All records as defined above are hereby declared to be the property of the RMWEA. No employee or member of the Association, by virtue of his/her position, shall have any personal or property rights to such records, even though he or she may have developed them. The unauthorized destruction, removal from files or use of such records is prohibited. However, any member may request to have access to view the minutes of meetings.

Nothing in this guidance document shall be construed or interpreted as requiring any particular record created or maintained under this document to be disclosed or inspected by members of the RMWEA, or under other applicable laws. Each request for inspection of a record shall be reviewed on a case-by-case basis in accordance with the requirements and exemptions set forth in all applicable laws and regulations.

Procedure

The RMWEA Executive Committee shall decide who shall be responsible for the tasks of archiving and destroying files. Any contract addendum for the Association's management firm, "TEAMS", to assume responsibility for these tasks shall be prepared as a part of TEAMS annual contract for the RMWEA.

The responsible party shall identify the appropriate dates of destruction for documents and records as specified in this document. The RMWEA Secretary and Treasurer shall annually discuss the matter of record retention and ensure that the necessary documents and records are forwarded to TEAMS for archiving, that all appropriate files are destroyed, and that an appropriate record of destruction is maintained.

The Secretary shall ensure that agendas are filed with the final and approved meeting minutes to which they pertain. The Secretary shall retain the original minutes and agendas in a hard copy (notebook) labeled with the year.

The new incoming Secretary shall keep the previous year's minutes as a point of reference. These records are then to be stored in the Association's official storage area. When the meeting minutes come for storage, they are to be accompanied by an electronic form of storage as well, such as floppy, CD or other media.

This guidance document shall remain in effect for a period of three years, after which it will be reviewed by the Executive Committee to determine whether revisions are appropriate.

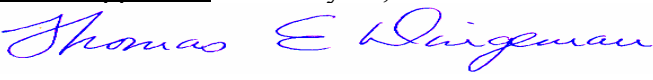
Storage of Records

Association records are currently being archived at the Association's business mailing address:
c/o Total Events and Management Services, Inc., 3401 Quebec Street, Suite 4050, Denver, CO
80207

RECORD RETENTION SCHEDULE

Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Agendas for board meetings	Permanent
Annual Conference reports	Permanent
Articles of Incorporation	Permanent
Audit Reports	Permanent
Bank reconciliations	3 years
Bylaws	Permanent
Cash Books	Permanent
Checks (cancelled)	7 years
Contracts (expired)	7 years
Contracts still in effect	Duration plus 7 years
Correspondence (general) with members; exhibitors and vendors	2 years
Correspondence (legal)	Permanent
Destruction, Records of	Permanent
Dues and registration fees	7 years
Duplicate deposit slips	1 year
Employee personnel records	7 years (after termination)
Employment applications	3 years
Financial statements (end of the year)	Permanent
Financial statements (monthly)	1 year
General and office account ledgers	Permanent
Historical information	Permanent
Insurance Policies	3 years after expiration
Internal audit reports	3 years
Internal reports (miscellaneous)	3 years
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	Permanent
Minutes from board meetings	Permanent
Payroll records and summaries	7 years
Purchase orders	3 years
Receiving sheets	1 year
Reorganization records	Permanent
Requisitions	1 year
Sales records	7 years
Tape recordings of board meetings (if applicable)	Destroy immediately upon approval of written minutes
Tax returns and worksheets; and other documents pertaining to the determination of income tax liability, including tax exemption letter	Permanent
Time sheets	7 years
Travel & expense forms	7 years

Date of Executive Committee Approval: January 31, 2003

Authorized Signature: 

RMWEA President



Bylaws

2012-2013



BYLAWS
OF
ROCKY MOUNTAIN WATER ENVIRONMENT ASSOCIATION, INC.

1. OBJECTIVES

- 1.1 Advance the fundamental knowledge of the water environment, its basic qualities, and physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 1.2 Advance the knowledge and technology in the design, construction, operation and management of water quality systems and facilities.
- 1.3 Promote sound policy in matters relating to the water environment.
- 1.4 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 1.5 Encourage the friendly exchange of information and experience among its members and other interested persons, by an annual conference of its members, affiliation with the Water Environment Federation, and participation in the activities of that organization.
- 1.6 Promote the proposition that the development and operation of water quality systems is an integral component of the infrastructure of a community.
- 1.7 Stimulate public awareness of the relationship of water resources to the public welfare and the need for pollution prevention, resource recovery, preservation, conservation, and reuse of water resources.
- 1.8 Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.
- 1.9 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and other interested parties.
- 1.10 Strengthen and build alliances with other organizations incorporating members of all professions dedicated to the preservation and enhancement of water quality and water resources.
- 1.11 Serve the international community of water environment professionals.

2. AFFILIATION

- 2.1 The Association shall be a member of the Water Environment Federation, hereafter designated the Federation, and shall participate in the activities of that organization. It is the intent that the Articles of Incorporation and Bylaws of this Association shall be in harmony with the Constitution and Bylaws of the Federation.

3. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

3.1 Membership

- 3.1.1 The membership of the Association, with the exception of dual membership, shall consist of persons and organizations interested in any of the objectives of the Association residing in or a place of business within Colorado, New Mexico, or Wyoming, and having such qualifications as are presented in this document for the various grades of membership.
- 3.1.2 The term “eligible voting member” as used in this document shall include all persons having the rights and privileges of Active or Professional Wastewater Operations (PWO) Members as described in this document.

3.2 Membership Classes

- 3.2.1 Active Members
- 3.2.2 Corporate Members
- 3.2.3 Student Members
- 3.2.4 Professional Wastewater Operations (PWO) Members
- 3.2.5 Dual Members
- 3.2.6 Life Members
- 3.2.7 Federation Members
- 3.2.8 Associate Members

3.3 Active Members

3.3.1 Qualifications

Shall be any person professionally engaged or interested in the advancement of knowledge relating to the objectives of the Federation and the Association.

3.3.2 Rights and Privileges

3.3.2.1 Shall be an eligible voting member of the Association.

3.3.2.2 Shall have the rights and privileges granted by the Federation and Association, including the right to hold office and serve on committees.

3.3.2.3 Shall be entitled to receive publications of the Federation, as authorized by its House of Delegates, and publications of the

Association, as authorized by the Executive Committee, for the Active membership class.

3.4 Corporate Members

3.4.1 Qualifications

- 3.4.1.1 May be an organization engaged in the design, construction, operation, or management of water environment systems, a governmental agency, an industrial organization, or any other corporate body or organization engaged in or interested in at least one of the stated objectives of the Federation and the Association.

3.4.2 Rights and Privileges

- 3.4.2.1 Shall be entitled to one representative who shall have all the rights and privileges of an Active Member. The representative may be changed at the discretion of the Corporate Member on written notice to the Secretary of the Association.

3.5 Student Member

3.5.1 Qualifications

- 3.5.1.1 A regularly enrolled college or university student who spends at least one-half time on academic course work or the equivalent.

3.5.2 Rights and Privileges

- 3.5.2.1 Shall have all the rights and privileges of an Active Member except holding Federation or Association office.
- 3.5.2.2 May not retain this class of membership beyond the first anniversary date following termination of qualifications as a Student Member.

3.6 Professional Wastewater Operations (PWO) Member

3.6.1 Qualifications

- 3.6.1.1 A person who is actively employed by the responsible operating entity, whether public or private, of a facility site on a day-to-day basis in the operation and maintenance of wastewater treatment facilities, wastewater collection facilities, or wastewater laboratories for such treatment facilities, or is an off-site private laboratory technician who routinely performs wastewater analyses, or retired therefrom.

3.6.2 Rights and Privileges

- 3.6.2.1 Shall be an eligible voting member of the Association.
 - 3.6.2.2 Shall have all the rights and privileges granted to the PWO class of membership by the Federation and Association, including the rights to hold office and serve on committees and to receive publications of the Federation, as authorized by its House of Delegates, and publications of the Association, as authorized by the Executive Committee, for the PWO membership class.
- 3.7 Dual Member
 - 3.7.1 Qualifications
 - 3.7.1.1 A person whose residence or place of business is outside Colorado, New Mexico, or Wyoming, and who is an Active Member in good standing of any other Member Association of the Federation, or a Federation Member as defined in Section 6 of the Federation Constitution and Bylaws.
 - 3.7.2 Rights and Privileges
 - 3.7.2.1 Shall have all the rights and privileges of an Active Member except for voting and holding office.
- 3.8 Life Member
 - 3.8.1 Qualifications
 - 3.8.1.1 A person who has been a member in the Active or PWO membership class of this Association for at least thirty-five years or more, who has attained the age of sixty-five years or more, and who has applied to the Association for such class of membership through the Secretary.
 - 3.8.2 Rights and Privileges
 - 3.8.2.1 Shall have all the rights and privileges granted by the Association to a member in the membership class held before Life Membership was granted, and shall pay no Association Dues.
- 3.9 Federation Honorary Member, Federation Life Member, and Federation Associate Member Representative
 - 3.9.1 Qualifications
 - 3.9.1.1 Shall be eligible to apply for Active Membership if they reside in or if their place of business is in Colorado, New Mexico, or Wyoming, and if they are not Active Members of another Member Association; if they are Active Members of another member association, and if they are non-residents and their place of business

is outside of Colorado, New Mexico, or Wyoming, they shall be eligible to apply for Dual Membership.

3.9.2 Rights and Privileges

3.9.2.1 A Federation Honorary Member, Federation Life Member, and Federation Associate Member Representative accepted as an Active or Dual Member shall have all the privileges of such membership class.

3.10 Associate Members

3.10.1 Qualifications

3.10.1.1 Shall be an individual who is professionally engaged or interested in the advancement of knowledge relating to the objectives of the Association.

3.10.1.2 Membership in the Federation shall not be a requirement for the Associate Member class.

3.10.2 Rights and Privileges

3.10.2.1 Shall have all the rights and privileges of an Active Member except holding Federation or Association office.

3.11 Student Chapter Memberships

3.11.1 Qualifications

3.11.1.1 Any Student Chapter, consisting of at least five (5) students, as defined by the Association bylaws, may be granted charter membership in the Federation by a majority vote of the Association's Executive Committee provided:

a) Its objectives are in harmony with the purposes of the Association and Federation.

b) The Constitution & Bylaws of the applicant chapter have been certified by the Association's Executive Committee as being in harmony with those of the Association and the Federation.

3.11.2 Organization and Privileges

3.11.2.1 The Student Chapter will be issued a charter following recommendation of the Association's Executive Committee and approval by the Water Environment Federation.

3.11.2.2 The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.

- 3.11.2.3 A liaison for the Student Chapter shall be appointed by the Association Executive Committee. The liaison shall be an Associate or Active Member of the Association or Federation, respectively, and shall be an advisor to the Student Chapter.
 - 3.11.2.4 All officers and members of the Student Chapter shall be Student Members of the Association and the Federation.
 - 3.11.2.5 The Student Chapter shall submit an annual report of its activities to the Association's Executive Committee and to the Federation by May 1 of each year.
- 3.11.3 Authority
 - 3.11.3.1 A Student Chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the Student Chapter only.
- 3.11.4 Withdrawal and Termination
 - 3.11.4.1 A Student Chapter may withdraw from the Federation at the end of any school year after giving appropriate written notice of its intentions to the Association.
 - 3.11.4.2 The Association's Executive Committee may revoke the charter of any Student Chapter, if after the Chapter has been afforded an opportunity to be heard, the Association judges it to be in the best interest of the Association and Federation to do so.

4. DUES

4.1 Payment of Dues

- 4.1.1 For each Active, Corporate, Student and PWO, and Dual Member the annual dues shall be determined by the Executive Committee and shall include the current dues for each class of membership as established by the House of Delegates of the Federation.
- 4.1.2 Members in other classes of membership established by the Association as provided in these Bylaws shall pay dues as established by the Executive Committee.
- 4.1.3 Annual dues shall be billed directly to Association Members by the Federation Executive Director. Dues shall be payable within one month after a Member's anniversary date.

4.2 Subscription Included in Dues

- 4.2.1 All members certified to the Federation by the Association shall be entitled to such publications of the Federation as may be approved by its House of Delegates for

the appropriate membership class. All members shall be entitled to the publications of the Association.

4.2.2 All Associate members shall be entitled to the publications of the Association.

4.3 Arrears

4.3.1 Members whose dues have not been paid within one month after the anniversary date will be given notice of such default by the Association Treasurer. If the dues remain unpaid 15 days after such notice, the members in default may be removed from the roll of the Federation and the Association as appropriate.

5. ADMISSION AND EXPULSION

5.1 Admission

5.1.1 Application for membership will be reviewed by the Secretary in accordance with the policies established by the Executive Committee.

5.1.2 There shall be no admission fee.

5.2 Expulsion

5.2.1 Any member may be expelled from the Association for good and sufficient reason by a two-thirds vote of the Executive Committee.

6. OFFICERS

6.1 Functions

6.1.1 The President shall have general supervision of the affairs of the Association.

6.1.2 The President-Elect and Vice-President shall assist the President in the performance of prescribed duties.

6.1.3 In absence of the President, the President-Elect shall act. In case the President-Elect cannot act, the Vice-President shall act. In case the Vice-President cannot act, the latest living Past President shall do so. The Executive Committee shall elect one of its members to act if the Past President cannot do so.

6.1.4 The Secretary shall, subject to the direction of the Executive Committee, be the executive administrator of the Association.

6.1.5 The Treasurer shall serve as advisor with respect to the funds of the Association, and shall prepare financial reports as required by the Executive Committee.

6.1.6 The PWO Association Representative shall serve on the Executive Committee and shall represent PWO members in Colorado, New Mexico, and Wyoming.

- 6.1.7 Six Trustees shall serve on the Executive Committee. Trustees may reside in either Colorado, New Mexico, or Wyoming.
- 6.1.8 The Federation Delegate or Delegates and Delegate-Elect, as provided for by the Federation, shall represent the Association in the conduct of all business by the House of Delegates of the Federation.

6.2 Terms of Office

- 6.2.1 The terms of office of the President, President-Elect, and Vice-President shall be for approximately one (1) year. The terms of office for the Secretary and the Treasurer shall be for approximately one (1) year each. The term of office for Trustees shall be approximately three (3) years. The terms shall be overlapping. Two Trustees shall be elected each year. Terms shall start immediately following the election of officers at the Association business luncheon at the annual conference.
- 6.2.2 The term of the Federation Delegate or Delegates shall be three (3) years as determined by the annual meetings of the Water Environment Federation. However, Federation Delegates may serve more than one three year term if requested to do so by the Member Association.
- 6.2.3 The Delegate-Elect shall serve until he assumes the office of the Federation Delegate whom he or she is designated to replace.
- 6.2.4 None of the officers (except the Federation Delegate and the Member Association Trustee) may be eligible to serve full consecutive terms.
- 6.2.5 Any Officer may be removed from office if, as determined by a two-thirds majority vote of the Executive Committee, he/she is substantially deficient in the performance of his/her duties to the Association.
- 6.2.6 The term of the PWO Association Representative shall be for three years, which shall start immediately following the close of the annual PWO training conference. The PWO Association Representative shall not be eligible to serve full consecutive terms.
- 6.2.7 Trustees may serve more than one 3-year consecutive term, if requested to do so, and receive a majority vote of approval from the Executive Committee and Member Association.

6.3 Nominations and Election of Officers

- 6.3.1 At least six (6) months prior to the next annual conference, the President shall appoint the Nominating Committee.
- 6.3.2 Nominations for all offices excluding the PWO Association Representative in the following year shall be received and considered by the Nominating Committee. The Committee, through its chairperson, shall report to the President and the Secretary at least sixty (60) days prior to the Association business luncheon at the

annual conference its selection of one or more candidates for each office required to be filled. All nominees shall be persons having the right and privileges of Active Members as defined under Article 3, and shall have signified a willingness to serve.

- 6.3.3 Following receipt of this report, the President shall direct the Secretary to send to each Member (except Dual Members) not less than thirty (30) days before the Association business luncheon at the annual conference, a listing of the nominees. As an alternative, such information may be printed in the Association's publication(s) and/or included on the Association's website.
- 6.3.4 At Association business luncheon at the annual conference, the Chairperson of the Nominating Committee shall place into nomination the candidates of the offices to be elected, which shall not include the PWO Association Representative, who shall be elected as described in this document. The President shall then call for nominations from the floor. The eligible voting members of the Association shall cast votes for each office by secret ballot, voice vote, or standing vote at the discretion of the President. The election shall be determined by majority vote. Should one of the nominees for any office not receive a majority of the vote cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately for election by the voting membership.
- 6.3.5 In the case of a vacancy in an elected office the Nominating Committee shall promptly select a nominee for the office. Such nominees may be voted on at a regular meeting of the Executive Committee, or by a mail, fax, telephone, or email ballot of the Executive Committee. The nominee receiving a majority vote of the Executive Committee members voting shall be declared elected. The officer so selected shall take office immediately and shall continue in office for the remaining duration of the term of the previous holder of the office.
- 6.3.6 Nomination and election of the PWO Association Representative shall be conducted separately from the election of the other Association officers. Nominations for the PWO Association Representative shall be received by a nomination committee designated by the current PWO Association Representative. Not less than forty-five (45) days prior to the annual PWO training conference, the committee shall send to each member in the PWO class of membership a ballot listing the nominees, with a blank line for insertion of at least one additional nominee by the voter, with a return envelope addressed to the PWO Association Representative. Ballots shall be marked and mailed to the PWO Association Representative not less than fifteen (15) days prior to the annual PWO training conference, and ballots not received or postmarked by this time shall be null and void. The nominee receiving the largest number of votes shall be declared elected. As an alternative, ballots may also be printed in the Association's publication(s), with specific instructions given for PWO members on how to send their marked ballots to the PWO Association Representative.

6.4 Duties of Officers

6.4.1 President

- 6.4.1.1 General supervision of the affairs of the Association.
- 6.4.1.2 Preside at all conferences and meetings of the Association and meetings of the Executive Committee.
- 6.4.1.3 Be an ex-officio member of all committees, other than the Nominating Committee, and appoint the members of all committees where membership is not otherwise specified in these Bylaws.
- 6.4.1.4 Perform such other duties as may be assigned by the Executive Committee.
- 6.4.2 President-Elect and Vice-President
 - 6.4.2.1 Assist the President in the performance of prescribed duties.
 - 6.4.2.2 Presides at conferences of the Association and at meetings of the Executive Committee in the absence of the President.
 - 6.4.2.3 Act for the President when required.
 - 6.4.2.4 Be ex-officio member of all committees other than the Nominating Committee.
 - 6.4.2.5 Perform such other duties as may be assigned by the Executive Committee.
- 6.4.3 Secretary
 - 6.4.3.1 Serve as the executive officer of the Association, and operate under the general direction of the President and the Executive Committee.
 - 6.4.3.2 Assists the President in the preparation of the agenda for, and attend all meetings of, the Executive Committee, record and distribute the proceedings of such meetings to the Executive Committee and all committee chairpersons.
 - 6.4.3.3 Maintain meeting records of the Association, including a list of members of the Association.
 - 6.4.3.4 Coordinate with the Association Treasurer matters pertaining to file management, records retention, and the preservation of Association documents.
 - 6.4.3.5 Present a report on changes to the Association bylaws for each calendar year at the annual conference of the Association, if requested by the Executive Committee.
 - 6.4.3.6 Perform such other duties as may be assigned by the Executive Committee.
 - 6.4.3.7 Be bonded to the limits established by the Executive Committee.

6.4.4 Treasurer

- 6.4.4.1 See that all monies due to the Association and Federation are collected carefully, and, without loss, transferred to the Federation and proper accounts and custody; see that all expenditures are properly entered in the records of the Association, and the bills and vouchers for their payment are proper and in order; and sign or see to the signing of checks or drafts against funds of the Association, all in accordance with procedures established or approved by the Executive Committee.
- 6.4.4.2 Consult with the officers of the Association as to the custody and investment of funds.
- 6.4.4.3 Maintain financial records of the Association.
- 6.4.4.4 Coordinate with the Association Secretary matters pertaining to file management, records retention, and the preservation of Association documents.
- 6.4.4.5 Forward to the Officers of the Executive Committee and all committee chairpersons a monthly financial summary of accrued income and expenses consistent with the annual financial statement.
- 6.4.4.6 Present to the Executive Committee a balance sheet of the books as of the 31st of December of the previous year and as of the end of the month preceding the annual conference, which books shall be made available for review, annually or as otherwise specified by the Executive Committee.
- 6.4.4.7 Present a financial report for each calendar year at the annual conference of the Association.
- 6.4.4.8 Perform such other duties as may be assigned by the Executive Committee.
- 6.4.4.9 Be bonded to the limits established by the Executive Committee.

6.4.5 Trustees

- 6.4.5.1 Shall serve on the Executive Committee.
- 6.4.5.2 Shall serve as liaisons to committees and/or student chapters, providing guidance and helpful assistance as needed; promote the mission and vision of the Association, and perform other duties as assigned by the President or the President's designee(s).

6.4.6 Federation Delegate or Delegates

- 6.4.6.1 Shall represent the Association in the conduct of all business of the House of Delegates of the Federation.

6.4.6.2 Shall serve on the Executive Committee of the Association.

6.4.7 Federation Delegate-Elect

6.4.7.1 Shall be available to the Federation Delegate in order to remain current on Federation affairs so that upon assumption of office as a Federation Delegate, the individual will be prepared to represent the Association.

6.4.7.2 Shall serve on the Executive Committee of the Association.

6.4.8 PWO Association Representative

6.4.8.1 Shall represent PWO members in Colorado, New Mexico, and Wyoming.

6.4.8.2 Shall serve on the Executive Committee of the Association.

7. EXECUTIVE COMMITTEE

7.1 Membership

- 7.1.1 The Association President (1)
- 7.1.2 The Association President-Elect (1)
- 7.1.3 The Association Vice-President (1)
- 7.1.4 The Association Secretary (1)
- 7.1.5 The Association Treasurer (1)
- 7.1.6 The latest living Association Past-President (1)
- 7.1.7 PWO Association Representative (1)
- 7.1.8 Six Trustees (6)
- 7.1.9 Federation Delegate or Delegates (2)
- 7.1.10 Federation Delegate-Elect (1)

7.2 Presiding Officer

7.2.1 The President of the Association shall be the Presiding Officer of the Executive Committee.

7.3 Quorum

7.3.1 A quorum of the Executive Committee shall consist of a minimum of eight (8) members. A quorum is the number needed in a meeting to transact business.

7.4 Proxies

7.4.1 An Executive Committee member may assign his or her vote to another eligible Executive Committee member, by proxy, if the Executive Committee member is unable to attend an Executive Committee meeting in person. Such proxies shall be designated in writing by the absentee Executive Committee member and sent to the Association's President and Secretary at least one week prior to the next scheduled Executive Committee meeting. All such proxies shall be counted in determining a quorum.

7.5 Voting Privileges

- 7.5.1 All members of the Executive Committee shall have voting privileges. However, no member shall have more than one (1) vote, except as described in Section 7.4.1.
- 7.5.2 A “majority” vote shall be defined as being one (1) vote more than 50% of the number of votes cast by Executive Committee members who are present and voting.

7.6 Fax, Telephone or E-mail Ballots

- 7.6.1 When it is in the best interests of the Association to take immediate action on a particular matter, the Secretary may poll the members by fax, telephone, or e-mail for their vote. If the membership is polled, an affirmative vote of a simple majority of the members shall be required to authorize action on any matter. The fax, telephone, or e-mail ballots shall be confirmed at the next regularly scheduled meeting of the Association and so recorded in the minutes of that meeting.

7.7 Duties of the Executive Committee

- 7.7.1 Shall be the representative of the Association and shall manage its affairs and establish policies subject to the conditions and limitations prescribed in the Articles of Incorporation and Bylaws.
- 7.7.2 Shall receive all committee reports and take appropriate action on recommendations made in these reports where required.
- 7.7.3 Shall direct the investment and care of the funds of the Association.
- 7.7.4 Shall make funds available for regular operation of the Association and for specific purposes. No financial commitments shall be incurred that are beyond the funds available or otherwise due.

8. COMMITTEES

8.1 General

- 8.1.1 In addition to the Nominating Committee provided for in the Bylaws, the President is empowered to appoint such additional committees as may be required to advance the best interest of the Association and to enable it to fulfill its objectives.
- 8.1.2 The President shall annually appoint all committee chairpersons within thirty (30) days after the annual conference business meeting. Such appointments shall be made with consideration given to the capability, expertise, and experience of the individuals and in accordance with the charge of the committee. The chairperson shall have the right to attend meetings of the Executive Committee with full privilege of discussions on matters involving the work of their committee.

8.2 Nominating Committee

- 8.2.1 Shall consist of three Active Members appointed by the President. If available to serve, one member shall be the latest living past Federation Delegate and the other two shall be the latest living past Presidents of the Association, other than the aforementioned past Federation Delegate.
- 8.2.2 The President shall designate the Chairperson and Vice-Chairperson of the Committee.
- 8.2.3 Shall nominate candidates for the elective offices of the Association.

9. PUBLICATIONS

- 9.1 All publications of the Association shall be issued under the direction of the Executive Committee.

10. MEETINGS

10.1 Annual Conference

- 10.1.1 The annual conference of the Association shall be held at the time and place selected by the Executive Committee.

10.2 Notices

- 10.1.2 Notices of conferences of the Association membership shall be sent out by the Secretary at least thirty (30) days in advance.

10.3 Executive Committee Meetings

- 10.3.1 The Executive Committee shall hold at least one meeting at the time of each annual conference.
- 10.3.2 Other Executive Committee meetings shall be held at the call of the President, or on petition addressed to the Secretary and signed by two or more Executive Committee members.

11. FRANCHISE

- 11.1 The exclusive service area of the Association shall consist of the states of Wyoming, Colorado, and New Mexico. Any revision to the established franchise area or the establishment of any new franchise area shall follow the procedure established in the Federation Constitution and Bylaws.

12. INDEMNIFICATION

- 12.1 Each member, officer, trustee and director of the Association shall be indemnified by the Association against all expenses and liabilities, including attorney's fees, or any settlement thereof, reasonably incurred by or imposed upon him in any proceeding to which he may be a

party, or in which he may become involved solely by reason of his being or having been a member, officer, trustee, or director of the Association, whether or not he is a member, officer, trustee, or director of the Association at the time such expenses are incurred, except in such cases wherein such person is adjudged guilty of willful malfeasance in the performance of his duties; provided that in the event of a settlement, the indemnification shall apply only when the Executive Committee approves such settlement and reimbursement as being in the best interest of the Association.

13. AUTHORIZATION

- 13.1 No officer, member, trustee or director of this Association shall authorize or incur any debt or obligation on its behalf except by order of or pursuant to authority granted by the Executive Committee.

14. AMENDMENTS

14.1 Initiation

14.1.1 Amendments to these Bylaws may be proposed by a majority of the Executive Committee or through it, on petition of ten percent of the Active Members.

14.1.2 The Secretary shall mail notices and complete text of a proposed amendment, upon instruction of the Executive Committee, to each member at least thirty (30) days before it is to be voted upon. In lieu of such mailings, the Secretary may notify members of any proposed amendments via the Association's publication(s) and/or its website.

14.2 Adoption

14.2.1 Amendments to these Bylaws may be made by a two-thirds affirmative vote of the total membership of the Association present at the Association business luncheon at the annual conference, notice of the proposed amendments having been conveyed by the Secretary to each member not later than thirty days in advance of the Association business luncheon at the annual conference

14.2.2 A proposed amendment may be conveyed by the Secretary to each Active Member for the purpose of voting upon by letter ballot. The letter ballot shall be returned not later than thirty (30) days following the mailing of the proposed amendment. A two-thirds affirmative vote of the letter ballots cast is required for adoption.

14.2.3 When amendments have been acted upon favorably by the Association Membership, they shall take effect immediately.

15. PARLIAMENTARY AUTHORITY

- 15.1 The meetings and deliberations of the Association, its Executive Committee and all committees shall be regulated and controlled according to the then current edition of *Robert's Rules of Order*, except as may be otherwise provided in these Bylaws.

16. DISPOSITION OF ASSETS UPON DISSOLUTION

- 16.1 Dissolution of the Association may take place only with the consent of not less than two-thirds of the members of the Association.
- 16.2 In the event of dissolution of the Association, the property and assets thereof, following satisfaction of all obligations and liabilities, shall be disposed of exclusively for the purposes of the Association as determined by the members at a meeting convened for the purpose of dissolution. Notice of dissolution shall be given to WEF within 30 days.



WEF Information

2012-2013



MALINK

Water Environment Federation Member Association Listserve

WEF offers an e-mail forum called **MALink** that is an exclusive service just for MA Leaders.

What is an e-mail forum? An electronic mailing list of e-mail addresses of Member Association leaders interested in certain topics. By subscribing to **MALink** (free-of-charge), you can be a part of group discussions via e-mail on many topics relevant to managing your association.

How does MALink work? By sending an e-mail message to the list, it will automatically be e-mailed to all other MA Leaders who are subscribers. For example, if you would like advice or suggestions on leadership development, or on hiring paid staff, you can post the message on the e-mail forum and it will be sent to all subscribers who can respond on the list or e-mail you privately.

How do you begin to participate in MALink?

Subscribe through the Internet at:

- http://lists.wefnet.org/read/all_forums/subscribe?name=wefcom-malink

Note: Choose a password of your choice

Post Messages to:

- Wefcom-malink@lists.wefnet.org

Reply to a Posted Message to MALINK (WEF MA Leaders):

- **REPLY to ALL Subscribers of MALINK** - Click "Reply To"
- **REPLY to Sender Only/ and or Specific Individual(s)**
 - ❖ Click "Reply To"
 - ❖ Delete "WEF MA Leader" email in the "Reply To" Box
 - ❖ Type or cut and paste in email(s)

Maintain your Personal Settings such as:

- How you receive messages (as they occur, all in one email, or digest style)
- Whether or not you would want to receive email copies of your postings etc.
- Change your email; and much more!

You will receive a Welcome Message stating that MA Leaders of the Water Environment Federation (WEF) operate this List as a means to communicate and share with each other information relevant to Association Management.

Unsubscribe by: Sending an e-mail to LYRIS@LISTS.WEFNET.ORG

- In the Subject line state the following:

Unsubscribe wefcom-malink

Tips for using MALink and making it work for you!

- ♦ Send your listserve message to: wefcom-malink@lists.wefnet.org
- ♦ Do not use the listserve to contact WEF staff...use our e-mail addresses.
- ♦ Identify yourself at the bottom of the message with your name, organization, phone number and e-mail address.
- ♦ You will receive e-mail messages that do not interest you. Just delete them.
- ♦ Reply messages are set to go to the entire list. That's what it is there for, to forward your message to everyone.
- ♦ Don't be shy. There is a lot of knowledge out there, but if no one asks the question, no one will give answers.

Questions

Please feel free to notify the MALINK list Administrator, **Dianne Crilley** at dcrilley@wef.org



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Advertising

Jenny Grigsby · jgrigsby@wef.org · 703-684-2400 x 2451

Association Development

Jack Benson · jbenson@wef.org · 703-684-2493

Awards

Kelsey Brown · awards@wef.org · 703-684-2400 x 7738

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Steve Harrison · sharrison@wef.org · 703-684-7715

Communications Director

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Stockholm Junior Water Prize program

Stevi Hunt-Cottrell · shunt-cottrell@wef.org · 703-684-2454

Water Is Life, and Infrastructure Makes It Happen™ program

Lorien Walsh · lwalsh@wef.org · 703-535-5264

World Water Monitoring Day program

Lorien Walsh · lwalsh@wef.org · 703-535-5264

WEF Teach

Lorien Walsh · lwalsh@wef.org · 703-535-5264

Conferences & Training

Conference/Event General

confinfo@wef.org · 703-684-2400 x 7010

Conference/Event Exhibiting Information

expoinfo@wef.org · 703-684-2443

Conference/Event Registration

registration@wef.org · 703-684-2441

Continuing Education Units (CEUs)

Matt Jones · mjones@wef.org · 703-684-2400 x 7090

Technical & Educational Services



**DESALINATION
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The Bleach
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OlinBleach.com

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[WEFTEC Contacts](#)

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Industrial Wastewater

LaShell Stratton · lstratton@wef.org · 703-684-2400 x 7031

Operations Forum (featured in [WE&T](#))

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Water Practice

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Website

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WEFTEC Contacts

Please see the WEFTEC website for a [full list of contacts](#).

Water Environment Federation® (WEF®)

Constitution and Bylaws

Approved by WEF Membership September, 2011

1. Name

- 1.1 The name of this corporation shall be the Water Environment Federation, hereinafter designated as WEF.

2. Objectives

- 2.1 Advance the fundamental knowledge of the water environment, its basic qualities, and physical laws governing its interaction with other aspects of the environment and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 2.2 Advance the knowledge and technology in the design, construction, operation and management of water quality systems and facilities.
- 2.3 Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.
- 2.4 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and to other interested parties.
- 2.5 Promote sound policy in matters relating to the water environment.
- 2.6 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 2.7 Strengthen and build alliances with organizations throughout the world incorporating members of all professions dedicated to the preservation and enhancement of water quality and water resources.
- 2.8 Stimulate public awareness of the relationship of water resources to the public welfare and the need for pollution prevention, resource recovery, preservation, conservation, and reuse of water resources.
- 2.9 Serve the international community of water environment professionals.

3. Board of Trustees

- 3.1 The Board of Trustees (hereinafter designated as the "Board") is the governing body of WEF and holds legal authority and fiduciary responsibilities on behalf of WEF and its membership. The Board is responsible for the supervision, control, and direction of WEF under such rules as the Board may determine, subject to the specific conditions of this Constitution and Bylaws.
- 3.2 The Board shall consist of the officers of WEF and twelve WEF Members, appointed by the President, and confirmed by the House of Delegates. Not fewer than six non-officer members of the Board shall have served as a Delegate from a Member Association.
- 3.3 Members of the Board will be designated "Trustees".

4. Officers

- 4.1 The officers of WEF shall be a President, President-Elect, Vice-President, latest living Past President, Treasurer, and a Secretary. The Executive Director shall serve as Secretary without

vote.

5. House of Delegates

5.1 The House of Delegates (hereinafter designated as the House) is the deliberative and representational body of WEF. It advises the Board on matters of strategic direction and public policy development and has authority to elect and remove Trustees and Officers only to the extent provided for in this Constitution and Bylaws.

5.2 Members of the House will be designated "Delegates."

5.3 Delegates shall be selected in the manner set forth in this Constitution and Bylaws.

6. Membership Classifications, Qualifications, and Privileges

6.1 WEF Memberships

6.1.1 Member Associations

6.1.1.1 Qualifications

6.1.1.1.1 Any association or associations seeking WEF membership which consists of at least 50 persons in the United States and Canada or 10 persons elsewhere shall be granted membership in WEF with approval by the Board provided:

- a) Its objectives are in harmony with the purposes of WEF;
- b) Each association shall have a defined geographical boundary which generally shall be entirely comprised of one or more states or provinces in the United States and Canada and the equivalent or national boundaries elsewhere;
- c) No more than one association shall be created to serve a given geographical area;
- d) Reorganized existing Member Associations shall meet the petition and voting requirements of this document;
- e) Where, at the time of enactment of this document, existing Member Associations overlap and provide services within the same geographical boundary, the Board shall grant each association overlapping membership privileges. The overlapping membership shall be subject to conditions established by the Board, in consultation with the House;
- f) The Constitution and Bylaws of the applicant association(s) shall have been certified by the Board as being in harmony with those of WEF;
- g) It certifies acceptance of this Constitution and Bylaws; and
- h) The Member Association or its Executive Committee shall hold at least one meeting per year.

6.1.1.1.2 Any group that is part of an organization which has an interest in major fields other than the water environment may be granted membership in WEF as a Member Association provided:

- a) The group has its own Constitution and Bylaws (this provision is waived if the Constitution and Bylaws of the parent organization are in harmony with those of WEF);
- b) The group meets the qualifications set forth for Member Associations;
- c) The group or the group's Executive Committee shall hold at least one meeting per year.

6.1.1.1.3 A Member Association may affiliate with or establish other associated groups or local sections as an adjunct to its overall coverage of the water environment field provided its classification of membership for such associated groups or local sections shall be determined by the Member Association and provided such classifications do not include those reserved for WEF.

6.1.1.2 Member Association Boundaries

6.1.1.2.1 The Board, in consultation with the House and each affected Member Association, shall establish geographic boundaries for all Member Associations.

6.1.1.2.2 New Member Associations which, at the time of establishment of geographical boundaries, do not overlap with another Member Association, shall be granted the exclusive authority to conduct normal business including but not limited to: conferences, seminars, training and member recruitment within the boundaries established.

6.1.1.3 Reorganization of Existing Member Associations in the United States and Canada

6.1.1.3.1 Division of an existing Member Association requires approval by the Board provided:

- a) A petition requesting membership for a new Member Association and a vote on the formation of the new association is filed with the Board. The petition shall be signed by not less than 100 Members of the existing association;
- b) A mail ballot on the question of formation of the proposed association is submitted to the entire Member Association membership. Two-thirds of the responding voting Members of the existing Member Association approve the formation of the new Member Association;
- c) Each newly formed Member Association shall have not less than 50 Members; and
- d) The remaining Member Association shall have not less than 50 Members.

6.1.1.3.2 Joining of existing Member Associations requires approval by the Board provided:

- a) Petitions requesting membership for the new Member Association and a vote on the joining of the existing association are filed with the Board. The petitions shall be signed by not less than 100 Members, or 50% of those Members if that number is lower, from each of the associations proposed to be joined; and
- b) A mail ballot on the question of joining the Member Associations is submitted to the entire membership of each affected Member Association. Two-thirds of the responding voting Active Members in each of the affected associations approve the joining of the associations.

6.1.1.4 Withdrawal

6.1.1.4.1 Any Member Association may withdraw from WEF at the end of any fiscal year by giving three months' notice of such intention, provided that all financial obligations of such Member Association to WEF are fully paid up to the time of withdrawal.

6.1.1.5 Exclusion

6.1.1.5.1 Any Member Association may be excluded from WEF, subject to approval by the Board, for:

- a) Failure to fulfill its financial obligations to WEF;
- b) Any change in its Constitution or Bylaws that may bring them into conflict with those of WEF provided that the Member Association persists in its conflict more than six months after being notified by the Executive Director of WEF that such conflict exists;
- c) Refusing to accept amendments to WEF Constitution and Bylaws adopted by the full membership;
- d) Failure to maintain 50 WEF members in good standing, in the United States or Canada, or 10 WEF members in good standing, elsewhere, for a period of two consecutive years, beginning and ending on September 15. Member Associations failing to meet the required WEF membership minimums for the period stated above will automatically be presented to the Board for consideration of the Member Association's failure to meet the qualifying criteria for membership as a Member Association.
- e) Failing to be represented at a House meeting by its Delegate or duly appointed proxy at least once within a two-year period.

6.1.1.5.2 By its exclusion, a Member Association loses all its rights and privileges in WEF, including its right to be represented in the House.

6.1.1.5.3 Exclusion does not relieve a Member Association of its financial obligation to WEF.

6.1.1.5.4 A former Member Association that has been excluded by the Board may petition for reinstatement after taking the necessary actions to correct the reason(s) for its exclusion.

6.1.1.6 Changes in Member Association Constitution and Bylaws

6.1.1.6.1 Any proposed change in the existing Constitution or Bylaws of a Member Association shall be referred to the Board for review. If no conflict exists, the proposed changes shall be certified to the Member Association as being in harmony with the WEF Constitution and Bylaws of with final approval by the Board.

6.1.1.7 Privileges

6.1.1.7.1 Member Associations shall be represented in the House of Delegates in accordance with provisions in this Constitution and Bylaws.

6.1.2 Individual Member

6.1.2.1 Qualifications

6.1.2.1.1 Any individual interested in the advancement of knowledge relating to the objectives of WEF.

6.1.2.2 Privileges

6.1.2.2.1 Shall have all the rights and privileges granted by the WEF including the right to vote and to hold office as provided for in this Constitution and Bylaws.

6.1.3 Group Member

6.1.3.1 Qualifications

6.1.3.1.1 Any group or organization interested in the advancement of knowledge relating to the objectives of the Water Environment Federation.

6.1.3.2 Privileges

6.1.3.2.1 Shall have all the rights and privileges granted by the WEF, including the right of its authorized representative to vote as provided for in this Constitution and Bylaws.

6.2 Member Voting Generally

6.2.1 All Members shall be granted the limited right to vote by this Constitution and Bylaws to approve amendments to this Constitution and Bylaws.

6.2.2 Delegates shall have additional voting rights as set forth in this Constitution and Bylaws.

6.2.3 Except as expressly allowed for by this Constitution and Bylaws or required by applicable law, Members shall not have any right to vote on any other matters.

7. Dues

7.1 Payment of Dues

- 7.1.1 No dues shall be required for Member Associations.
 - 7.1.2 Each WEF Member shall pay annual dues to WEF as determined by the Board.
- 7.2 Arrears
 - 7.2.1 Any Member of WEF who shall be delinquent in dues for a period of 30 days from the time dues become due shall be notified of such delinquency and suspended from further services. If payment is not made within the next succeeding 30 days, the delinquent Member shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

8. Officers of WEF

8.1 Duties

- 8.1.1 The President shall have general supervision of the affairs of WEF.
- 8.1.2 The President-Elect and Vice President shall assist the President in the performance of prescribed duties.
- 8.1.3 In the absence of the President, the President-Elect shall act. In case the President-Elect cannot act, the Vice President shall do so. In case the Vice President cannot act, the latest living Past President shall do so. The Board shall elect one of its members to act if the latest living Past President cannot do so.
- 8.1.4 The Treasurer shall serve as advisor with respect to the funds of WEF.
- 8.1.5 The Executive Director shall be WEF's executive officer.

8.2 Terms of Office

- 8.2.1. The terms of office of the President, President-Elect, Vice President, and Treasurer shall be for approximately one year, which terms shall begin at the conclusion of the WEF annual conference following their election by the House and continue until their successors qualify.
- 8.2.2. The Executive Director shall serve a term of office as designated by the Board.
- 8.2.3 The Treasurer shall be limited to three consecutive one-year terms.

8.3 Nomination and Election of Officers

- 8.3.1 Nominations for Vice President and Treasurer for the following year shall be received and considered by the Nominating Committee. Nominations shall also be received for President and President-Elect if advancement to these offices is not automatic as prescribed by this document. The Committee, through its Chair, shall report to the President and the Executive Director on or before June 1 its selection of one or more candidates for each office required to be filled. All nominees shall be persons having the rights and privileges of Individual Members and shall have signified willingness to serve.
- 8.3.2 Upon completion of their term of office, or upon adoption of a resolution by the Board, declaring that a vacancy exists in the office of President or President-Elect, there shall be automatic advancement from President-Elect to President and from Vice President

to President-Elect. Denial of such automatic advancement shall be by a two-thirds majority vote of the whole House..3.3 The President shall be ineligible for reelection. This prohibition shall not apply to a person acting as President in the absence of the President. However, should any or all of the officers serving as President, President-Elect or Vice President have been advanced or elected to fill a vacancy, and will have served in their present office less than six months, such officer shall be eligible for reelection to the same office for one full term of office.

- 8.3.4 The Executive Director shall promptly transmit the report of the Nominating Committee to the House. The House shall elect the Officers at its final meeting of the year. Nominations may be made from the floor by the Delegates present. If more than one name is placed in nomination for an office, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected.
- 8.3.5 Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately to the eligible voters for consideration.
- 8.3.6 In the case of a vacancy in the office of Vice President, the Nominating Committee shall promptly select nominees for such office. Such nominee may be voted on at any regular meeting of the House or by a mail ballot of Delegates to be completed in thirty days. The nominee receiving a majority vote of such Delegates shall be declared elected and the Executive Director shall certify such election by mail to the House, Nominating Committee, and the officer elected. The officer so elected and certified shall take office immediately and shall continue in office until their successor qualifies.
- 8.3.7 In the case of a vacancy in the office of Treasurer, the Board shall elect a Member with the privilege of holding office to fill such office for the unexpired term.
- 8.3.8 The Executive Director shall be appointed in accordance with section 9.8 of this document.

9. Duties of the Board of Trustees

- 9.1 Provide for and implement the policies of WEF.
- 9.2 Develop, adopt and report to the full membership on an annual budget to implement the strategic plan and initiatives developed in consultation with the House, and oversee the budget during the fiscal year.
- 9.3 Set the dues and service fee schedules of WEF.
- 9.4 Shall annually authorize the expenditure of funds for the operation of WEF and for other specific purposes. The budget adopted by the Board shall not contain financial obligations which are in excess of WEF's financial resources; provided, however, the Board may authorize borrowings to finance capital programs, or to hedge floating rate obligations of WEF, and the Board authorizes the application for and use of a line of credit not to exceed 5% of WEF's annual operating budget and not to extend for periods in excess of a year in any single instance of a temporary loan, and that such loans be exclusively for the purpose of addressing cash flow fluctuation resulting from normal operating activities, and that the WEF Executive Director notify the Board in advance of such use of the line of credit.
- 9.5 Provide direction to the Executive Director and the volunteer committees.
- 9.6 Create and dissolve WEF committees and councils and approve the appointment of committee

and council chairs and vice chairs.

9.7 Propose changes to the Constitution and Bylaws.

9.8 Selection, supervision, and termination of Executive Director

9.8.1 Shall select for appointment an Executive Director of WEF. Upon approval by two thirds (2/3) of the members of the Board responding, the appointment of the Executive Director shall be ratified, provided that a quorum of the Board responds to the request for ratification. For this purpose, the members of the Board may ratify the nominated Executive Director with or without a meeting of the Board and may use electronic or other recognized means of written communication to indicate their ratification or non-ratification.

9.8.2 May, by 2/3 vote of the members of the Board, terminate the employment of the Executive Director.

9.8.3 Shall from time to time determine the compensation of the Executive Director, upon such terms and conditions as the Board in its judgment, determines is fair and reasonable.

9.9 Terms of Office

9.9.1 The terms of office of Trustees, other than the terms of the officers referenced in section 8.2, shall be for staggered terms of approximately three years, with four new trustees appointed and confirmed each year. The terms shall begin at the conclusion of the WEF annual conference at which they are nominated and confirmed, and continue until their successors qualify. Should a Board of Trustees resolution declare a vacancy on the Board, the President shall appoint a Member to fill the vacated term. Trustees are subject to the removal authority of the House in accordance with section 11 of this document.

10. House of Delegates

10.1 Membership

10.1.1 Delegates are required to be members in good standing of the Water Environment Federation and include one or more Delegates to be appointed or elected by each Member Association. Delegates-at-large are to be nominated and confirmed in accordance with section 12.2.2 of this document.

10.2 Delegates

10.2.1 One Delegate shall be appointed or elected to the House by each Member Association in accordance with its Constitution and Bylaws. One additional Delegate shall be appointed or elected by each Member Association which has a total of 500 or more WEF members in good standing, and an additional Delegate shall be appointed or elected by each Member Association which has a total of 2000 or more WEF members in good standing. Member Associations whose WEF memberships in good standing on September 15 are below the required membership minimums to maintain its Delegate(s) count, will immediately lose the voting rights for its most Junior Delegate through the ensuing year, but shall retain the right to attend House meetings with full privilege of discussion.

10.2.2 Member Associations having one delegate seat, whose WEF members in good standing remains below the required membership minimums for a period of two consecutive

years, beginning and ending on September 15, will lose the designated seat on the House. Member Associations with additional delegate seats, whose WEF members in good standing remains below the required membership minimum for additional Delegates for a period of two consecutive years, beginning and ending on September 15, will lose the additional designated seat(s) on the House. In both circumstances, the Member Association may request a non-renewable written agreement with WEF allowing a three (3) year time extension to achieve membership minimums.

- 10.2.3 Four “Delegates-at-large” shall be nominated and confirmed each year in accordance with section 12.2.2 of this document. Delegates-at-large will be nominated and confirmed with staggered terms, to ensure that a twelve (12) Delegates-at-Large are included in the House. A delegate at large may be allowed to succeed themselves to a subsequent three year term if so nominated and confirmed.

10.3 Terms of Office

- 10.3.1 The terms of office of Delegates shall be for approximately three years, which terms shall start at the organizational meeting of the House following their election or appointment and continue until their successors qualify. A Delegate representing a Member Association may be allowed to succeed themselves to subsequent three year terms if so elected or appointed by the Member Association. An incoming Delegate shall qualify for office upon notification of appointment or election by the Secretary of the Member Association to the WEF Executive Director.
- 10.3.2 The Speaker of the House shall be nominated by the President and confirmed by a by a majority vote of the House. The Speaker of the House is a member of the House.

10.4 Duties of the House of Delegates

- 10.4.1 Delegates shall represent the interest of their respective Member Associations or member constituencies.
- 10.4.2 Shall advise the Board on strategic direction and on policies and initiatives of WEF.
- 10.4.3 Shall review the budget report from the Board and provide comments to the Board on its consistency with the Strategic Plan and other initiatives.
- 10.4.4 Shall confirm nominations from the President of Members to serve as Trustees on the Board.
- 10.4.5 Shall elect the WEF officers of , except the Executive Director.
- 10.4.6 May remove Trustees and/or officers in the manner provided by this Constitution and Bylaws is section 11.

11. Removal From Office of Board of Trustees Member or WEF Officer

- 11.1 At a properly called regular or special meeting of the House at which a quorum is Present, upon a more than three quarters (3/4) affirmative vote of the Delegates then voting, with or without cause, the following may be removed from their positions as either a member of the Board or as an Officer of WEF: any member of the Board; or any WEF Officer except for the Executive Director.

- 11.1.1 The House shall be given not less than thirty (30) days prior written notice of any motion to remove either a member of the Board from his or her position, or to remove an Officer of WEF from his or her position.
- 11.1.2 A special meeting of the House may be called for the purposes of this Article upon, (i) a majority vote of all the members of the Board; (ii) upon written request of all the Officers of WEF; or (iii) upon written request to the Executive Director by not less than a majority of the House and said members shall be representatives of not fewer than 2/3 of the WEF Member Associations.

12. WEF Committees and Councils

12.1. Management Committees

- 12.1.1 Members of Management Committees shall be nominated annually by the President and confirmed by the Board except as provided otherwise in this document. Appointments shall be made with consideration given to the expertise and experience of the individuals and in accordance with the charge of the committee.

12.2. Management Committees to the Board of Trustees

12.2.1 Audit Committee

- 12.2.1.1 Shall include the Treasurer, and two Delegates that are not currently serving as members of the Board. The Treasurer shall serve as Chair.
- 12.2.1.2 Shall recommend to the Board, a firm to provide an annual audit of WEF's financial records; shall review financial and annual audit reports; and shall report to the Board and the House annually, on WEF's financial status.

12.2.2 Nominating Committee

- 12.2.2.1 Shall include the four most recent living Past Presidents and three Delegates. The three Delegates shall be appointed by the President and approved by the Board.
- 12.2.2.2 The senior Past President shall be Chair of the committee. The next senior Past President shall be Vice Chair.
- 12.2.2.3 Shall nominate candidates for offices of Vice President, Treasurer, and for Delegate-at-Large, and for President or President-Elect as prescribed in this document.
- 12.2.2.4 In the event of vacancies in the Delegate-at-Large shall promptly select nominees for such positions on the House. Such nominees may be voted on at any regular meeting of the House.
- 12.2.2.5 Shall receive and consider nominations for honorary membership that may be proposed by Member Associations, and members of the Committee, and shall make recommendations to the House regarding such nominations.

12.2.3 Constitution and Bylaws Committee

- 12.2.3.1 Shall include a minimum of four Delegates who are appointed by the President and approved by the Board. Shall prepare all proposed amendments to WEF Constitution and Bylaws for consideration by the

Board.

- 12.2.3.2 Shall examine Constitutions and Bylaws and revisions thereof of Member Associations to see that they are consistent with WEF objectives and are not in conflict with the Constitution and Bylaws of WEF.

12.3 Other Standing and Special Committees

- 12.3.1 In addition to the management committees, the Board may establish standing, or special, committees or councils appointed as deemed necessary for the successful performance of their duties. These committees will be appointed by the President to carry out the work of WEF. The Board may develop such guidelines for these committees as the Boards deems appropriate.

12.4 Declaration of Policy

- 12.4.1 Responsibility and authority for any declaration of WEF policy, and/or endorsement, and/or rejection of any matter on any subject of policy, is reserved to the judgment and discretion of the Board of Trustees. Committees of WEF are not authorized directly or indirectly to commit WEF in any way or manner, financially or otherwise, without prior approval by the Board of Trustees, except as specified in the approved budget or in specific resolutions of the Board of Trustees. The Board of Trustees, except as herein otherwise provided, shall have control of the affairs of WEF, including all matters relating to the acquisition, holding, management, control, investment, and disposition of the funds and other property of WEF.

13. Meetings

13.1 Annual Conferences

- 13.1.1 The Annual Conference of WEF shall be held at a time and place selected by the Board, preferably in the month of October; such Annual Conference shall include a time allotted for the Annual Business Meeting of the Membership.
- 13.1.2 The Annual Business Meeting of the membership may include general financial and other reporting to the membership; there shall be no actions for discussion or voting at such Annual Business Meeting, except to the extent that amendments to this Constitution and Bylaws are to be considered.

13.2 House of Delegates Meetings

- 13.2.1 The House shall meet at least once annually.

13.3 Board of Trustee Meetings

- 13.3.1 The Board shall meet at least three times annually, one meeting to take place in conjunction with the Annual Conference and the others to take place at the call of the President in accordance with notice requirements of this document.
- 13.3.2 Written notice of all Board meetings shall be issued by the Executive Director not less than twenty (20) days in advance of such meetings to all Board members.

13.4 Quorum and Voting

- 13.4.1 A quorum of the Board shall consist of a majority of its respective members.

- 13.4.2 A quorum of the House shall consist of ten percent (10%) of Delegates.
- 13.4.3 A quorum of the voting membership shall consist of five percent (5%) of total voting members.
- 13.4.4 Except for the purpose of electing officers and as otherwise provided in this Constitution and Bylaws, any action allowed or required to be taken by the House or the voting membership shall take place at a duly noticed meeting at which a quorum is present; for purposes of this Constitution and Bylaws, Delegates and members may participate in and act at any meeting through the use of a conference telephone or interactive technology, including but not limited to electronic transmission, Internet usage, or remote communication, by means of which all persons participating in the meeting can communicate with each other and participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.
- 13.4.5 For the purpose of taking actions allowed or required by this Constitution and Bylaws, the House or membership may act without a meeting and without a meeting and without a vote, if a consent in writing, setting for the action so taken, shall be signed either: (i) by all of the members (or Delegates) entitled to vote with respect to the subject matter thereof, or (ii) by the members (or Delegates) having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all members (or Delegates) entitled to vote thereon were present and voting. If such consent is signed by less than all of the members (or Delegates) entitled to vote, then such consent shall become effective only: (1) if, at least five days prior to the effective date of such consent, a notice in writing of the proposed action is delivered to all of the members (or Delegates) entitled to vote with respect to the subject matter thereof, and (2) if, after the effective date of such consent, prompt notice in writing of the taking of the corporate action without a meeting is delivered to those members (or Delegates) entitled to vote who have not consented in writing.
- 13.4.6 Any action required to be "written," to be "in writing," or to have "written consent," by this Constitution and Bylaws and/or applicable state law shall include any communication transmitted or received by electronic means.
- 13.5 Rules
 - 13.5.1 Board, House and committee meetings shall be conducted according to the latest edition of "Robert's Rules of Order Revised," subject first to the provisions of this Constitution and Bylaws. Except as otherwise provided in this Constitution and Bylaws, or Robert's Rules, all questions before the Board, House, and committee meeting, shall be decided by a majority vote of a quorum of the respective body. No Member shall have more than one vote, except as provided in this Constitution and Bylaws.

14. Indemnification

14.1 Entitlement

- 14.1.1 As provided in this Article, WEF shall indemnify any person who is or has been a Trustee, Delegate, Officer, Committee Member, or Employee (hereinafter "Indemnified Person") of WEF against legal expenses and liabilities reasonably incurred or imposed on the indemnified person in connection with serving WEF.

14.2 Limitations

14.2.1 No indemnification shall be provided any Indemnified Person if it is determined by WEF that the person has:

- a) engaged in fraudulent, criminal, malicious or knowingly wrongful conduct;
- b) gained personal profit or advantage which is either in breach of the indemnified person's fiduciary duty to WEF or represents a conflict of interest with WEF;
- c) breached a professional duty by reason of any negligent act, error or omission committed in the performance of professional duties unrelated to WEF;
- d) not acted in good faith;
- e) engaged in an act which constitutes false arrest, wrongful detention, wrongful entry, wrongful eviction, a violation of the right to privacy and/or immoral, licentious or sexual behavior intended to lead to or culminate in any sexual act; or
- f) violated the provisions of the Employee Retirement Income Security Act of 1974 or similar Federal legislation.

14.2.2 Indemnification shall be provided only if WEF determines the Indemnified Person acted reasonably, in good faith, in a manner not opposed to the best interests of WEF and had no reason to believe his actions were unlawful. The termination of any civil suit or civil proceeding by settlement shall not create a presumption that the indemnified person did not act in good faith or in a manner opposed to the best interests of WEF. The termination of any criminal suit or criminal proceeding by a conviction, plea of nolo contendere or its equivalent shall create a presumption that the Indemnified Person acted in bad faith or in a manner not in the best interests of WEF.

14.2.3 Indemnification pursuant to this Article with regard to any one set of facts or situation which may give rise to a request for indemnification by any Indemnified Person shall be limited to an aggregate of \$100,000.

14.3 Procedure

14.3.1 Indemnification under the terms of this Article shall be made by WEF only as authorized in each specific case that the indemnification of the indemnified person is proper and in accordance with the standards set forth herein.

14.3.2 A request for indemnification shall be made by the indemnified person in writing to the President as soon as practicable, but in no event later than the earlier of 15 days after (1) the commencement of any action, suit or proceeding against the indemnified person or (2) the indemnified person shall become aware of any fact or situation which may reasonably be anticipated to give rise to a claim for indemnification.

14.3.3 The Board shall investigate all requests for indemnification and shall render its decision by majority vote of a quorum consisting of Board of Trustee members who are not a party to the request for indemnification. If a quorum is not attainable, the recommendation on the request shall be made by a five (5)-person special committee of the Board the members of which shall be selected by the President. The Board or special committee, as the case may be, shall render its recommendation no later than 60 days after the President receives the request for indemnification.

- 14.3.4 The determination as to whether indemnification shall be made by WEF pursuant to this Article shall be made (1) by the Board by majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or; (2) in the event such a quorum is not obtainable, or, even if obtainable and if a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.
- 14.3.5 The body or person making the determination on the request for indemnification as provided in 14.3.4 shall report its decision or findings to the Indemnified Person requesting indemnification no later than 90 days after the Board or special committee, as the case may be, makes its decision.
- 14.3.6 Any action taken by the body or person making the determination on the request for indemnification as provided in 14.3.4 shall be final.
- 14.3.7 In making the determination on the request for indemnification as provided in 14.3.4, the Board may vote at a meeting specifically called for that purpose, with not less than 10 days advance written notice, or by mail ballot. If the determination is made by mail ballot, a decision to indemnify must receive the affirmative vote of not less than 50% of the eligible voters.
- 14.3.8 For all purposes the vote of an interested party to the action, suit or proceeding shall be disregarded. A quorum shall be 50% of the eligible votes at a meeting or a mail ballot.
- 14.4 Subrogation
 - 14.4.1 In the event of any payment by WEF to an indemnified person or on behalf of an indemnified person, as provided in this Article, WEF shall be subrogated to the extent of such payment to all rights of recovery therefore. The indemnified person shall execute such documents as shall reasonably be required to secure such right for WEF, including but not limited to those necessary for WEF to bring suit in the name of and on behalf of the indemnified person.
 - 14.4.2 The indemnified person shall assist WEF in effecting settlement and the conduct of any defense or suit arising out of any payment by WEF under this Article.
- 14.5 Surety
 - 14.5.1 The Board may authorize payment to or on behalf of an indemnified person prior to final disposition of any suit or proceeding. If such payment is authorized, the Board shall receive a written commitment by the indemnified person and such surety as it shall reasonably require, to repay such payments if it is determined that indemnification by WEF was not authorized by this document.
- 14.6 Applicable Law
 - 14.6.1 The foregoing right of indemnification shall be in addition to and not necessarily exclusive of all other rights accorded by applicable law.
- 14.7 Insurance
 - 14.7.1 WEF shall have the power to purchase and maintain insurance on behalf of indemnified persons whether or not WEF would have the power to indemnify them against liability under the provisions of this Article.
- 14.8 Other

- 14.8.1 The provisions of this Article shall apply to the legal representatives of deceased persons who were indemnified persons. An indemnified person's rights hereunder shall not be assignable without the prior written consent of WEF.

15. Amendments

15.1 Initiation

- 15.1.1 The WEF membership may amend this Constitution and Bylaws in any manner not inconsistent with this document at any meeting of the WEF membership.
- 15.1.2 Amendments shall be proposed by the Board. Such proposed amendments shall be considered, provided that copies of such proposed amendments have been mailed by the Executive Director to each WEF Member and to the Secretary of each Member Association at least 45 days prior to such meetings.

15.2 Adoption

- 15.2.1 Amendments to this Constitution and Bylaws may be approved by the voting membership at a meeting at which a quorum is present, or in any other manner expressly authorized by this Constitution and Bylaws.
- 15.2.2 The Executive Director shall promptly advise the members of the Board, the Secretaries of the Member Associations of the membership's action in regard to proposed amendments voted upon.
- 15.2.3 When amendments to the Constitution and Bylaws have been approved by the membership they shall take effect immediately, and the revised Constitution and Bylaws shall be published on the WEF website.