

**Central States Water Environment  
Association, Inc.**

**COMPRISED OF THE STATES OF  
ILLINOIS, MINNESOTA, WISCONSIN**

**MEMBER, WATER ENVIRONMENT FEDERATION**

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

**EXECUTIVE COMMITTEE: STATEMENTS OF POLICY**

- 1.0 **DEFINITIONS:** The Policy Statements written herein have been adopted by the Executive Committee of the Central States Water Environment Association to supplement the Association's Bylaws and to serve as administrative guidelines for the officers of the Association, its Delegates to the Water Environment Federation (WEF), and its several Committees.
- a. These Policies shall remain in effect until altered in part by a succeeding Executive Committee at a regularly called meeting of the Executive Committee, or negated by an amendment to the Bylaws in accordance with the procedures described in the Bylaws.
- 1.2 Should there be any conflict with the Bylaws of the Association, the Bylaws shall supersede any Statement of Policy.
- 2.0 **ANNUAL BUSINESS MEETING:** The Annual Business Meeting of the Association shall be held during the Annual Meeting. Time will be allowed for the individual State Sections to have their meetings preceding the Annual Association Business Meeting.
- 2.1 The Administrative Year of the Association shall begin at the adjournment of the Annual Business Meeting.
- 2.2 A summary report of the Annual Business Meeting, prepared by the Executive Director, shall be published in the first issue of the CENTRAL STATES WATER following the Meeting.
- 3.0 **MEETINGS OF THE EXECUTIVE COMMITTEE:** The Executive Committee shall generally meet at least FOUR (4) times each year as follows:
- a. The first meeting shall follow the Annual Business Meeting and be held prior to the adjournment of the Association's Annual Meeting.
- b. The second meeting shall be held prior to or during or after the Annual Conference of WEF.
- c. The third meeting shall be held in January of each year at the site for the upcoming Association Annual Meeting.
- d. The fourth meeting shall be held prior to the start of the Annual Meeting of the Association.
- 3.1 The President of the Association or a majority of the Executive Committee may call Special Meetings of the Executive Committee as deemed necessary.
- 4.0 **FISCAL YEAR:** The Fiscal Year of the Association shall be the calendar year.
- 4.1 All Association activities, except terms of office and the administrative year (as defined in 2.1) shall be on a calendar year basis. Specifically included are: the Annual Audit, the Membership Contest, and the period for which Awards shall be determined.

4.2 Membership Dues: The annual dues of the Association, payable in advance, shall be:

Active Member	\$25.00
Corporate Member	\$20.00
PWO Member	\$25.00
Student Member	\$10.00
Retired Member	\$15.00
Dual Member	\$25.00
Young Professional*	\$10.00

\*Young Professional as defined by WEF, a member new to the industry and Thirty-five years of age or younger. The discount applies to the first three years of membership. (YP Discount added 10.14.07)

In addition to the above stated dues, each member, except a Dual Member, shall pay the annual dues of the Water Environment Federation, in the amount established by the Federation.

Annual Dues will be billed directly to the Association Members by the Water Environment Federation. Dues shall be payable within one month after a member's anniversary date. (Section Added 1/26/07)(Amended 10/16/11)

5.0 PRODUCT AND SERVICE DISPLAYS:

5.1 Product and service displays shall be allowed at the Association Annual Meeting or other Association events, in an area so designated by the Local Arrangements Committee. Access to the area, for displayers and viewers, shall be by registration badge only.

5.2 The size and type of the displays shall be determined by the Local Arrangements Committee.

5.3 Fees shall be established each year by the Executive Committee in conjunction with the Local Arrangement Committee's recommendation relative to annual meeting facility costs.

5.4 Solicitations to display shall be distributed by the Local Arrangements Committee.

5.5 An agreement with appropriate language shall be executed between the Association and each exhibitor.

6.0 ANNUAL MEETING AND LOCAL ARRANGEMENTS COMMITTEE:

6.1 Site Criteria: In reviewing invitations to hold an Annual Meeting of the Association, the Executive Committee shall consider locations central to the membership and shall be guided by the criteria detailed in Sections 6.5 to 6.8.

6.2 If possible, determination of Annual Meeting sites shall be made four years in advance.

6.3 In deciding upon Annual Meeting locations, the Executive Committee shall give careful consideration to the distance, accessibility and travel

time involved from the centers of Association population to any proposed Annual Meeting site.

- 6.4 The Executive Committee, together with the Chair of the Local Arrangements Committee may inspect the proposed site of an Annual Meeting prior to a final decision.
- 6.5 The proposed Annual Meeting location shall be able to provide:
  - a. Not less than 150 rooms.
  - b. All housing within a reasonable radius of the meeting location.
  - c. All housing meeting accepted standards for cleanliness and modern facilities.
- 6.6 Following are minimum meeting room guidelines:
  - a. A banquet facility for seating not less than 150 persons.
  - b. A general session meeting room with a theater style capacity of not less than 250 persons.
  - c. No less than three separate, adequately lighted and noise-insulated meeting rooms for concurrent sessions with capacity in each for up to 100 persons.
  - d. Screens, electrical outlets, microphones and loudspeaker systems, etc., for audio-visual presentations.
  - e. A recommended minimum of 11,000 square feet of space for exhibits shall be available during the Annual Meeting. Any estimated costs for the area and utilities shall be forwarded to the Executive Committee by the Local Arrangements Committee to help determine exhibitor's fees.
- 6.7 It shall be the responsibility of the Local Arrangements Chair and the First Vice President, one year before the Annual Meeting, to agree to meal and housing prices with the management(s) of all local facilities. Such prices, when agreed to, shall not be increased if at all possible.
- 6.8
  - a. The facility designated as the Annual Meeting -headquarters shall provide a "Reviewing Room" for the duration of the Meeting, to be available to program participants for reviewing their presentations and checking audio-visual equipment.
  - b. The local arrangements committees shall provide either as complimentary rooms negotiated in the contract or as budgeted conference expenses:
    1. One suite (parlor and bedroom) for the Association President.
    2. One double room for the Association Executive Director.
  - c. The priorities for assigning other complimentary rooms shall be:

1. A double room for the use of the Local Arrangements Committee.
  2. A double room for the use of the WEF Representative or for Keynote Speaker, as circumstances may determine.
- 6.9 Registration fees are the source of revenues necessary for the operation of the Annual Meeting and will be refunded only if the registration is cancelled, in writing, at least three (3) weeks before the first day of the meeting. The cost of tickets for meal functions and Annual Meeting events may be refunded but not until guarantees have been met. This statement should be printed on the Annual Meeting registration forms.
- 6.10 The Association will pay any deficit resulting from the operation of an Annual Meeting of the Association. The Association shall be paid any surplus resulting from the operation of the Annual Meeting and exhibits. The Local Arrangements Committee shall budget for a surplus to be determined by the Executive Committee including income from exhibits.
- 6.11 The Chair of the Local Arrangements Committee shall be reimbursed for personal expenses for attending a meeting of the Executive Committee, if invited by the President. Reimbursement shall be as outlined in 8.1 and 8.2.
- 6.12 The Chair of the Local Arrangements Committee shall maintain and compile a complete statistical record of the Annual Meeting, including registration totals and figures on participation at all meal functions and planned events, room rates and usage; the purpose being to provide experience data for the planning of future meetings.
- 6.13 Initial publicity for the Annual Meeting of the Association shall be issued not later than 90 days prior to the date of the Annual Meeting and shall be published with the February issue of the CENTRAL STATES WATER.
- 6.14 Association funds may be advanced to pay for initial expenses incurred by the Local Arrangements Committee for the Annual Meeting; the amount of the advance to be determined by the Executive Committee at the time of presentation of the Annual Meeting budget to the Executive Committee.
- 6.15 The advance, as defined in 6.14 and net proceeds shall be refunded to the Association from the Annual Meeting receipts.
- 6.16 The Executive Committee shall approve registration fees and the budget for the Annual Meeting.
- 6.17 SIXTY days following the Annual Meeting, the Chair of the Local Arrangements Committee shall submit the Report of the Annual Meeting and detailed financial statement showing all receipts and disbursements to the Executive Director of the Association. The advance and the surplus shall be forwarded to the Executive Director with this report.

7.0 EXECUTIVE DIRECTOR'S DUTIES AND RESPONSIBILITIES

(Section 7.0-7.44 Approved by Executive Committee 5-16-01, effective 5 22-02)

Pursuant to Article IV, Section 2 of the Association Constitution, the

Executive Committee shall appoint an Executive Director for a term of one (1) year at the January Executive Committee meetings. The term of office shall begin at the Executive Committee meeting following the Annual Business Meeting prior to the adjournment of the Annual Meeting. At the time of appointment of the Executive Director, the Executive Committee shall establish the amount to be paid to the Executive Director.

The Executive Director shall serve as the Executive Officer of the Association, and operate under the general direction of the Executive Committee. The President shall provide periodic guidance to the Executive Director with respect to performance of the duties of the Executive Director. The President will work closely with the Executive Director in the performance of the duties of the Executive Director and will generally act on behalf of the Executive Committee except where otherwise specifically provided herein.

- 7.1 The Executive Director shall prepare the agenda for, and attend all meetings of, the Executive Committee and shall record and distribute the minutes of such meetings to the Executive Committee within 30 days of the meeting. The Executive Director shall receive and consolidate comments from the Executive Committee and present a corrected version of the meeting minutes for approval at the next regularly scheduled meeting of the Executive Committee. A summary of the approved minutes shall be submitted to the CENTRAL STATES WATER editor by the Executive Director.
- 7.2 The Executive Director shall receive all monies due the Association and deposit these to the Association accounts within 3 business days of receipt. The Executive Director shall disburse funds in payment of the Association's financial obligations and shall sign checks therefore. Payments shall be made in a timely manner so as to avoid late charges and to take advantage of any discounts that may be offered for early payment. As much of the Associations funds as practical shall be invested in interest producing instruments fully guaranteed by the FDIC or the full faith and credit of the government of the United States. The Executive Director shall consult with the Treasurer and the Treasurer shall approve the placement association funds in interest producing instruments, fully guaranteed by the FDIC or the full faith and credit of the United States. Consideration shall be given to the maintaining adequate cash on hand and the Associations reserves policy.
- 7.3 The Executive Director shall see that all monies due to the Association are collected carefully and without loss and with proper accounting and custody. The Executive Director shall see that all expenditures are properly entered in the records of the Association, and that bills and vouchers for their payment are proper and in order. The Executive Director shall sign or see to the signing of checks or drafts against funds of the Association, all according to procedures established or approved by the Executive Committee. The Treasurer shall receive and review copies of monthly statements for all Association accounts. The Treasurer shall be covered by the Association's Crime Insurance Policy and shall be a signatory on all Association accounts.
- 7.4 Upon receiving the approval of the Treasurer, the Executive Director shall forward to the Officers and each Executive Committee member, at each of its regularly scheduled meetings, a statement of receipts and disbursements in a manner consistent with the annual financial

statement.

- 7.5 Upon receiving the approval of the Treasurer, the Executive Director shall present at the Annual Meeting of the Association a balance sheet of the books as of December 31st of the previous year. The financial books shall be made available for audit annually or as otherwise specified by the Executive Committee at the expense of the Association, by a public accountant appointed by the Executive Committee and shall arrange for the results of the audit to be submitted directly to the Treasurer. The Treasurer shall review the audit results and advise the Executive Committee of any deficiencies, notes or concerns raised within the audit, if any. The Treasurer may forward the audit results to the Executive Director for distribution to the Executive Committee. Copies of the Annual Audit shall be provided by the Annual Meeting to each member of the Executive Committee and shall be available for examination by any member of the Association.
- 7.6 The Executive Director shall prepare a financial report of receipts and disbursements for the fiscal year, and upon receiving the approval of the Treasurer shall distribute copies to members present at the succeeding Annual Meeting. Such reports shall be maintained using commercially available software programs and shall be maintained in electronic form. Backup copies of the reports shall be made and stored off-site from the general work area of the Executive Director.
- 7.7 The Executive Director shall maintain records of the Association, including a list of members of the Association as received periodically from WEF.
- 7.8 The Executive Director shall prepare an annual budget for presentation to the Executive Committee at its regularly scheduled January meeting. The Executive Director shall prepare a final approved budget, as adopted by the Executive Committee and distribute approved copies to each Officer and Executive Committee Member, within 30 days of the January Meeting.
- 7.9 The Executive Director shall mail a notice and a complete text of any proposed amendment to the Constitution and Bylaws, on instruction from the Executive Committee, to each member or shall publish a notice and complete text of any proposed amendment in the CENTRAL STATES WATER at least SIXTY (60) days before it is to be voted upon.
- 7.10 A summary report of the annual business meeting, prepared by the Executive Director, shall be published in the first issue of the CENTRAL STATES WATER following the meeting.
- 7.11 In the event of the inability or incapacity of the Executive Director to fulfill the obligations of office, the President shall be responsible for the financial business of the Association as prescribed herein.
- 7.12 The Executive Director shall be covered by the Association's Crime Insurance Policy in an amount sufficient to cover potential monetary loss to the Association. The crime insurance policy shall stipulate that all signatories on the Association's bank accounts shall be covered in the same amount. The crime insurance policy shall also stipulate that the chair of the Local Arrangements Committee and the chair of the Finance Sub-Committee of the Local Arrangements Committee shall be covered in the same amount. The crime insurance policy shall also

stipulate that those persons involved with receiving money for the annual Association sponsored Educational Seminar shall be covered in the same amount.

- 7.13 In order to provide continuity from one annual meeting to the next, the Executive Director shall be a repository for information and shall receive copies of all Local Arrangements Committee reports, meeting minutes and other relevant documents. It shall be the Executive Director's duty to collect all pertinent data and information relative to exhibitors lists, attendee's lists, food, venue and event costs and pass that data and information on to subsequent Local Arrangement Committees. The Executive Director shall maintain all such records for a minimum of six years.
- 7.14 The Executive Director shall prepare a financial report of the receipts and distribution for the fiscal year and upon receiving the approval of the Treasurer shall distribute copies of the report at the succeeding annual business meeting.
- 7.15 The Executive Director shall secure lists of dues delinquent members from the WEF office monthly, and shall make such lists available to the chair of the State Section Membership Committees, and to the Membership Committee coordinator.
- 7.16 The Executive Director shall be paid monthly as set by the Executive Committee and approved in the annual budget. A newly appointed Executive Director's pay shall begin on the first full month of his term. The Executive Director will either be furnished with or paid a monthly allowance for equipment required in the performance of the duties of the Executive Director. Eligible items include computer equipment, fax machine, second telephone line, copier and other similar equipment items. If paid a monthly allowance, ownership of said equipment shall reside with the Executive Director. The Executive Director shall also be eligible for reimbursement of payments for necessary office supplies (such as paper, ink cartridges and the like) and periodic monthly expenses related to the performance of the Association's business (such as telephone usage charge, postage, mileage and the like) upon submission of appropriate supportive documentation.
- 7.17 The Executive Director shall act as the Publicity Coordinator for the Association and shall, in cooperation with the Local Arrangements Committee, assure that the Association's events are publicized in all appropriate periodicals, newsletters and web sites. The Executive Director shall prepare and distribute press releases to the hometown media of officers and award winners, highlighting the accomplishments and service provided by the Association members.
- 7.18 Copies of all Executive Director's correspondence shall be sent to the President of the Association.
- 7.19 The Executive Director shall assemble the necessary data and biographical information for the use by the Association President and WEF representative when presenting awards at the annual meeting.
- 7.20 In accordance with Article X of the Constitution, the Executive Director shall transmit the report of the Nominating Committee to the CENTRAL STATES WATER Editor at least 60 days prior to the Annual Meeting. The

CENTRAL STATES WATER Editor will publish the name and a short biographical sketch of each nominee in the issue of the CENTRAL STATES WATER immediately preceding the Annual Meeting.

- 7.21 The Executive Director shall mail a notice and a complete text of any proposed amendment, on instruction from the Executive Committee, to each member or shall publish a notice in the CENTRAL STATES WATER at least SIXTY (60) days before it is to be voted upon.
- 7.22 The Executive Director shall incorporate all amendments to the Constitution, By-laws and Statements of Policy to those documents within 30 days of their passage and shall provide updated copies of the revised documents to the Officers and Executive Committee members and post the revised documents on the Association's Web-Site.
- 7.23 In accordance with Article IV, Section 1 of the By-laws the Executive Director shall cooperate with WEF on membership renewals, collection of dues and in all matters concerned with maintaining and increasing the membership of this Association.
- 7.24 In accordance with Article IV, Section 2 of the By-laws, the dues established by WEF, together with the necessary reports, shall be sent by the Executive Director to WEF in accordance with procedures acceptable to WEF.
- 7.25 In accordance with Article VI, Section 3 of the By-Laws, notices of all conference and meetings of the Association (except State Section meetings) shall be sent out to all Members by the Executive Director, or published in the CENTRAL STATES WATER, at least 30 days in advance of any such conference of meeting.
- 7.26 Following Executive Committee approval, the Executive Director shall forward the name of the Association nominee for the Bedell, Hatfield and Burke awards to WEF for final approval by the WEF House of Delegates. The Executive Director shall order all appropriate plaques and awards from WEF or local vendors for Association awards, and insure that all awards to be presented at the Annual Meeting are available at the Annual Meeting.
- 7.27 The Executive Director shall be responsible for transmitting author submitted Radebaugh papers to the Radebaugh Award Subcommittee.
- 7.28 A contribution to the content of CENTRAL STATES WATER shall be required of the Executive Director on a per-issue basis.
- 7.29 The Executive Director, in consultation with the Executive Committee, shall request and invite the participation of the WEF Representative at the Annual Meeting and shall coordinate travel arrangements, accommodations and other details that may be necessary to insure that the WEF officers presence at the Annual Meeting meets the needs of the Association and the WEF officer.
- 7.30 The Executive Director shall be responsible for any and all staff that the Executive Director shall appoint, and no responsibility for salaries and expense or other liabilities for appointed staff shall be passed on to the Association without prior approval of the Executive Committee. The Executive Committee shall contract with the Executive Director, and

the Executive Director shall employ or contract with those forces or services providers as may be required to perform the various management tasks specified within these statements of policy, or by contract with the Association.

- 7.31 The Executive Director shall provide support services to the Executive Committee, as may be required, for items such as distributing correspondence from one Executive Committee Member to the remainder of the committee, reproducing and distributing committee reports or other items that may be of interest to the remaining committee members.
- 7.32 The Executive Director shall make all arrangements necessary for meetings of the Executive Committee, including meeting locations, meals and, if necessary accommodations.
- 7.33 The Executive Director shall maintain inventories of all property owned by the Association and shall prepare corporate reports, tax returns or other required reports.
- 7.34 The Executive Director shall provide for the housing and or storage of all Association property, records, documents and publications. The Executive Director shall be responsible for maintaining these properties, records, documents and publications in good order, and shall make them available for transfer to any successor in an appropriate manner. All stored records shall be kept securely, with back up copies stored elsewhere, when appropriate.
- 7.35 With the approval and at the direction of the Executive Committee, the Executive Director may seek to obtain grants or other funds that support the educational charter of the Association.
- 7.36 The Executive Committee shall determine the amount and manner of compensation provided to the Executive Director, and may enter into a contract with the Executive Director that shall have a term as negotiated by the Executive Committee. Regardless of the term of the contract, the Executive Director shall be appointed or re-appointed annually. The Executive Director shall not be an employee of the Association, but shall be considered a professional service contractor to the Association. The Executive Director shall receive an IRS 1099 form, or other documentation of payments for the appropriate contract period or portion thereof.
- 7.37 The duties of the Executive Director may be combined with those of the CENTRAL STATES WATER Editor and Advertising Manager. The Editor and Advertising Manager shall be responsible for producing the editorial content, advertising, newsletter production and distribution and all other activities required in producing a high quality newsletter pursuant to section 11.190 of these Statements of Policy.
- 7.38 The Executive Committee shall meet with the Executive Director at the January Executive Committee meeting each year and provide a formal review of the services provided by the Executive Director over the past period. The Executive Committee may choose at that time to offer a contract renewal, or to advertise and otherwise solicit additional candidates for the position of Executive Director, with the intention of completing the selection process and offering a contract prior to the Annual meeting. The Executive Director shall not be eligible for any further rights beyond those specified within the contract, and shall

have no expectation of receiving future contracts or compensation beyond the period specified within the contract.

- 7.39 Disputes between the Executive Director and the Executive Committee of the Association shall be submitted to arbitration by a panel of five past-Presidents of the Association that shall be seated for the purpose of settling the particular dispute. The Executive Director and the Executive Committee shall each select one past-President for appointment to the arbitration panel, and the remaining three past-Presidents shall be agreed to by both the Executive Director and Executive Committee. The panel shall seek to resolve the dispute in a fair and equitable manner to all parties, and shall propose a settlement for acceptance by both the Executive Committee and the Executive Director. This arbitration process shall be exhausted prior to either party seeking relief via the judicial process.
- 7.40 The Executive Director shall attend one of the annual WEF Regional Meetings each year in accordance with direction from the Executive Committee.
- 7.41 Revised 1-23-03. The Executive Director shall disburse the annual dues rebate funds to each State Section by February 15 of each year. The rebate shall be based on the number of members posted in each section in the January WEF Membership report. The membership rebated shall be paid at the rate of \$5.00 per section member. No rebate will be made to any section for members not residing within the three State Section areas.
- 7.42 The Executive Director shall attend the annual educational seminar presented by the Association. The Executive Director shall facilitate any Association committee activities that may be held in conjunction with the educational seminar.
- 7.43 The Executive Director shall attend the annual WEFTEC meeting and arrange and attend the Executive Committee meeting if that meeting is held in conjunction with WEFTEC. The Executive Director shall also be available to support the Association Delegates to WEF at the WEF House of Delegates meetings, if requested to do so. All expenses for attendance of WEFTEC shall be pre-authorized by the Executive Committee and travel related expenses charged to the Association shall not exceed the time frame needed for the above duties at WEFTEC.
- 7.44 The duties of the Executive Director may be expanded and/or modified at any time with the mutual consent of the Executive Director and the Executive Committee. Any additions or reductions to the fees paid to the Executive Director as a result of modified duties shall be incorporated in a contract amendment approved by the Executive Committee and the Executive Director.
- 7.45 The Executive Director shall be responsible for the administration of the association's website and in the selection, management and supervision of website management services through the appointment of a Webmaster from time to time. Compensation for website management services shall on a sub-contractor basis with the Executive Director responsible for any monthly payments to the Webmaster. Payment for these subcontracted services shall be reimbursed by the Association with a mark up of no more than 5%. All website management fees shall be approved within the Association's annual budget and payment authorization provided pursuant to Section 11.5 of these Statements of

Policy.

#### 8.0 REIMBURSEMENT FOR MEETING EXPENSES

(Section 8.0-8.2 Approved by Executive Committee 5-16-01, effective 5-22-02)

Members of the Executive Committee may be reimbursed for the personal expenses incurred while attending the annual meeting of the Association, regional meetings of the WEF's member associations and meetings of the Executive Committee.

- 8.1 The Executive Director shall be reimbursed for attendance at the annual meeting of the Association, meetings of the Association's Executive Committee and other meetings as directed by the President or the Executive Committee. The Executive Committee will approve in advance the meetings to be attended on a reimbursed basis by the Executive Director. Such approvals should be granted at least 90 days in the advance of the meeting to be attended. The Executive Director shall provide an estimate of the expenses associated with attendance at the meeting proposed to be attended and shall give an accounting of actual expenses incurred following the meeting. The Executive Director shall arrange travel in the most economical manner, including obtaining the lowest possible reasonably direct air fare in coach class, moderately priced hotel accommodations and other reimbursables on a per diem rate set within the annual budget. Mileage reimbursement shall not exceed the current IRS rate per mile.
- 8.2 The Delegates to WEF may be reimbursed for personal expenses incurred while attending meetings of the WEF House of Delegates; for attendance at the WEF regional meeting of member association officers; and for attendance at committee meetings of WEF.
- 9.0 REIMBURSEMENT FOR THE EXECUTIVE COMMITTEE: The members of the Executive Committee may be reimbursed for personal expenses incurred in attending regularly scheduled or special meetings of the Executive Committee, only if authorized by the Executive Committee.
- 9.1 Except as otherwise provided for the Executive Director, there shall be no reimbursement for personal expenses for attendance at meetings of the Executive Committee held in conjunction with the Annual Meeting of the Association.
- 9.2 Except as otherwise provided for the Delegates to WEF and, Executive Director there shall be no reimbursement for personal expenses for attendance at Executive Committee meetings if held in conjunction with the Annual Meeting of WEF.
- 9.3 Personal Expenses are as defined in 8.1 and the method of payment is as defined in 8.2.
- 10.0 REIMBURSEMENT FOR DELEGATES to WEF: The Delegates to the Water Environment Federation may be reimbursed for personal expenses incurred while attending meetings of the WEF House of Delegates.
- 10.1 Personal expenses are as defined in 8.1 and method of payment is as

defined in 8.2.

11.0 Treasurer's Duties and Responsibilities

The Treasurer shall act as the Associations elected fiduciary officer and shall receive, review, approve and certify all financial reports prepared by the Executive Director prior to presentation to the Executive Committee at its regular meetings or the Association members at the Annual Business Meeting. The Treasurer's responsibility is to provide financial oversight of the Associations fiscal operations on behalf of the Executive Committee and Members.

11.1 Aside from the general duties mentioned above, the Treasurer is also responsible to work with the Executive Director regarding the placement of Association Funds (7.2); review of monthly financial statements (7.3); review and approval of Executive Committee financial reports and other annual financial reports (7.4 & 7.6); and oversee the preparation of the Association's annual financial audit (7.5).

11.2 Review and comment on the State Section's financial recording and reporting activities to insure compliance with Association procedures. The Treasurer does not determine how the State Sections spend any funds, but with the Executive Director will establish uniform financial tracking and reporting procedures, modeled after those used by the Association, for the State Sections to use. The Association Treasurer and the State Section's Secretary-Treasurer shall work to resolve any financial or fiscal reporting concerns within thirty days of being identified.

11.3 Review prior to submittal the Association's annual federal and state financial reports and/or statements including, but not limited filings relating to: tax exempt status, income taxes, corporation documents, etc.

11.4 The term of the Association Treasurer is one year and the treasurer may serve more than one consecutive term, but can not serve more than six consecutive terms.

11.5 All payments of the Association's financial obligations by the Executive Director, pursuant to Section 7.2 of these Statements of Policy, shall be processed only upon the authorization of the Treasurer via a signed voucher. All payments made to either the Executive Director or the Treasurer shall be authorized by the President and all authorized checks shall be signed by either the President or other authorized CSWEA Officer.

11.6 It shall be the duty of the Treasurer to receive directly from the association's bank, monthly bank statements and to reconcile that bank statement and independently assure the associations accounting of transactions match the bank statement. Upon completion of monthly reconciliation, the Treasurer shall issue a "certificate of reconciliation" to be placed with the association's financial records and available during any audit. Should the Treasurer detect any errors or irregularities within the monthly bank statement, the Treasurer shall immediately notify the President to initiate appropriate actions on behalf of the Association.

12.0 COMMITTEES

Good committee work is the key to a successful professional society.

Objectives of Association committees can be summarized as follows:

- a. To provide a firm foundation for a strong and growing Association.
- b. To provide sufficient autonomy to the three State Sections so they can meet local needs through effective committee activities.
- c. To provide direct communications among committees and the Association Executive Committee.
- d. To coordinate activities of similar committees across the three states, without stifling individual Section creativity.
- e. To provide a forum for the Professional Wastewater Operators (PWO).
- f. To promote membership through coordinated, effective, and productive committee work at the State Section level, where constraints of geography and time are minimized.
- g. To delegate to State Sections certain authority to carry out programs and member services, while maintaining communications and necessary coordination and control at the Association Executive Committee level.
- h. To involve as many members as possible in committee work and organization offices.
- i. To allow flexibility so that State Sections can develop individually.
- j. To promote mutually beneficial relationships with state operator association groups (Via a Trustee position on State Section Executive Committees).

(Revised 10-12-03) The Association Executive Committee shall recognize the outstanding contributions to committee work or the Association as a whole with service awards. Nominees shall be made by the President or any other member of the Executive Committee and shall be approved by a majority of the Executive Committee. The service awards shall be a plaque, certificate or some other gift as deemed appropriate by the Executive Committee. Awards may be made for the following categories:

- a. Long-term chair or members of standing or ad hoc committees.
- b. Non-members who have provided significant service to the Association.
- c. Other special recognition considered appropriate by the Association President or Executive Committee.

Several committees shall be appointed by the President, and be accountable to the Association Executive Committee. These committees, to be known as the "Association Committees", shall include, but not be limited to:

General Awards  
Nominations  
CENTRAL STATES WATER

Resolutions  
Technical Program  
Local Arrangements  
Public Education  
Membership  
Students and Young Professionals

In addition, State Section appointed committees, to be known as the "State Section Committees", shall include, but not be limited to:

Safety  
Operations  
Government Affairs  
Collection Systems  
Membership  
Industrial Wastes  
Laboratory (optional)  
Public Education  
Students and Young Professionals





12.100 ASSOCIATION COMMITTEES: The Incoming President, after consultation with the Incoming Vice Presidents, shall appoint standing Association Committees prior to the Annual Meeting. The President shall submit a list of all such committee appointments to the Executive Director not later than THIRTY (30) days prior to the first day of the Annual Meeting.

The President shall communicate with all "Association Committee" appointees concerning the duties and responsibilities of each committee.

Committee and subcommittee members shall serve for a period of three (3) years, or until new "Association Committee members" are appointed. In appointing Association Committee members, the President shall seek to balance continuity (experienced committee personnel) with fresh ideas (new committee members).

All committee members must be members of the Central States Water Environment Association.

12.110 General Awards: The President shall appoint a General Awards Committee and appropriate Subcommittees as stated in this policy.

- a. The General Awards Committee shall consist of nine persons, a chair (1st Vice President of the Association), plus three members from the Host State (State hosting the Annual Meeting) (the chairs of each General Awards Subcommittee), the 2<sup>nd</sup> Vice President and at least two other members from each of the non-host states. The chair shall abstain from voting for an award unless needed to break a tie.
- b. The Bedell and Radebaugh Awards Subcommittees, shall consist of four persons, a chair (Host State), plus three members (one from each state), will be assigned the task of selecting nominees. All member State Sections of the Association shall have at least one member on each subcommittee. The chair shall abstain from voting for an award unless needed to break a tie.
- c. The Hatfield Subcommittee shall consist of seven persons, a Chair (Host State), plus six members (two from each State Section), will be assigned the task of selecting nominees for the Hatfield Award. The chair shall abstain from voting for an award unless needed to break a tie.
- d. The General Awards Committee shall be responsible for considering candidates for various WEF awards, including, but not limited to: the Thomas R. Camp Medal, the Phillip E. Morgan Medal, the Gordon Maskew Fair Medal and the George J. Schroeffer Medal, Emerson, Gascoigne, Member Association

Safety, Public Education, Honorary Membership and Outstanding Achievement in Water Pollution Control. The General Awards Subcommittee shall also be responsible for considering candidates for the various Association awards, including but not limited to: the Burke Safety, Laboratory Analyst, Collection System, Industrial, Academic Excellence and Hazardous Waste Management Awards.

- e. All award nominees are required submit eight copies and limit their submittals to no more than six pages, with two supporting letters of reference, for a total of eight pages. The first page shall include a brief biography, appropriate for introduction of the nominee at the annual awards banquet.
- f. The Academic Excellence Subcommittee shall be chaired by the 2<sup>nd</sup> Vice President. The host State Section Trustee shall also serve on the committee to help identify eligible institutions. Additional committee members may be appointed at the option of the President.
- g. If possible, each Subcommittee shall have at least one member who is a past recipient of the Subcommittee award.
- h. All award nominees (except Academic Excellence) shall be selected without reference to their State Section of residence, provided the nominee resides in one of the member states of the Association, unless otherwise specifically approved by the Executive Committee.
- i. All award nominees (except Academic Excellence and Schlenz Medal) shall be members of the Association, unless otherwise specifically approved by award criteria or the Executive Committee. Membership shall be determined using the most recent roster, prepared by WEF, received by the Executive Director 30 days after the close of the Annual Meeting.
- j. Award Subcommittee members shall not be eligible to receive an award from any Award Subcommittee on which they currently serve.
- k. With the exception of the Radebaugh Award, no award recipient shall be eligible to receive the same award more than once.
- l. Award Subcommittees shall submit the names of the nominees for the Bedell and Hatfield awards to the General Awards Committee before January 1 and for the Radebaugh and Academic Excellence Awards no later than February 1.
- m. The General Awards Committee Chair shall submit the names of Burke, Bedell, Hatfield and Laboratory Excellence, Awards to the Executive Director no later than January 1<sup>st</sup> and no later than February 15<sup>th</sup> for all other awards.
- n. The General Awards Committee Chair shall submit the nominee's name for all awards to the Association Executive Committee for final approval at the Executive Committee Meeting prior to the start of the Annual Meeting.

- o. All Subcommittee Chairs shall forward to succeeding chairs all Subcommittee records including information on nominees.
- p. The responsibility for awards nomination and notification under section q shall be:

1st Vice-President:

CS Outstanding Achievement in	Water Pollution Control
Camp Medal	Emerson Medal
Fair Medal	Gascoigne Medal
Honorary Membership	MA Safety Awards
Morgan Medal	Public Education
Schlenz Medal	Schroepfer Medal

2nd Vice-President:

Academic Excellence Bedell	
Burke	Canham Scholarship
Collection Systems	Hatfield
Industrial Wastes	Lab Analyst's Excellence
Operations	Radebaugh
Hazardous Waste Management	

- q. All Association award nominees, with the exception of the Bedell, shall be notified in writing if they have won or not, so that they can make arrangement to attend the annual meeting. The Bedell award nominee shall be held in confidence until the Awards Presentation at the Annual Meeting. It shall be the responsibility of the Bedell Awards committee chairman to verify the Bedell recipients' attendance at the Awards Banquet.
- r. In the event any of the recipients cannot be present at the Annual Meeting to receive their award arrangements will be made for an Association or State Section Officer to present it at a later date.

12.111 Arthur Sidney Bedell Award Subcommittee

- a. The Bedell Award Subcommittee, formed under the General Awards Committee, shall be responsible for selecting a nominee for the Arthur Sidney Bedell Award.
- b. The Bedell Award is given by WEF to a member of an Association in recognition of outstanding service in the sewerage and wastewater treatment works field, as related particularly to the problems and activities of the member Association."
- c. The Subcommittee shall consist of three members, the most recent Bedell Award winner from each State Section of the Association. The Chair shall be the member from the State hosting the Annual Meeting in the year that the award will be presented.
- d. 1. Because of its membership being over 1,000, the Association is privileged to nominate a candidate for the Award each year.

2. In general, the nominee shall have provided extraordinary service to the Association. This does not mean that it is necessary for the nominee to have served as an elective officer of the Association.
  3. The nominee shall have participated actively in the affairs of the Association with resulting contributions being easily identified because of their outstanding nature. This participation may be in the form of leadership through membership and committee work, presentation of technical papers, and other activities which, in general, enhance the prestige and effectiveness of the Association.
  4. Through contributions to the Association and to the water pollution control field, the nominee must have demonstrated a high level of professionalism and moral character.
- d. It shall be the responsibility of the Subcommittee to prepare a brief statement indicating the contributions and qualifications of the nominee for the Award. This statement shall be submitted, no later than December 1st, to the Chair of the General Awards Committee by the Subcommittee Chair in making the recommendations for the Award. Following Executive Committee approval, the Executive Director shall also forward the name of the Association nominee for the Award to WEF for final approval by the WEF House of Delegates.  
(Revised 10/16/11)

12.112 Hatfield Award Subcommittee

- a. The Hatfield Award Subcommittee, formed under the General Awards Committee, shall be responsible for:
  1. Receiving from each State Section Operations Committee the nominations of one wastewater treatment facility operator from each member state of the Association for the Operations Award.
  2. Nominating one wastewater treatment facility operator in one of the member states of the Association for the William D. Hatfield Award.
- b. The purpose of the Operations Award and the Hatfield Award is to recognize operators of wastewater treatment facilities who are:
  1. performing their duties in an outstanding manner, and
  2. demonstrating distinguished professionalism.

Whether an Award is recommended or not, the Hatfield Award Subcommittee shall submit a report to the Chair of the General Awards Committee.
- c. The Hatfield Award Subcommittee shall consist of at least two

representatives from each of the member of the Association, plus a Chair. The Association officers shall consult with each State Section when appointing the Subcommittee.

- d. One Operations Award may be made annually to an operator from each of the member states. Nominees shall be identified by State Section Operations Committees.
  - 1. The Operations Award shall be an appropriate Plaque, which will be presented at the Annual Meeting of the Association.
  - 2. The Hatfield Award Subcommittee will submit the names, addresses, and biographical material for operators selected by State Section Operations Committees, to the Chair of the General Awards Committee, no later than January 1st.
- e. As a general guide in determining the nominees of the Operations Award, State Section Operations Committees shall consider the following basis of selection, which is recommended, but not required:

<u>Item</u>	<u>Maximum Allowable Points</u>
1. Efficiency of treatment, considering available facilities and effluent requirements on the plant, along with effects of the effluent on the receiving waters	25
2. Housekeeping of facilities	10
3. Public relations	10
4. In-service training and upgrading of subordinate operators	10
5. Preventive maintenance emergency operation and safety practices	15
6. Compilation of, and dissemination of in-plant studies and routine operation data to regulatory agencies and to the profession	15
7. Preparation and dissemination of annual report	10
8. General administration	<u>5</u>
Total	100

The above criteria shall be transmitted annually by the Hatfield Award Subcommittee to each Chair of State Section

Operations Committees.

- f. In addition to the guidelines suggested for the Operations Award, the following five items must be elaborated on in detail for each Hatfield Award nomination submitted to the General Awards Committee:
  - 1. Public relations involving the operator.
  - 2. The businesslike accounting and budgeting conducted along with the maintenance of the wastewater treatment plant.
  - 3. The operating and annual reports which are submitted to the operator's superior officials and which provide the basis for plant improvements, efficiency of treatment, and economy of operation.
  - 4. The advancement of the art and knowledge of wastewater treatment by innovative in-plant studies and the dissemination of the results to others in the field.
  - 5. Dissemination of information concerning wastewater treatment operation and maintenance through papers, articles, meetings, training sessions and reports.
- g. Although the Hatfield Award is a WEF Award, it is presented (following approval by Association Executive Committee and the WEF House of Delegates, at the next Association Annual Meeting by a representative of WEF.
- h. It shall be the responsibility of the Hatfield Award Subcommittee to prepare the necessary documentation and a brief statement in support of the Hatfield Award nominee. The statement shall be submitted, no later than January 1st, to the Chair of the General Awards Committee by the Subcommittee Chair. The Following Executive Committee approval, the Executive Director shall forward the name of the recommended Hatfield nominee to WEF for final approval by the WEF House of Delegates.

12.113 Radebaugh Award Subcommittee

- a. The Radebaugh Award Subcommittee, formed under the General Awards Committee, shall be responsible for selecting a nominee for the Radebaugh Award.
- b. The Radebaugh Award may be made by the Association each year, if in the opinion of the Radebaugh Award Subcommittee, any member of the Association had presented a paper, worthy of the Award, at the Association Annual Meeting.
- c. Subcommittee Membership:
  - 1. The Subcommittee shall consist of at least four members, with a minimum of one member from each of the State Sections of the Association, plus a Chair who shall have served on a prior Radebaugh Award

Subcommittee.

2. Membership on the Subcommittee is closed to any individual who has assisted in the arrangement of the technical program that includes the candidate paper.
3. Whether an award is recommended or not, the Radebaugh Award Subcommittee shall submit a report each year to the General Awards Committee.

d. Eligibility for Award:

1. The Radebaugh Award shall be made to the author(s) of a deserving paper presented at an Annual Meeting of the Association. Recipients must be members of the Association.
2. For papers presented at the Annual Meeting to be eligible for the Award, the author(s) must submit eight (8) copies of the paper to the Association Executive Director within 30 days of the close of the Annual Meeting. Submission may be either by mail or personal transmission.
3. In case of multiple authorship, the Award shall be shared equally by authors, who are members of the Association, i.e., each Association member author shall receive a plaque.

- e. The Subcommittee will evaluate each paper based on the criteria given below, applying up to the allowable points indicated. The sum of the allowable points is the final rating of the paper (100 points is maximum in totaling the allowable points given).

Maximum  
Allowable  
Points

Contribution to the science because of:

1. New information obtained by the authority's experimental or theoretical research
2. New or advanced theory of technique of design presented by the author
3. Improved methods of construction proposed by the author
4. Improved methods of operation proposed by the author.
5. Improved equipment proposed by the author
6. Detailed information not previously available to the profession, on a construction project of considerable magnitude, a production process

Items 1  
Thru 7  
=65 pts  
maximum

or method of operation

7.	Detailed information presented on economic questions, which are of interest to the profession, such as cost of construction and operation, evaluation and rate making	
8.	Originality of subjects	10
9.	Amount of work expended to obtain or data or information	15
10.	English composition and clarity of the presentation	<u>10</u>
	Total	100

- f. It shall be the responsibility of the Radebaugh Award Subcommittee to prepare a brief statement indicating the merits of the paper selected for the Award. This statement shall be submitted, no later than February 1st, to the Chair of the General Awards Committee by the Radebaugh Award Subcommittee Chair in making the recommendation for the Award.
- g. The Award shall consist of a Plaque(s) to be presented at the next Association meeting.

12.114 Academic Excellence Award

- a. Under the conditions defined herein, an award to be known as the Central States Water Environment Association, Inc., Academic Excellence Award may be presented to a maximum of one student per year selected from each of the eligible institutions in the State Section hosting the Annual Conference.
- b. An eligible institution shall be a college or university in the Annual Meeting Host State having a recognized graduate or undergraduate program in engineering, as accredited by:
- Accreditation Board for Engineering and Technology  
111 Market Pl., Suite 1050  
Baltimore, MD 21202  
(410) 347-7700  
(410) 625-2238 (Fax)
- c. The candidates shall be selected by the Department Chairman, or other designated person, at the eligible institutions. In December of the preceding year, the 2nd Vice President will contact the Host State trustee for a list of each of the eligible institutions. Each institution will be provided with a description of the Academic Excellence Award and provide the necessary application forms. The names of the candidates must be submitted by the institution to the 2nd Vice President by February 1st of the same year.

- d. Eligible students must be enrolled in a full-time study program in engineering at the undergraduate level or graduate in an eligible institution.
- e. The Academic Excellence Award shall consist of a \$250 cash award, a paid one-year student membership in the Association, and a letter of commendation from the Association President. Award recipients will be invited to the Annual Conference and the registration fee, including the Association Luncheon and Banquet, will be paid by the Association. If the award recipient attends the Annual Awards Banquet, they shall receive one (1) complimentary night's lodging and \$50.00 for expenses. The Association President will present the Award(s) to the recipient(s) at the Annual Banquet.

12.115 George J. Schroepfer Award

The Schroepfer Award was established in 1982 by the Association. Recipients of the George J. Schroepfer Award are:

<u>Year</u>	<u>Recipient</u>
1983	George J. Schroepfer
1984	Paul A. Troemper
1985	Richard S. Englebrecht
1986	Edward J. Meers
1987	Russell S. Susag

In January of 1988, the Schroepfer Award became a WEF award, and was first presented on October 4, 1988, at the annual conference in Dallas, Texas. (Recipient was Dennis M. Kamber of Gaithersburg, Maryland.)

The Schroepfer Award is presented in honor of George J. Schroepfer, pioneer member of the Association, and second President of WEF. The Award recognizes an engineering consultant, municipal or industrial engineer who has demonstrated excellence in conceiving and directing the design of a project to achieve substantial cost savings or economic benefit, while achieving environmental objectives.

Nominations must be submitted by a WEF member. Association members are encouraged to inform Association officers of potential nominees, so appropriate Awards Committee action can be initiated.

12.116 Collection System Award

- a. This award may be given to no more than one Association member per year in recognition of outstanding contributions in advancing collection system knowledge and direct or indirect improvement in water quality. The award need not be given each year.
- b. Nominations and necessary documentation for the award shall be submitted to the State Section Collection System Chair no later than January 1st of each year.
- c. The State Section Collection Systems Committees shall submit the names of no more than one individual from each State

Section to the Chair of the General Awards Committee no later than December 1st of each year.

- d. Documentation shall include biographical data such as personal information, training, education, civic activities, employment history, professional activities including committee participation and offices, honors received, publications, patents, design projects, or other contributions to collection system state-of-the-art. Letters of recommendation from peers, including at least one Association member, should also be provided. Nominees are required to submit eight copies and limit their submittals to no more than six pages, with two supporting letters of reference, for a total of eight pages. The first page shall include a biography of the nominee.
- e. The recipient of the Association Award shall be nominated annually for the WEF Collection System Award. The Association President shall forward the proper documentation' with a cover letter, to WEF supporting the recipients nomination.
- f. If no Association Award is made, the most recent Association Collection System Award recipient shall be nominated for the WEF Collection System Award.
- g. Award candidates shall have been responsible for one or more of the following programs or activities:
  - 1. Upgrading collection system personnel through development and/or administration of educational and certification programs.
  - 2. Development and implementation of innovative methods of system design, construction, maintenance, or rehabilitation to reduce inflow/infiltration and/or bypassing to surface waters.
  - 3. Development and implementation of specific collection system management programs for controlling, planning, budgeting, and evaluation of program results.
  - 4. Development of techniques/products which have reduced operating and maintenance costs, resulting in more efficient and safer collection system operation.
  - 5. Public service resulting in improved system reliability and shortened response time to system failures.
  - 6. Maintaining a comprehensive and effective collection system safety program, evidenced by reduced lost time incidents or other similar criteria.
  - 7. Contribution of articles dealing with collection systems, to newsletters, journals, bulletins, or other publications.
  - 8. Presentation of collection system related presentations at Association or WEF meetings or other conferences, seminars, and workshops.

- 9. Collection system management programs including successful coordination of various political jurisdictions and administrative tasks, including continuity in funding or system repair and replacement.
- 10. Innovative modifications of existing collection system facilities for flow control, distribution, and regulation to increase system capacity and efficiency, and reduce or eliminate system deficiencies.
- h. The General Awards Committee shall review the nominations of the State Section Collection Systems Committees and submit the final nominee's name to the Association Executive Committee for final approval at the January Executive Committee Meeting.
- i. The Association Collection System Award shall consist of a plaque indicating the recipient's name and year of award.

12.117 George W. Burke Facility Safety Award

- a. The Burke Award is made annually by WEF to a municipal or industrial wastewater facility for promoting an active and effective safety program.
- b. The State Section Safety Committees shall be responsible for soliciting and accepting nominations and selecting no more than one facility from each state as nominees for the George W. Burke Award.
- c. To be eligible for this award, at least one employee of the facility must have Association member status, unless otherwise specifically approved by the Executive Committee.
- d. Nomination documentation shall include a narrative of the facility safety program and a summary of safety data prepared in a format suggested by WEF. Nominees shall submit eight copies of their documentation which shall be limited to six pages with two letters of recommendation for a total of no more than eight pages.
- e. Nominations shall be submitted to the Chair of the State Section Safety Committee before November 1st of each year.
- f. The State Section Safety Committees shall be responsible for accepting nominations and shall select no more than one facility from each State Section and submit these candidates to the General Awards Committee before December 1st of each year. A General Awards Committee recommendation will be submitted for the approval of the Association Executive Committee in advance of the annual meeting.
- g. Following approval by the Association Executive Committee, the Executive Director shall forward the recommendation to WEF for approval by the WEF House of Delegates.
- h. The award will be presented to the facility at the Association Annual Meeting following WEF House of Delegates approval.

12.118 Award for Outstanding Achievement In Water Pollution Control

- a. The Association Award for Outstanding Achievement in Water Pollution Control may be presented annually to recognize the water pollution control program that best demonstrates significant, lasting, and measurable excellence in water quality improvement or in prevention of water quality degradation in a region, basin, or water body.
- b. The following nomination criteria apply:
  - 1. The program must lie within the boundaries of the Association.
  - 2. The program is eligible during the three-year period immediately after documented results become a matter of public record. Re-nomination is permitted at any time during this three-year period.
  - 3. The sponsor should be the entity with the greatest impact on the successful completion of the program.

Examples of acceptable sponsors are:

- A. The owner of the works that achieved the results meriting the program's nomination.
- B. Local, regional, state, or interstate agencies responsible for the creation, financing, implementation, and regulation of a program that involves numerous discrete projects with different owners.

Examples of unacceptable sponsors are:

- A. Legislative bodies.
  - B. Federal agencies with second-tier responsibility for regulation or funding.
- 4. Specific programs may receive the award only once.
  - 5. The award will be made for the program itself, rather than the entities responsible for the program development and implementation. The award is open to programs of any size. A plaque commemorating the award will be presented to the sponsor. The award citation will acknowledge all principal responsible entities that contributed to the success of the program.
  - 6. Primary consideration will be given to nominees with Association members.
  - 7. The program must have achieved the qualifying results through construction and/or operation, rather than solely through the application of administrative procedures.
- c. Nominations must be submitted to the General Awards Chairman

of the Association by January 1.

- d. The nomination material must be submitted in a three-ring notebook and shall contain all the information identified below and only that information. Seven copies of the notebook shall be submitted. The notebook must include:
1. A one-paragraph letter of transmittal from the sponsor of the nomination.
  2. The name and location of the program being placed in nomination.
  3. The name of the sponsor.
  4. The name, address, and telephone number of the representative of the sponsor who will be responsible for supplying additional information about the program.
  5. A one-page executive summary of the program.
  6. A definition of the water pollution problem that the program has controlled, including quantitative information on the problem.
  7. A description of the program, including:
    - A. Chronology from the definition of the problem to the completion of the project or program
    - B. The principal entities directly involved in the program.
    - C. The population and area served or protected by the program, including a map, if appropriate.
    - D. The surface or groundwater bodies protected.
    - e. A description of the salient features and function of the program.
    - F. A description of the objectives of the program and how they were met.
    - G. The program's total cost and financing method.
    - H. The date the program was completed or placed in operation.
  8. Documentation of the beneficial effects of the program, focusing on water pollution control through either prevention or correction.

Items F, G, and H should be presented in not more than ten double-spaced pages of text, exclusive of graphics. Unusual expenses in preparing the graphics of the submittal are unnecessary.

- e. It is intended that the program selected as the award recipient by the Association be submitted to WEF for the Outstanding Achievement in Water Pollution Control Award. Should WEF select the Association nominee as a finalist, additional information and graphic material may be requested.

12.119 Industrial Environmental Achievement Award

- a. This award may be given to one industry per year in recognition of outstanding contributions in waste minimization, pollution prevention, environmental compliance and environmental stewardship. The award need not be given each year.
- b. Primary consideration will be given to nominees with Association members.
- c. Nominations and necessary documentation for the award shall be submitted to the State Section Industrial Wastes Committee Chair no later than October 1st of each year.
- d. The State Section Industrial Wastes Committees shall submit the names of no more than one nominee from each State Section to the Association Industrial Wastes Committee Coordinator no later than November 1st of each year. The Coordinator shall in turn submit the nominations with an award recommendation to the chair of the General Awards Committee no later than December 1st of each year.
- e. Documentation shall include supportive data as required to demonstrate compliance with the award criteria outlined in subsequent subsections together with background and informational data pertaining to the nominee as appropriate. Letters of recommendation and commendation shall be included if available. All award nominees are required to submit eight copies and limit their submittals to no more than six pages, with two supporting letters of reference, for a total of eight pages. The first page shall include a biography of the nominee.
- f. Award candidates shall satisfy one or more of the following criteria:
  1. Has in place practices and procedures which have reduced the volume of raw water supply used in its manufacturing operations and/or the volume of wastewater discharged to the environment.
  2. Has in place practices and procedures which have reduced the pollutant loadings discharged to the environment.
  3. Has initiated improvements and programs to improve the characteristics of the waste discharge even though the facility was previously in full compliance with all of the requirements of its discharge permit.
  4. Has demonstrated a "good corporate citizen" attitude through the existence of an out-reach program designed to increase environmental awareness.
  5. Has worked in a positive, constructive way with local governmental and regulatory agencies.

6. Has made available to other industries information pertaining to its successful use of alternative processes and procedures designed to enhance the environment.
  7. Has implemented programs associated with environmental compliance that have generated positive economic benefits that greatly exceed their cost of implementation.
- g. The General Awards Committee shall review the nominations of the State Section Industrial Wastes Committees, and submit the final nominees name to the Association Executive Committee at the January Meeting.
  - h. The Association Industrial Environmental Achievement Award shall consist of a suitably inscribed plaque indicating the recipient's name and year of award.

12.120 Outstanding YP of the Year Award (added 10.14.07)

- a. Recognizes the contributions of young water environment professionals for significant contributions to CSWEA and to the wastewater collection and treatment industry.
- b. Criteria:
  - i. Member of CSWEA.
  - ii. 35 years old or younger at the time of nomination.
  - iii. Demonstrated contributions to enhancing the activities CSWEA and to CSWEA Committees and improvement in the fundamental knowledge of performance of wastewater collection and treatment systems, water resource protection and research on issues important to the water environment.
- c. Submit:
  - Nomination Form
  - One page biography of the nominee
  - Specific reasons for nomination (one page maximum)
  - Any other supporting material required under criteria or that you feel would be helpful in the selection process.
- d. Nominations Deadline:
 

Eight copies of nomination material shall be submitted to the CSWEA General Awards Committee Co-Chair (1st VP) prior to November 15 of each year. It shall be the duty of the 1st Vice President to advance all nominations received to the General Awards committee for review and shall submit the final nominee to the Association's Executive Committee at the Winter Executive Committee Meeting.
- e. The Association's Outstanding YP of the Year Award shall consist of a suitably inscribed plaque indicating the recipient's name and year of award. The CSWEA Outstanding YP of the Year Award winner shall be advanced by the 1st Vice

President to WEF as the Associations nominee to for the WEF award.

12.121 Bill Boyle Outstanding Educator Award (added 10.14.07)

- a. Recognizes accomplishments in the education and development of future water environment professionals by educators at all levels, from primary grades through graduate students. This award honors Professor William C, Boyle, a Professor Emeritus of Environment Engineering at the University of Wisconsin, Madison where he served as mentor to many CSWEA members. Beyond his role as educator, researcher and mentor, Bill Boyle has served the Central States Water Environment Association throughout his career as a tireless promoter of ongoing education and training and a facilitator of many successful technical programs and events.
- b. Criteria:
  - i. Detailed Resume or CV documenting significant accomplishments in the education and development of future water environment professionals.
  - ii. Member of CSWEA.
- c. Submit:

Nomination Form  
One page biography of the nominee  
Specific reasons for nomination (one page maximum)  
Any other supporting material required under Criteria or that you feel would be helpful in the selection process.
- d. Nominations Deadline:

Eight copies of nomination material shall be submitted to the CSWEA General Awards Committee Co-Chair (1st VP) prior to November 15 of each year. It shall be the duty of the 1st Vice President to advance all nominations received to the General Awards committee for review and shall submit the final nominee to the Association's Executive Committee at the Winter Executive Committee Meeting.
- e. The Association's Bill Boyle Outstanding Educator Award shall consist of a suitably inscribed plaque indicating the recipient's name and year of award. If appropriate, the CSWEA Bill Boyle Educator of the Year Award winner shall be advanced by the 1st Vice President to WEF as the Association's nominee to for the WEF Gordon Maskew Fair Medal award.

12.130 Committee on Nominations

- a. The Committee on Nominations shall consist of the three most recent CSWEA past presidents and shall be updated annually. The member of the Committee from the State Section of the next nominee for 2nd Vice President shall serve as the Chair.
- b. The Association has two Delegates to WEF, elected for staggered three year terms. The new Delegate shall be elected from the State Section without a Delegate.

- c. The Association has one Professional Wastewater Operators Division (PWO) Representative elected for a two year term. Nominee shall rotate among the Association member states.
  - d. The Committee on Nominations shall complete their work by January 15th of each year, and immediately notify the President of their choice for 2nd Vice President, Delegate, Treasurer and PWO Regional Representative. This will allow time for input from the new 2nd Vice President nominee in the process of appointing Association Committees.
  - e. The Committee on Nominations shall report at the Annual Business Meeting of the Association.
  - f. The nominees for 2nd Vice President, Delegate, Treasurer and PWO Representative shall be reported in the Spring Issue of the CENTRAL STATES WATER.
- (Revised 10/16/11)

12.140 Committee on Resolutions

- a. The Committee on Resolutions shall consist of three members, one from each State Section of the Association. The Chair will be the member from the Host State.
- b. The committee shall prepare a resolution in regard to members who have died since the last Annual Meeting.
- c. The Committee on Resolutions shall report at the time of the Annual Business Meeting of the Association Membership.

12.150 Committee Technical Programs

- a. The Committee on Technical Programs shall consist of a Chair and not more than two members from each State Section of the Association. The Chair may appoint additional committee members. To assure continuity, the Chair shall have served previously on this committee. No individual shall chair this committee more than twice.
- b. The Committee on Technical Programs is responsible for the solicitation and the selection of the papers to be given at the Annual Meeting. The Committee's choices are subject to review by the Executive Committee before the selections are final.
- c. The Committee on Technical Programs is responsible for informing participants of the conditions governing the handling and routing of papers presented at the Annual Meeting of the Association. In advance of such Annual Meeting, this Committee shall specifically inform all who are selected to present papers that:
  - 1. All papers presented at the Annual Meeting are eligible

for consideration for publication by WEF.

2. Authors of papers shall be responsible for transmitting papers to the Editor of the Water Environment & Technology Magazine as well as any required copyrights to the paper.
  3. Authors of papers to be submitted for consideration for the Radebaugh Award shall submit Eight (8) copies of such papers to the Executive Director within 30 days of the close of the Annual Meeting. Submission may be either by mail or personal transmission.
  4. The Executive Director shall be responsible for transmitting papers to the Radebaugh Award Subcommittee.
- d. The Committee on Technical Programs may be allowed reimbursement for personal expenses for ONE (1) meeting during the Administrative year. The Chair of the Committee on Technical Programs or the designated representative may be allowed reimbursement for personal expenses in attending a meeting of the Association Executive Committee, if invited to attend by the President. Reimbursement shall be as outlined 8.1 and 8.2.

12.160 Committee on Local Arrangements

- a. The Committee on Local Arrangements shall consist of a Chair and appropriate subcommittee chairs. The Committee Chair shall be appointed by the 1st Vice President two years in advance of the annual meeting. All subcommittee chairs shall be appointed by the Local Arrangements Committee Chair. No individual shall chair this committee, or a particular subcommittee, more than twice.
- b. Local arrangements committee policy guidelines are presented in Section 6.0.

12.170 Committee on Membership

The Committee on Membership shall have two primary functions;

- To look after the general membership needs of the Association;
- Coordinate with the Executive Director efforts to retain and recruit members.

The Committee shall consist of a Chair, appointed by the President, the chairs of the State Section Membership Committees, and other committee members as recommended by the State Sections or the Committee Chair.

The Committees duties shall be to:

1. Be a resource for members to resolve any membership problems,
2. Contact non-renewing members to encourage their renewal,
3. Establish and/or conduct member recruitment and retention activities.
4. Implement membership drive activities as established by WEF.
5. Conduct a committee meeting at the Annual Meeting.
6. The Chair should be a member of the WEF Membership Committee and shall be aware of WEF Membership Committee activities.

12.180 Committee on Public Education

- a. The Committee on Public Education shall plan and coordinate activities to inform the general public and increase their awareness of the importance of maintaining and improving the quality of water resources and of the importance of water quality professionals in maintaining and improving the quality of water resources.
- b. The Committee shall consist of a Chair, appointed by the President, the chairs of the State Section Public Education Committees, and other committee members as recommended by the State Sections or the Committee Chair.

The Committee duties shall be to:

1. Develop and maintain communication links between State Section representatives regarding public education efforts, successes and/or failures or programs.

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

12.190 Students and Young Professionals

- a. The Committee on Student and Young Professionals (S&YP) shall plan and coordinate activities for the Student Chapters and recent graduates in parallel with the WEF S&YP Committee.
- b. The Committee shall consist of a Chair, appointed by the President, the chairs of the State Section S&YP, and other committee members as recommended by the State Sections or the Committee Chair.

The Committee duties shall be to:

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

8. Conduct a committee meeting at the Annual Meeting.

12.200 CENTRAL STATES WATER Committee

- a. The Association Newsletter shall be known as the CENTRAL STATES WATER.
- b. The CENTRAL STATES WATER shall be published at least THREE (3) times per year as follows:
  - 1. No. 1 to be published in July: a contribution to the content of this issue shall be required of the President and the Executive Director. Feature article shall be a summary of the previous Annual Meeting.
  - 2. No. 2 shall be published in November
  - 3. No. 3 issue to be published in March.
- c. The Executive Committee shall appoint an Editor for the Newsletter and an Advertising Manager. The Editor shall select at least two members from each State Section to serve on the committee, and shall assign correspondent or other duties as may be necessary.
- d. In as much as the attendance of the Editor of the Newsletter is important to provide photographic and story coverage of the Annual Meeting of the Association, the personal expenses of the Editor incurred in attending the Annual Meeting may be reimbursed as outlined in 8.1 and 8.2.
- e. The local arrangements committee chairman shall designate an official photographer to take photographs of the keynote speech, Annual Business Meeting, Annual Banquet and Award Presentation, 7-S installation and representative pictures of the exhibit area and other Annual Meeting activities.
- f. The CENTRAL STATES WATER shall be printed on recycled paper in magazine format; issues 1, 2, and 3 shall feature a news article or technical article from the states of Wisconsin, Illinois and Minnesota, respectively.

12.210 Education Seminar Committee: The Education seminar committee shall be responsible for conducting the Annual Education seminar.  
Additional wording pending from Committee.

12.220 Ad Hoc Committees

- a. The President or Executive Committee of the Association may appoint such other committees as deemed necessary to meet the objectives of the Association.
- b. Ad Hoc Committee objectives, membership, budget, responsibilities, and report expectations must be clearly defined when the committee is formed.

12.300 STATE SECTION COMMITTEES:

- a. State Sections of the Association shall have the -authority to appoint independent State Section committees which shall be responsible to a State Section.
- b. State Section Committee coordination shall be the responsibility of the State Section Trustee. State Section committee activity will be integrated as necessary to be supportive of Association goals and objectives.
- c. Summary reports on the activities of State Section committees shall be presented at Association Annual Meeting. Reports will be presented by the "State Section Trustee", who will obtain information from the State Section Committee chairs.
- d. State Section Chairs shall submit a list of all State Section Committee Chairs to the President before March 31st of each year. The President shall submit a list of all such committee appointments to the Executive Director no later than thirty (30) days prior to the first day of the Annual Meeting.
- e. All committee members must be members of the Association.

12.310 Committee on Safety

- a. There shall be State Section Safety Committees in each member state.
- b. The Activities of the State Section Committees on Safety shall be consistent with the objectives of the Association.
- c. The Committee on Safety shall promote safe practices in the construction, operation, and maintenance of wastewater collection and treatment systems. The Committee shall use a wide variety of available techniques to disseminate information about safety in the Association member states.
- d. The State Section Safety Committees shall be responsible for submitting nominations for the George Burke Safety Award to the General Awards Committee no later than December 1<sup>st</sup> (See Section 12.117).

12.320 Committee on Operations

- a. There shall be a State Section Operations Committee in each member state.
- b. The Activities of the State Section Committees on Operations shall be consistent with the objectives of the Association
- c. The State Section Committees on Operations shall plan and execute activities that enhance the plant operations awareness and knowledge of Association members, and promote membership in the Professional Wastewater Operators (PWO) of WEF.
- d. The State Section Operations committees shall be responsible

for selecting and submitting nominations (one per state) for the Operations Award to the General Awards Committee and for selecting and submitting nominations for the Hatfield Award to the Hatfield Award Subcommittee of the General Awards Committee no later than December 1<sup>st</sup> (See Section 12.112).

- e. The Committees on Operations shall aid in the selection and support of team members for the WEF Operations Challenge as further defined in Section 18.0.

12.330 Committee on Government Affairs

- a. There shall be a State Section Government Affairs Committee in each member state.
- b. The Activities of the State Section Committees on Government Affairs shall be consistent with the Objectives of the Association
- c. The State Section Committees on Government Affairs shall:
  - 1. Study and maintain current information on federal and state legislative matters and trends which relate to, influence or affect the objectives of the Association.
  - 2. The Committee shall keep current information on legislation relating to or affecting all matters pertaining to wastewater treatment plants or collection systems.
  - 3. The Committee shall keep current and informed on the activities, orders and directives of regulatory agencies, both federal and state, as these may affect matters pertaining to wastewater treatment plants or collection systems.
- d. State Section Committees shall give attention to matters within their respective states. The officers from each State Section shall be consulted by the respective State Section Committee Chairs in developing programs and responses for the State Section.
- e. The State Section Committees on Government Affairs shall also give attention to matters on the interstate and federal levels. The State Section Committee Chair shall consult with the Association Executive Committee person assigned liaison duties in developing programs and responses on the interstate and federal levels.
- f. The Committees on Government Affairs shall disseminate information relating to, and shall make appropriate comments on, legislation or the activities of state regulatory agencies.

12.340 Committee on Collection Systems

- a. There shall be a State Section Collection Systems Committee in each member state.

- b. The Activities of the State Section Committees on Collection Systems shall be consistent with the objectives of the Association.
- c. The State Section Committees on Collection Systems shall plan and execute activities that enhance the collection systems awareness and knowledge of Association members.
- d. The State Section Collection Systems Committees shall be responsible for submitting nominations for the Collection System Award to the General Awards Committee no later than December 1<sup>st</sup> (See Section 12.116).

12.350 Committee on Membership

- a. There shall be a State Section Membership Committee in each member state. Each committee shall consist of the number of members considered necessary to adequately meet the new member recruitment and other functions of the Committee. The Committee should develop and recommend methods of encouraging and sustaining membership.
- b. In recruiting new members, the Committee Chairs and Committee members must always make clear the Association membership options.
- c. While new member recruitment is a primary function of the Membership Committee, it is also important to check on members who are delinquent in payment of dues. Information on members who have not paid dues shall be furnished by the Executive Director.
  - 1. It is the policy of the Association to encourage individuals in all segments of the water pollution control profession to become members of the Association. Therefore, awards to promote membership may be established in the Association, and it's State Sections.
  - 2. Any member of the Association who sponsors TEN (10) or more new members in the Association's ACTIVE, STUDENT, PWO, OR CORPORATE classification during any calendar year shall receive a suitable award. The official representative of a corporate member shall be considered an active member for Membership Contest purposes.
- d. The State Section Membership Committee in the Host State is responsible for organizing the orientation session for new conference attendees and for organizing and staffing a membership information booth. Conference activities are to be coordinated with the Local Arrangements Committee.
- e. The Committee Chair shall be a member of the Association Membership Committee.

The Committee duties shall be to:

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

12.360 Committee on Industrial Wastes

- a. There shall be a State Section Industrial Wastes Committee in each member state.
- b. The Activities of the State Section Committees on Industrial Wastes shall be consistent with the objectives of the Association.
- c. The State Section Committees on Industrial Wastes shall plan and execute activities that enhance the industrial wastes awareness and knowledge of Association members.
- d. The State Section Industrial Waste Committee shall be responsible for submitting nominations for the "Industrial Environmental Achievement Award" to the General Awards Committee no later than December 1<sup>st</sup> of each year (see section 12.119)

12.370 Laboratory Committee

- a. There may be a Laboratory Committee in each member state.
- b. The activities of the State Section Laboratory Committee shall be consistent with the objectives of the Association.
- c. The State Section Laboratory Committees goals are as follows:
  1. To establish and maintain contact with other agencies and organizations in their state relative to laboratory analyst issues,
  2. To obtain a member from each sponsoring agency for the State Section Lab Committee,
  3. To advise on training issues.
- d. Some of the specific activities that may be undertaken by the Laboratory Committees include:
  1. Annually Solicit nominations for the Laboratory Analyst Award from each respective State Section. To select and submit one nominee from the State Section to the General Awards Committee by December 1 for consideration.
  2. Coordinating education and training programs with appropriate agencies.

12.38 Public Education

- a. There shall be a State Section Public Education Committee in each member state. Each committee shall consist of the number of members considered necessary to adequately implement the functions and goals of the Association Public Education Committee.
- b. The Committee on Public Education shall plan and coordinate activities to inform the general public and increase their awareness of the importance of maintaining and improving the quality of water resources and of the importance of water quality professionals in maintaining and improving the quality of water resources.
- c. The Committee Chair shall be a member of the Association Public Education Committee.

The Committee duties shall be to:

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

12.39 Students Committee. (revised 10.14.07)

- a. The Committee on Students shall plan and coordinate activities for the Student Chapters, Stockholm Jr. Water Prize, Student Paper and Design competitions and other student related activities in parallel with WEF and Association S&YP Committees. The committee shall be comprised of at least one member from each section, which may be the State Section Students or S&YP Committee Chair. The Chair of the committee shall rotate annually to the senior

member from the Section hosting the Annual Meeting.

The Committee duties shall be to:

1. Develop and maintain communication links between State Sections, the Association and the Student Chapters.
2. Coordinate and promote the development of Student Chapters and provide a liaison with the Association and State Sections.
3. The Students Committee shall implement and manage the WEF Student Paper and Student Design competition(s) at the Section and Association level.
4. Support the activities and success of Student Chapters.
6. Promote the activation of Students within the Sections and Association.
7. Encourage participation with other Students or S&YP committees from other professional associations.
8. The Chair of the Student's Committee shall be a member of the WEF S&YP Committee.
9. The Student Committee shall solicit papers for the Annual Meeting and shall forward student papers to the LAC Technical Program Committee for consideration for inclusion in the program.

12.40 Young Professionals Committee. (revised 10.14.07)

- a. The Committee on Young Professionals shall plan and coordinate activities for the Young Professionals and recent graduates in parallel with WEF and Association S&YP Committees. Young professionals are defined by WEF as thirty-five years of age or younger and new to the water environment industry. The committee shall be comprised of at least one member from each section, which may be the State Section Students or S&YP Committee Chair. The Chair of the committee shall rotate annually to the senior member from the Section hosting the Annual Meeting.

The Committee duties shall be to:

1. Develop and maintain communication links between State Sections, the Association and Young Professionals.
2. Organize and conduct an Annual YP Summit in conjunction with CSWEA's CSX.
3. Establish programs for Young Professionals at Section and Association events.

4. Promote the participation of Young Professionals within Section and Association Committees and leadership.
5. Encourage participation with other Young Professional or S&YP committees from other professional associations.
6. The Chair of the Young Professionals Committee shall be a member of the WEF S&YP Committee.
7. The YP Committee Chair shall submit a nomination to the General Awards Committee for the Outstanding Young Professionals Award each year.

- 13.0 ANNUAL AUDIT: There shall be an annual audit of the books of account of the Association by a certified public accountant at the end of the fiscal year on December 31. The annual audit shall be completed in time to be presented at the Annual Business Meeting. The Executive Committee may request an interim audit covering the period from January 1 to May 31 whenever a new Executive Director is appointed.
- 13.1 Copies of the Annual Audit shall be provided by the Annual Meeting to each member of the Executive Committee and shall be available for examination by any member of the Association.
- 14.0 VISIT OF THE WEF REPRESENTATIVE: When a Representative of WEF is invited and assigned to the Annual Meeting of the Association, the following guidelines shall prevail:
- 14.1 As soon as it becomes known who the Representative of WEF will be, it will become the responsibility of the President of the Association to write to the Representative and invite the Representative and spouse to the Annual Meeting.
- 14.2 The letter should include:
- a. Details about the Annual Meeting, its several functions, and which functions involve the WEF Representative.
  - b. A tentative Annual Meeting Program, if available.
  - c. An outline of the role that the WEF Representative will have in the program.
  - d. A request for detailed travel plans of the Representative.
  - e. Assurance that pre-registration and housing has been arranged for the Representative and spouse.
- 14.3 If travel is by air, the President of the Association should arrange to have an Association member meet the Representative at the airport and provide for transportation to the headquarters hotel of the annual meeting.
- 14.4 If travel is by automobile, the Representative should inform the President of the expected time of arrival so that the Representative may be properly met and greeted on arrival.

- 14.5 It shall be the responsibility of the Chair of the Local Arrangements Committee to:
- a. Make a room reservation for and pre-register the WEF Representative.
  - b. Provide the WEF Representative with a complimentary packet of information, programming and tickets for all Annual Meeting events.
  - c. In consultation with the Association President and Executive Director, choose a gift to be presented to the WEF Representative. Such gift shall not exceed \$100.00 in value; it shall be considered as a token of appreciation expressed by the membership for the presence of the WEF Representative and the Representative's spouse at the Annual Meeting and their contribution thereto, and not for its monetary value; if possible, the gift should be indigenous to the area in which the Annual Meeting is held.
- 15.0 USE OF SURPLUS ASSOCIATION FUNDS: Priorities for use of funds in excess of ordinary administrative needs shall be in the following order:
- 15.1 Maintain fiscal reserves equal to the two largest event expenditures, currently the Education Seminar and Annual Meeting, based on a three year running average of those expenditures. (Adopted 5-21-03)
  - 15.2 Underwriting (i.e. paying for) "one time" or unanticipated programs or expenses Association programs.
  - 15.3 Ongoing support of programs which further the objectives of the Association.
- 16.0 MISCELLANEOUS ACTIVITIES AT ASSOCIATION ANNUAL MEETINGS
- 16.1 Advertising for separate inspection tours of facilities outside the Annual Meeting area will not be allowed. Solicitations for private tours will be permitted but any trips must be scheduled at times not conflicting with technical, business or scheduled meal functions of the Annual Meeting.
  - 16.2 Rooms used for sales promotions will be permitted. Advertising for these rooms will be allowed at only one location which will be in the proximity of the registration area. A blackboard or bulletin board will be provided for this purpose, and will be available to all interested parties.
  - 16.3 Sales promotion rooms shall not be open at any time when technical, business or scheduled meal functions of the Annual Meeting are in session. It is required that all sales promotions rooms be closed by 1:00 a.m.
- 17.0 SEVEN "S's" SERVICE AWARD: Annual meeting award to members from each State Section in recognition of service to the Association.
- 17.1 A member from each State Section shall be appointed by the influent integrator to solicit candidates for consideration during the Annual Meeting The Influent Integrator shall maintain records of the society.

- 17.2 The present members of the Seven "S's" Society shall meet during the Annual Meeting to elect members from each state, and nationally, whom they feel merit the recognition of this award.
- 17.3 Membership emblems for the Central States Select Society of Sanitary Sludge Shovelers shall be provided by the Association.
- 18.0 OPERATIONS CHALLENGE PROTOCOL: The WEF Operations Challenge is an annual event held at the WEF Conference to provide interaction between operational personnel within the membership of the organization. This membership includes Active and PWO members. The Operations Challenge includes timed competitive events demonstrating operational skills.
- 18.1 The Association involvement in this competition shall be regulated by a sub-committee consisting of the PWO Representative and each of the Operations Committee Chairs from Wisconsin, Illinois, and Minnesota. This Committee shall report proposed activity to the Association Executive Board.

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

- 18.2 The selection of members of team(s) representing the Association shall be made using the following selection process:
- a. Team members shall have been a member of the Association on or before January 1 of the year they are considered. The intent of this requirement is to prevent any "new" member taking precedent over long-time members in the selection process.
  - b. Operations and Collection Award recipients shall be given first opportunity to participate. (The current year recipients would be asked to participate--i.e., Those receiving awards in May 1991 would be asked to participate in the 1991 WEF OPERATIONS CHALLENGE in October of 1991.) Should the recipient of the Operations Award decline participation in the Challenge, a representative from that facility may be allowed to participate. This person must meet membership requirements as stated in this protocol.
  - c. Continuity from year to year is of concern and therefore additional personnel shall be selected from prior team members when possible. Past participants shall be contacted to see whether they would consider participation in the upcoming event. If there is a greater number of willing participants than available positions, a random drawing shall be used to select team members.
  - d. Should additional members be required, a list of potential members shall be prepared by the Operations Committee in each State Section from those considered for Operations Awards. A random drawing shall occur to select the necessary Challenge participants.
  - e. Special Consideration: If a team is proposed to represent the Association at the Challenge as a result of winning a local competition, due consideration shall be given by the sub-committee.

If it is determined that such a team would be an appropriate representative of the Association and that all personnel are current members of the Association, the sub-committee may then recommend such representation.

- 18.3 State Sections are encouraged to sponsor and promote local or multi-state competition, and winners of such competition will be given special consideration. Should more than one State Section provide a team from such a competition, the selection will be made from the Section most recently hosting the Association Annual Meeting.

Each State Section shall forward nominees to the sub-committee prior to January 1. Confirmation of team selection will be made during an appropriate Executive Committee meeting. To facilitate team preparation, all prospective team members, except the Award recipients, shall be finalized no later close of the Annual Meeting so the teams may begin training.

- 18.4 Past Challenge participants will be encouraged to provide information relative to events and potential areas of concern relative to the competition. The team manager shall coordinate member preparations through individual and team contact.

The Challenge Sub-committee shall assist the team managers in setting up training and practice sessions. The team members will need to commit time and effort to preparation. Sponsorship will be welcomed.

A central location shall be sought where team members can familiarize themselves with other team members and the parameters of each event. A competition requires a thorough knowledge of each event and members would not compete well without this knowledge.

It is the intent of the sub-committee to review this event annually and amend these procedures to best suit the goals of the Association. To help the teams selected to be competitive, the sub-committee will provide assistance and coordination whenever possible to achieve a greater level of skill by team members involved in the Challenge.

- 18.5 ~~With the adoption of the Association's fiscal year budget~~ the Executive Committee shall decide on the amount of funding per team member to be budgeted for expenses of team members participating in the Operations Challenge Competition ~~at WEFTEC~~. ~~Team entry fees and uniform costs will be paid by the Association. The expenses of team Coaches and the PWO Representative will also be paid by the Association for attendance of practice sessions and WEFTEC as provided for in the adopted budget.~~

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- 18.6 State Sections shall be encouraged to provide ~~reimbursement for team members and coaches~~ from their respective states participating in the Operations Challenge ~~practice sessions~~. ~~In addition State Sections may reimburse any expenses in excess of the reimbursement limit set by the Association to attend the competition at WEFTEC.~~

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- 18.7 Total ~~reimbursement~~ from the Association and State Sections are not to exceed actual expenses. Expenses must be documented on Association Expense forms with original receipts. If all or part of a team members expenses are paid by his or her employer, the Association will only provide ~~reimbursement~~ for those expenses not reimbursed by their employer. Each team member shall be required to submit a statement

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indicating what portion, if any, of their expenses will be reimbursed by their employer. It is understood that reimbursement for expenses will be paid by the employer first, the Association second and the State Section third.

- 18.8 Solicitation for donations from corporate or individual sponsors to the Operations Challenge teams shall be published in the Association newsletter (CENTRAL STATES WATER). The ~~PWO Representative~~ shall determine the form of recognition to be given to sponsors. The recognition may be in the form of logos on team uniforms and/or articles of appreciation in the Association newsletter.
- 18.9 Reimbursement of Trainers. Trainers are eligible for reimbursement for travel to the scheduled local training sessions pursuant to section 18.5, above. Trainers receiving reimbursement shall be limited to one coach per team and the PWO Representative.
- 19.0 GOLDEN MANHOLE Society: Annual meeting award to members from each State Section in recognition of their involvement in the operation management or design or operator education associated with Sanitary Sewer Systems.
- 19.2 The society shall designate a society member to solicit candidates for consideration during the Annual Meeting and to maintain society records.
- 19.3 The present members of the "Golden Manhole" Society shall meet during the Annual Meeting to elect members from each State Section, and nationally, whom they feel merit the recognition of this award.
- 19.4 Membership emblems for the Golden Manhole Society shall be provided.
- 20.0 Association Mailing List & Membership Roster: The Association mailing list and membership roster shall be maintained for the benefit of the Association in contacting and distributing Association, State Section and other relevant information that may be of interest to members. The Association mailing list may be made available to other WEF member associations or similar non-profit educational organizations (such as state operator groups) when requested, for the promotion of conferences and events that may be of interest to our members. Out of respect for our member's privacy, the mailing list will not be provided for any commercial benefit or turned over to entities that may use that list for marketing purposes. The Association membership roster is posted on the web site as a service to members in order to facilitate communication and shall be posted in such a way as to prevent its use for commercial marketing purposes.
- 21.0 WEB Site Policy. The Association website, [www.cswea.org](http://www.cswea.org), shall be maintained for the benefit of members and as a tool to disseminate information, facilitate communication and market the Association to interested parties. All content shall be reviewed and approved by the Executive Director prior to posting to the website.
- 21.1 Advertising may be included on the website in the form of logo ads on appropriate pages of the site. Ads shall only be accepted from companies and businesses with a genuine interest in the water environment field and the Association reserves the right to reject any advertiser.
- 21.2 The management of the website shall be the responsibility the Executive

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Director, who may appoint a Webmaster from time to time to provide these management services on a sub-contracted basis, pursuant to Section 7.45 of these SOP's. The Executive Director shall supervise the Webmaster and coordinate and direct all postings, content, updates and removal of content from the website at any time.

- 21.3 The Executive Director shall confer with the Executive Committee regarding the performance of the Webmaster and shall be responsible for the extension, termination or amendments of these subcontracted services as may be appropriate, from time to time.
- 22.0 Association Logo: The Association logo shall remain the property of the Association and shall only be used to project a positive image of the Association and Sections. The use of the Association logo for any commercial use shall be prohibited.
- 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. (section added 1/26/07)
- 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. (Section added 1/26/07)
- 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. (Section added 1/26/07)
- 24.0 Stockholm Junior Water Prize Protocol
- a. One of the duties of The Committee on Students is to plan and coordinate activities for Stockholm Jr. Water Prize (SJWP). The Student's committee shall identify a SJWP finalist from the Wisconsin and Minnesota Sections to compete in the National SJWP competition sponsored by WEF. The Sections shall be responsible for all costs associated with the State SJWP events and any reimbursement for the competitors and their teacher or chaperone to attend the state event or any CSWEA events, such as the Annual Meeting. The Association shall provide complimentary registrations for SJWP students their teacher and parents to attend CSWEA events, such as the Annual Meeting.
- b. The Association shall determine through the adoption of its annual fiscal budget the maximum reimburse for travel expenses to be paid to the student and the student's teacher or chaperone from each section. Any travel expenses that exceed the Associations budgeted amount will be the responsibility of the Section.

- c. Should the travel arrangement services of WEF be used for student and teachers travel to the national event, the Association shall pay the invoiced amount and in turn invoice the Sections for any amount that exceeds the budgeted amount.
- d. CSWEA recognizes that IWEA provides the student from Illinois to attend the national event and therefore no IL Section student participation is solicited.

#### 25.0 Student Paper and Design Team Protocol

- a. One of the duties of The Committee on Students is to plan and coordinate activities for the Student Paper and Student Design competitions sponsored by WEF. The Student's committee shall identify the winning CSWEA Student Paper and one winner each in the traditional design competition and the Humanitarian (environmental) category. The Association's winning Student Paper author and the design teams will be sponsored by the Association to compete in the National competition sponsored by WEF at WEFTEC.
- b. The Sections shall be responsible for all costs associated with the Student Paper author and the Student Design teams from their State Section to compete at the Association level. The Sections shall also be responsible for reimbursement for the competitors to attend any CSWEA events, such as the Annual Meeting. The Association shall provide complimentary registrations for student competitors/teams to attend CSWEA events, such as the Annual Meeting.
- c. The Association shall determine through the adoption of its annual fiscal budget the maximum reimbursement for travel expenses to be paid to the Student Paper winner and the Student Design teams to compete at WEFTEC. The Student Paper winner and Design Teams will be advised of the maximum reimbursement and shall plan their travel accordingly. Any travel expenses that exceed the Associations budgeted amount may be supplemented by the Section at the election of the Section.