



5.22.07 AI 11a

To: CSWEA Executive Committee
From: Daniel L. Lynch, P.E., DEE
RE: Section Policy and Procedures Manuals
Date: May 9, 2007

Each state section has submitted a policy and procedures manual (SPPM) which were reviewed and approved by the Executive Committee as required by the Association's Constitution, Bylaws and Statements of Policy in January of 2005. Additional minor changes were made to each sections' manual which involved the WEF Operations Challenge and modification of certain internal financial controls.

During 2006, the Wisconsin Section made further revisions to their manual primarily aimed at revising it to reflect their current procedures and practices and to revised the content to correct typographical errors and to improve the consistency and readability of their document. Those revisions were approved by the Executive Committee on January 25, 2007. No changes from either the Illinois or Minnesota sections have been proposed over the past year.

The section's current policies and procedures manuals were approved as follows:

	<u>Approved by Executive Com.</u>	<u>Approved by Section Board</u>
Illinois	November, 2006	January 19, 2006
Minnesota	January, 2006	January 19, 2006
Wisconsin	November, 2006	January 25, 2007

(The Section's should confirm these dates)

Recently, the CSWEA SOP's were updated (January 2007 Executive Committee Meeting) to take care of other housekeeping items, such as incorporating the dues schedule, magazine name and changing the designation of WEF Director to WEF Delegate. Additionally an important update was made related to contract signing authority and procedures. Section 23 states the following:

Section 23.0 It is the policy of the Association to grant the authority to sign contracts to the President, Executive Director, State Section Chairs and/or the Association Treasurer, as long as the financial implications of the contract are included within the approved budgets of the Association or its sections. If the financial implications are not included within the current year Association or Section approved budget, approval of the Executive Committee shall be received before authority to sign the contract is granted.

23.1 The Executive Director shall review and approve all contracts that bind the Association or its Sections to any financial obligation. Upon the Executive Director's approval, the Executive Director, President, Section Chair or Association Treasurer may be authorized to sign the proposed contract.

23.2. In the case of a co-sponsored event in which the Association or a section is not a signatory of a venue or other contract, a written Memorandum of Understanding shall be approved by the Executive Director, which shall include a copy of the signed contract. Upon approval of the Executive Director, the MOU may be signed, pursuant to Section 23.1, above.

Sections should review these updates with the appropriate committee chairs and others that may be arraigning seminars or other events that may include a contract. Please update your copies of the CSWEA governing documents and incorporate these changes into your section's policy and procedures manual.

Also, please remember that once the language in is section policies and procedures manual is approved by the section Board of Control those modifications must be submitted to the Executive Committee for approval.

CC: Eric Lecuyer, Executive Director