

**CENTRAL STATES WATER ENVIRONMENT ASSOCIATION, INC.  
COMPRISED OF THE STATES OF ILLINOIS, MINNESOTA, WISCONSIN  
MEMBER, WATER ENVIRONMENT FEDERATION**

**Minnesota State Section Policy and Procedures Manual**

**Revised November 2017**

**Minnesota Section of the Central States Water Environment Association  
Policy and Procedures Manual**

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**MINNESOTA SECTION OF THE CENTRAL STATES WATER ENVIRONMENT  
ASSOCIATION, INC.**

MINNESOTA SECTION POLICY AND PROCEDURES MANUAL

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

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

1.0 OBJECTIVES:

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

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

- A. These policies and procedures shall remain in effect until altered in part by a succeeding Board of Control at a regularly called meeting of the Board of Control or negated by an action of the Executive Committee of the ASSOCIATION.
- B.
  - 1. Where the term “CSWEA” is used it refers to the Central States Water Environment ASSOCIATION.
  - 2. Where the term “WEF” is used it refers the Water Environment Federation.
  - 3. Where the term “Section” is used it refers to the Minnesota Section of CSWEA.
  - 4. Where the term “Executive Committee” is used it shall refer to the Executive Committee of the CSWEA.
  - 5. Where the term "Board" is used, it refers to the Board of Control of the Minnesota Section of CSWEA.
  - 6. Where the term “Manual” is used, it shall refer to the Section Policy and Procedures Manual.

- 2.1 Should there be any conflict with the Constitution, Bylaws and Statements of Policy of the ASSOCIATION, those documents shall supersede these policies and procedures.
- 2.2 Future changes to this Manual must be approved by a simple majority of the Board and the Executive Committee.
- 3.0 ANNUAL BUSINESS MEETING: The Annual Minnesota Section Business Meeting shall be held in November, December or January at a place and time established by the Board of Control. Typically it is held in November in conjunction with the Conference on the Environment, sponsored by the Section. Time will be allowed for individual committees of the Minnesota Section to have committee meetings preceding the Annual Minnesota Section Business Meeting.
  - 3.1 The “Administrative Year” of the ASSOCIATION and of the Minnesota Section shall begin at the adjournment of the ASSOCIATION’s Annual Business Meeting which is held in May at the ASSOCIATION’s Annual Meeting.
  - 3.2 A summary report of the Annual Section Business Meeting shall be prepared and distributed by the Section Secretary/Treasurer to all Section Officers and Committee Chairs and be published in the WisIllMin of the ASSOCIATION.
- 4.0 MEETINGS OF THE BOARD OF CONTROL:

The Board of Control shall generally meet at least THREE (3) times each year as follows:

  - A. In May as part of the Annual Meeting of the ASSOCIATION.
  - B. At the Annual Section Business Meeting as discussed in 3.0 of this document.
  - C. During the winter at a time and place determined by the Board of Control, typically at the Innovative Conference in February.
- 4.1 The Chair of the Section or a majority of the Board of Control may call special meetings of the Board as deemed necessary.
- 5.0 “FISCAL YEAR”: The “Fiscal Year” of the ASSOCIATION and of this Section shall be the calendar year.
  - 5.1 All Section activities, except terms of office and the administrative year (as defined in 3.1) shall be on a calendar year basis. Specifically included are: the Annual Audit and the period for which awards shall be determined.
- 6.0 PRODUCT AND SERVICE DISPLAYS:
  - 6.1 Product and service displays shall be allowed at Section meeting or other events, in an area so designated by the responsible Section committee or the Board.

- 6.2 The size and type of the displays shall be determined by the responsible Section committee or the Board.
- 6.3 Fees shall be established by the responsible Section committee or the Board.
- 6.4 Solicitations to display shall be distributed by the responsible Section committee.
- 6.5 An agreement with appropriate language shall be executed between the Section and each exhibitor.

7.0 BOARD OF CONTROL DUTIES AND RESPONSIBILITIES:

- A. It shall be the duty of the Board of Control to carry on the business and represent the interests of the Section. All actions of the Board require a majority vote of the Officers.
- B. In the event that an office becomes vacant during the time between the Annual ASSOCIATION Meeting, the Board shall appoint a member to serve until the next Annual ASSOCIATION Meeting. Such a member shall meet the qualifications required for the office.
- C. The Board shall cause an audit, as defined in Section 15.0, to be made of the Section accounts at the close of the fiscal year, and a report of the audit shall be presented by the presiding officer or a designee at the Section meeting held in conjunction with the Annual Business Meeting of the ASSOCIATION.
- D. The Secretary/Treasurer shall prepare a financial report of receipts and disbursements for the fiscal year, and shall present that report to the Executive Committee at its January Executive Committee Meeting. The Secretary/Treasurer shall also distribute copies to members present at the Section meeting held in conjunction with the succeeding Annual Business Meeting of the ASSOCIATION.

8.0 OFFICERS:

All Officers shall be good standing active members of the ASSOCIATION. The officers shall be a Chair, a Vice Chair, the immediate past Chair, the Secretary/Treasurer, a Trustee to the Executive Committee of the ASSOCIATION and a Liaison position from the Minnesota Wastewater Operators Association (MWOA). These Officers shall constitute the Board of Control of the Section and shall serve as the directors of the Section.

9.0 SUCCESSION OF OFFICERS:

- A. Each year as provided in the Constitution, By-Laws and Statements of Policy of the ASSOCIATION, Officers shall be elected or appointed to serve one year terms

except the Secretary/Treasurer, and the Trustee to the ASSOCIATION who shall be elected to serve two year terms.

- B. At the Annual Business Meeting of the Section, a Vice Chair shall be elected and shall be a member in good standing with the Section. At the “close” of each succeeding Annual Business Meeting of the ASSOCIATION, the Vice Chair shall advance from Vice Chair to Chair. Vacancies in elected offices shall be filled at the next Annual Business Meeting of the Section by a majority vote of members in attendance.

10.0 TERMS OF OFFICE:

The TERM OF OFFICE of all Officers shall be as defined below:

- A. Chair – One (1) year
- B. Past Chair – One (1) year
- C. Vice Chair – One (1) year
- D. MWOA Liaison – Two (2) years
- E. Secretary/Treasurer – Two (2) years
- F. Trustee to the Executive Committee of the ASSOCIATION – Two (2) years

Other rules governing the TERM OF OFFICE shall be as follows:

- A. No elective officer except the Secretary/Treasurer shall be eligible for re-election to the same office.
- B. For the purpose of this Article "one year" shall mean from the “close” of one Annual Business Meeting of the ASSOCIATION to the “close” of the next succeeding Annual Business Meeting regardless of elapsed time.
- C. The Term of a Trustee to the ASSOCIATION Executive Committee shall start at the end of the next Annual Business Meeting of the ASSOCIATION and shall continue for a period of Two (2) years thereafter, or until a successor qualifies.
- D. A Trustee shall not be eligible for re-election.
- E. The term of Secretary/Treasurer shall start at the end of the next Annual Business Meeting of the ASSOCIATION and shall continue for a period of Two (2) years thereafter, or until a successor qualifies.
- F. The Secretary/Treasurer shall be eligible for re-election.
- G. The term of the MWOA Liaison shall be for a period of two (2) years. The Liaison position may serve consecutive terms, thereafter until a successor qualifies. The MWOA Liaison is elected by MWOA not CSWEA.

11.0 MANNER OF ELECTION:

At least sixty (60) days before the Annual Business Meeting of the Section, the Chair shall appoint a Nominating Committee consisting of at least three good standing members of the Section. The Nominating Committee shall report during the Annual Business Meeting of the Section. This report shall recommend at least one name for the

Vice Chairperson Elect Office. Following the report of the Nominating Committee, the Chair shall call for nominations from the floor. If more than one name is placed in nomination for any office, voting shall be by ballot. A majority of members present and voting is required for the election of any officer.

At each succeeding ASSOCIATION Annual Business Meeting, the Vice Chairperson shall advance from Vice Chairperson to Chairperson and the Vice Chairperson Elect shall advance to Vice Chairperson.

12.0 GENERAL DUTIES OF THE OFFICERS:

Officers of the Section shall generally have the following duties:

- A. Chair - The duties of the Chair are detailed below:
1. The Chair shall preside over Section Business and Board of Control Meetings.
  2. The Chair shall call meetings of the Board of Control, and shall act on behalf of the Section and Board of Control between meetings.
  3. The Chair shall submit a list of all Minnesota State Section Officers elected at the previous Annual Minnesota Section Business Meeting to the ASSOCIATION Executive Director by the first of the subsequent year. The Chair shall submit a list of Committee Chairs for the upcoming Term of Office to the ASSOCIATION Executive Director by May 31st of each year.
  4. The Vice Chairperson automatically moves to the position of Chairperson at the “close” of the CSWEA Annual Business Meeting in May.
  5. The Chairperson of the Section presides over all executive Board of Control meetings and business meetings. The Chairperson may have the Vice Chairperson preside at any meeting which they are unable to attend.
  6. The Chairperson will prepare an agenda approximately thirty days prior to each meeting and submit it to the Secretary/Treasurer for distribution to the Board of Control and Committee Chairperson.
  7. The Chairperson shall appoint Committee Chairpersons at the Section Meeting in May. The Chairperson usually either appoints the person recommended by the committee or re-appoints the existing Chairperson if they are willing to serve for another year. The Section Chairperson has the final decision on making appointments.
  8. The Chairperson shall serve on the nominating committee for officers. This is done prior to the Annual Section Business Meeting for any terms which expire the following spring at the CSWEA Annual Business Meeting. The other members of the nominating committee are usually the Vice Chairperson and the Past Chairperson.
- B. Secretary/Treasurer
1. The Secretary/Treasurer shall handle the finances of the Section
  2. The Secretary/Treasurer shall report to the Board of Control at the Annual Section Business Meetings concerning the Section's finances.
  3. The Secretary/Treasurer shall keep minutes of the Section Business Meetings

- and distribute them with the agenda of the next business meeting for review by the Board of Control.
4. The Secretary/Treasurer shall maintain rosters of the Section committees and appointments. The Secretary/Treasurer shall as soon as possible after taking office at the Annual Business Meeting contact the immediate Past Chairperson to take possession of the Minnesota Section's historical records, equipment and supplies.
  5. The Secretary/Treasurer shall, as soon as possible after taking office at the Annual Business Meeting take charge of the interest earning checking account previously set up by the immediate past Secretary/Treasurer. If a new account needs to be set up, the Secretary/Treasurer shall make arrangement to do so with the immediate past Secretary/Treasurer.
  6. The Secretary/Treasurer shall keep an accurate checkbook register of all deposits and expenses. All bills are to be sent to the Secretary/Treasurer. Receipts are required for all expenses.
  7. As a Section of CSWEA the Minnesota section has tax exempt status. CSWEA's federal tax identification number is 23-7378788.
  8. The Secretary/Treasurer shall provide financial information as called for under the ASSOCIATION's policies and or as called for by the Executive Director.
  9. The Secretary/Treasurer shall prepare complete financial reports in a form prescribed by the ASSOCIATION. These reports will be due to the ASSOCIATION by the end of January of each year and shall be submitted to the ASSOCIATION Executive Director and Treasurer. The reports must be reviewed and approved by the Executive Committee. The Secretary/Treasurer must seek advice and follow the direction of the Executive Director concerning financial activities of the Section.
  10. Prior to the CSWEA Annual meeting each year, the Secretary/Treasurer shall be expected to obtain the following items that will be presented at the Annual Section Breakfast Meeting: plaque for the outgoing officers (i.e. Chairperson and Secretary/Treasurer, if it is the end of their term; the Trustee is presented a plaque by the ASSOCIATION at the annual awards banquet); certificates of appreciation for each outgoing committee chair to be signed by the Secretary/Treasurer and the Section Chairperson; and certificates/awards for MN nominees for the various awards as described under the appropriate committee.
  11. Approximately one month prior to each Board of Control meeting (See Section 7.0), the Secretary/Treasurer should contact the Chairperson to develop an agenda. A copy of the agenda should be sent to each Board member and committee chair. The Trustees and the committee chairs are expected to submit a written report to the Secretary/Treasurer one week prior to the meeting such that copies can be made for all meeting attendees.



- C. Trustee
1. The Trustee shall serve as liaison between the Section and the ASSOCIATION's Executive Committee.
  2. The Trustee shall present Summary reports on the activities of the Minnesota Section committees at the ASSOCIATION Annual Meeting, at WEFTEC and at the January Executive Committee meeting. The Trustee shall obtain information for these reports from the Section Committee Chairs and other Section Officers.
  3. The Central State Trustee is a member of the CSWEA Executive Committee and the Minnesota Section Board of Control and shall attend all board meetings as well as fulfill their responsibilities as outline by CSWEA.
- D. Past Chairperson
1. The Chairperson automatically moves to the position of Past Chairperson at the conclusion of the ASSOCIATION'S Annual Business Meeting in May.
  2. The Past Chairperson shall review the Section Policies and Procedures Manual and shall provide recommendations to the Board concerning any changes.
  3. The Past Chair shall chair the Nominating Committee of the Section. The Nominating Committee shall be appointed by the Chair. The Nominating Committee shall be selected from the Section members, individuals to be nominated for vacant Board positions
  4. The Past Chairperson is responsible for planning and organizing the Annual Conference on the Environment. The Past Chairperson should begin planning the Conference before the CSWEA Annual Meeting. The Planning committee for the Conference on the Environment shall consist of the Committee Chairpersons of all the Section committees and the Secretary/Treasurer. The Past Chairperson may appoint any other Section member to the planning committee. The planning duties include:
    - a. Local arrangements, program, meals, meeting space and publicity.
    - b. Speakers will be contacted and asked to submit a bio-sheet at least 90days prior to the conference.
    - c. The planning committee will have the Conference brochure ready to mail six weeks prior to the conference.
    - d. All speakers will be sent a confirmation letter and conference brochure six weeks prior to the conference.
- E. Past-Past Chairperson
1. Shall coordinate with the Vice-Chair and the ASSOCIATION Vice-Chair(s) regarding the section's award nominations.
- F. Vice -Chair
1. The Vice chairman takes office at the ASSOCIATION's Annual Business Meeting in May and automatically moves to Chairman at the "close" of the ASSOCIATION's Annual Business Meeting the following year.
  2. The Past Chair shall coordinate the Section nominations for awards with the

Section Committees and the ASSOCIATION Vice-Chair(s).

3. The Vice Chairman shall preside over any Board of Control meeting or business meetings in the event that the Chairperson cannot attend.
4. The Vice Chair shall serve on the nominating committee for officers.
5. The Vice Chairperson shall appoint Committee Chairpersons at the ASSOCIATION Annual Breakfast Meeting in May. The Vice Chairman should contact the Committee Chairpersons early in the year to determine committee leadership for the following year.
6. The Vice-Chair shall make arrangements for the Annual Business Meeting of the Section.
7. The Vice-Chair shall chair the Strategic Planning Committee (if activated by the Section) as described in 14.11. The Vice-Chair shall review the Strategic Plan annually for implementation and shall present a written report on the status of strategic plan activities to the Board at the Annual Section Business Meeting.

G. MWOA Liaison - The MWOA Liaison shall serve as a liaison between the Section and the MWOA.

1. The MWOA Liaison is a member of the CSWEA Executive Committee and the Minnesota Section Board of Control and shall attend all associated meetings.
2. The MWOA Trustee shall ensure that the conditions of all letters of understanding between the Minnesota Section and the Minnesota Wastewater Operators Association are fulfilled.

### 13.0 COMMITTEES –GENERAL:

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

B. The ASSOCIATION requires that the Section have the following standing committees:

- Safety Committee
- Operations Committee
- Government Affairs Committee
- Collection Systems Committee
- Membership Committee
- Industrial Wastes Committee
- Public Education Committee
- Students and Young Professionals Committee

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

- C. The Section may also create additional committees, both Ad Hoc and Standing. The Chair or the Board of the Section may appoint such other committees as deemed necessary to meet the objectives of the Section. For new committees, the objectives, membership, budget, responsibilities, and report expectations must be clearly defined when the committee is formed.
- D. Suggestions for additional committees include:
  - Service Awards Committee
  - Strategic Planning CommitteeInformation regarding the specific duties of each of these committees is provided later in this manual.
- E. Current Committees of the Section include:
  - Operations/Safety/Laboratory Combined Committee
  - Government Affairs Committee/Conference on Environment
  - Collection Systems Committee
  - Stormwater Committee
  - Membership Committee
  - Industrial Wastes Committee
  - Public Education Committee
  - Students and Young Professionals Committee
  - Resource Recovery & Energy (R<sub>2</sub>E)

13.01 COMMITTEE GUIDANCE:

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

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

13.02 COMMITTEE MEMBERSHIP:

Committee members shall be members of the Minnesota Section of the ASSOCIATION. Interest in joining a committee can be expressed by a petition to the Board and the Committee Chair, or recommendations from the present committee membership. Each committee shall nominate members for the approval of the Committee Chair. Members whose terms have expired can be re-nominated. Recruitment of new members can be made by announcement in Central States Water Magazine, or via email and other mailings and by recommendations received from present committee or Board members. In making personnel appointments, consideration shall be given to interest and ability, past performance and profession. To the extent practicable committees shall include a cross section of individuals from the private sector, the public sector and academia, from small, medium, and large facilities; from different parts of Minnesota; and from different professions.

13.03 COMMITTEE SIZE:

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

13.04 COMMITTEE CHAIRS:

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

The Committee Chair for the Government Affairs/Conference on the Environment Committee shall be the past Section chair and the vice chair for the Government Affairs/Conference on the Environment shall be the current Section chair.

13.05 COMMITTEE MEETINGS:

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

13.06 COMMITTEE OPERATING RULES:

A. A copy of all correspondence from the committees to those outside the committee membership shall be sent to the Secretary/ Treasurer.

- B. Committee decisions involving substantive policy questions shall be made with the advice and consent of the Board.
- C. Agenda items for Board action are to be submitted to the Secretary/ Treasurer two weeks prior to the Board meeting.
- D. Only the Secretary/Treasurer can issue checks. All financial obligations will require prior Board approval.
- E. The Secretary/Treasurer shall have authority to honor reasonable out-of-pocket expenses incurred by attendance at authorized Board or committee meetings not reimbursable by the member's employer.
- F. Committees shall develop budget expense proposals for submittal to the Board. The Board shall approve the budget expense proposals prior to the committees incurring or obligating the Section to an outlay of funds.
- G. Committee terms shall begin at the adjournment of the ASSOCIATION Annual Meeting.
- H. All correspondence pertaining to legislative or regulatory issues and directed to legislators or regulators shall be approved by the Section Chair prior to sending.

13.07 COMMITTEE REPORTS:

The following committee reports shall be submitted by each committee:

- A. A report shall be submitted to the Trustee and the Section Chair two weeks prior to the annual WEFTEC conference. This report shall also be used in the Section's Annual Meeting, typically in early November, or as updated by the Committee Chair.
- B. A report shall be submitted to the Trustee and Section Chair two weeks prior to the ASSOCIATION's Annual Meeting.
- C. A report at the January Executive Committee Meeting.

13.08 GENERAL RESPONSIBILITIES AND GUIDELINES FOR ALL COMMITTEES:

Each committee shall:

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

Board.

- J. Perform such other duties as may be assigned from time to time by the Board.
- K. Specific committees, defined in the Article 14 subsections, are responsible for selecting award nominees under the Association's process.
- L. All award nominees, except for the Industrial Environmental Achievement Award, shall be active ASSOCIATION members.

14.00 COMMITTEE DESCRIPTIONS:

The duties and responsibilities of the Section committees are described in the following portion of the Manual.

14.01 SAFETY COMMITTEE:

- A. There shall be a Minnesota Section Safety Committee.
- B. The activities of the Safety Committee shall be consistent with the objectives of the ASSOCIATION.
- C. Actively solicit participation in all Minnesota State Section and ASSOCIATION Conferences on safety topics.
- D. Organize or assist in organizing safety topics as part of ongoing seminars and conferences within the state.
- E. The Safety Committee shall promote safe practices in the construction, operation, and maintenance of wastewater collection and treatment systems. The committee shall use a wide variety of available techniques to disseminate information about safety to the Section members.
- F. The Safety Committee shall be responsible for submitting a nominee from the Minnesota Section for the George Burke Safety Award to the General Awards Committee no later than December 1<sup>st</sup>. The Minnesota Section nominee shall be presented a certificate or award, as designated by the Section Board.

14.02 OPERATIONS, SAFETY AND LABORATORY COMMITTEE:

- A. There shall be a Section Operations Safety and Laboratory (OSL) Committee.
- B. The activities of the Section Operations Committee shall be consistent with the objectives of the ASSOCIATION.
- C. Actively solicit participation in all Minnesota State Section and ASSOCIATION Conferences on operations safety, laboratory or management topics.
- D. Plan and execute activities that enhance the plant operations awareness and knowledge of ASSOCIATION members, and promote membership in the Minnesota Wastewater Operators Association (MWOA).
- E. Promote safe practices in the construction, operation, and maintenance of wastewater collection and treatment systems. Use a wide variety of available techniques to disseminate information about safety to the Section members.
  - i. Establish and maintain contact with other agencies and organizations in the state relative to laboratory analyst issues. Advise on training issues.
- F. Obtain a laboratory representative member from those agencies and organizations to serve on the OSL Committee.

- G. The Section Operations Safety and Laboratory Committee shall be responsible for selecting and submitting one nomination for the Operations Award, the George Burke Safety Award and the Laboratory Analyst Award to the General Awards Committee and for selecting and submitting one nomination for the Hatfield Award to the Hatfield Award Subcommittee of the General Awards Committee no later than December 1<sup>st</sup>.
- H. The Operations Safety and Laboratory Committee shall aid in the selection and support of team members for the WEF Operations Challenge.
- I. Plan and conduct the Annual Innovative Approaches to Wastewater Operations Conference. This conference is co-sponsored with the Minnesota Wastewater Operators Association. The two organizations shall maintain a letter of understanding regarding responsibility and liabilities for planning, conducting and funding of the conference. The Minnesota Section nominee shall be presented a certificate or award, as designated by the Section Board.

14.03 GOVERNMENT AFFAIRS COMMITTEE:

- A. There shall be a Section Government Affairs Committee.
- B. The activities of the Government Affairs Committee shall be consistent with the Objectives of the ASSOCIATION.
- C. Actively solicit participation in all Minnesota State Section and ASSOCIATION Conferences on government affairs issues.
- D. Organize the annual Conference on the Environment including a government or regulatory affairs session.
- E. The Government Affairs Committee shall:
  - 1. Study and maintain current information on federal and state legislative matters and trends which relate to, influence or affect the objectives of the ASSOCIATION.
  - 2. The Committee shall keep current information on legislation relating to or affecting all matters pertaining to wastewater treatment plants or collection systems.
  - 3. The Committee shall keep current and informed on the activities, orders and directives of regulatory agencies, both federal and state, as these may affect matters pertaining to wastewater treatment plants or collection systems.
  - 4. The Committee shall give attention to matters within the State of Minnesota. The Board shall be consulted by the Committee Chair in developing programs and responses for the Section.
  - 5. The Government Affairs Committee shall also give attention to matters on the interstate and federal levels. The Committee Chair shall consult with the Trustee in developing programs and responses on the interstate and federal levels.

6. The Government Affairs Committee shall disseminate information relating to, and shall make appropriate comments on, legislation or the activities of state regulatory agencies.

14.04 COLLECTION SYSTEMS COMMITTEE:

- A. There shall be a Section Collection Systems Committee.
- B. The activities of Collection Systems Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The Collection Systems Committee shall plan and execute activities that enhance the collection systems awareness and knowledge of Section members.
- D. Actively solicit participation in all Minnesota State Section and ASSOCIATION Conferences on collection system topics.
- E. Organize or assist in organizing collection system seminar within the state.
- F. The Collection Systems Committee shall be responsible for submitting nominations for the Collection System Award to the General Awards Committee no later than December 1<sup>st</sup>. The Minnesota Section nominee shall be presented a certificate or award, as designated by the Section Board.

14.05 STORMWATER COMMITTEE:

- A. There shall be a Section Stormwater Committee.
- B. The activities of the Stormwater/Water Resources Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The Committee shall consist of a Chair and a Vice-Chair from the membership of the Committee.
- D. The Committee shall consist of the number of members considered necessary to adequately implement the functions and goals of the ASSOCIATION and represent a broad cross-section of stormwater professionals in Minnesota.
- E. The Stormwater Committee shall work to coordinate stormwater activities between regulated parties, research interests, practitioners, local and state government, private sector, manufacturers, NGOs and policy makers.
- F. The Committee shall work to promote WEF's Stormwater Institute's initiatives as well as supporting stormwater management in Minnesota through the following objectives:
  1. Coordinate and annual activity on Stormwater, such as a booth/workshop/presentation as the Conference on the Environment, MN Water Resources Conference and CSWEA Annual Meeting.
  2. Recommend new programs and/or ideas for the enhancement of public education in stormwater management and the water quality profession.
  3. Coordinate and promote Stormwater topics, presenters, and attendees for the Section meetings and speciality conferences.
  4. The Committee shall work towards drafting a five-year plan to identify strategic goals for the committee that are consistent with the goals of the ASSOCIATION and WEF, with emphasis on Rainfall to Results: The Future of Stormwater and the WEF Stormwater Committee's Strategic Plan.



14.06 MEMBERSHIP COMMITTEE:

- A. There shall be a Section Membership Committee.
- B. The activities of Membership Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The Membership Committee shall consist of the number of members considered necessary to adequately meet the new member recruitment and other functions of the Committee. The Committee should develop and recommend methods of encouraging and sustaining membership.
- D. In recruiting new members, the Committee must always make clear the ASSOCIATION membership options.
- E. The Membership Committee shall plan and execute activities to maintain and increase membership. The Committee shall:
  - 1. Promote membership services offered by CSWEA/WEF.
  - 2. Contact employers to promote membership.
  - 3. Recognize new members at conferences, seminars or meetings.
  - 4. Enlist current members to identify and mentor potential members.
  - 5. Provide information on Section and ASSOCIATION committees to new members.
  - 6. Mentor new members as needed.
- F. While new member recruitment is a primary function of the Membership Committee, it is also important to check on members who are delinquent in payment of dues. Information on members who have not paid dues shall be furnished by the Executive Director.
  - 1. It is the policy of the ASSOCIATION to encourage individuals in all segments of the water pollution control profession to become members of the ASSOCIATION. Therefore, awards to promote membership may be established in the Section.
  - 2. Any member of the ASSOCIATION who sponsors TEN (10) or more new members in the ASSOCIATION's ACTIVE, STUDENT, PWO, OR CORPORATE classification during any calendar year shall receive a suitable award.
- G. The Minnesota Section Membership Committee is responsible for organizing the orientation session for new conference attendees and for organizing and staffing a membership information booth when the ASSOCIATION holds its Annual Meeting in Minnesota. Conference activities are to be coordinated with the ASSOCIATION Local Arrangements Committee.
- H. 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.
5. Mentorship of members.

14.07 INDUSTRIAL WASTES COMMITTEE:

- A. There shall be a Section Industrial Wastes Committee.
- B. The activities of the Industrial Wastes Committee shall be consistent with the objectives of the ASSOCIATION.
- C. Actively solicit participation in all Minnesota State Section and ASSOCIATION Conferences on industrial waste topics.
- D. Organize or assist in organizing an industrial waste seminar within the state.
- E. The Industrial Wastes Committee shall plan and execute activities that enhance the industrial wastes awareness and knowledge of Section members.
- F. The Industrial Waste Committee shall be responsible for submitting nominations for the “Industrial Environmental Achievement Award” to the General Awards Committee no later than December 1<sup>st</sup>. The Minnesota Section nominee shall be presented a certificate or award, as designated by the Section Board.

14.09 PUBLIC EDUCATION COMMITTEE:

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

The Committee duties shall be to:

1. Coordinate an annual activity on public education, such as a booth/workshop/presentation at Science Teachers Conferences, Wastewater Operators Conferences, Children’s Water Fest, during Water Quality Awareness Week or other type event.
2. Maintain a public education library for use by Minnesota Section members and anyone who may have need of them. The public education library may include WEF allocated public education brochures (i.e. Water Source Book) and other educational materials. Coordinate efforts with the MWOA library.

3. Recommend new programs and/or ideas for the enhancement of public education in water quality protection and the water quality profession.
4. Coordinate and promote public education topics for the Section meetings and/or specialty conferences.
5. Establish a committee Chair and committee members for the Stockholm Junior Water Prize (SJWP) Competition.
  - a. This committee shall coordinate with WEF on selection of a Minnesota candidate for the SJWP. Typically, WEF sends abstracts to the Chair, the Chair coordinates the selection, and reports the winner to WEF. The WEF Public Education Committee liaison should be contacted to learn of any updates in the process.
  - b. Report changes in the Chair and the Chair's contact information to the WEF SJWP liaison.
  - c. This committee shall coordinate all travel arrangements, Section prizes, and other competition related activities as requested by WEF.
6. Coordinate other activities with primary and secondary school water education programs.

14.10 STUDENTS AND YOUNG PROFESSIONALS COMMITTEE:

- A. There shall be a Student and Young Professionals Committee (S&YP).
- B. The activities of the Student and Young Professionals Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The Student and Young Professionals Committee shall plan and coordinate activities for the Student Chapters, recent graduates, and new members to the MN Section, in parallel with WEF and ASSOCIATION S&YP Committee.
- D. The Committee Chair shall be a member of the ASSOCIATION Student and Young Professionals Committee.

The Committee duties shall be to:

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

14.11 RESOURCE RECOVERY & ENERGY (R2E) COMMITTEE:

- A. There shall be a Section R2E Committee.
- B. The activities of the R2E Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The R2E Committee shall consist of a Chair and a Vice-Chair from the membership of the Committee.
- D. The R2E Committee shall consist of the number of members necessary to adequately implement the functions and goals of the ASSOCIATION.
- E. The R2E Committee shall work to increase communication and provide tools and resources for all interested parties that are enhancing their resource recovery and energy efficiency opportunities.
- F. The Committee shall work to promote WEF's initiatives related to biosolids, energy efficiency, resource recovery and the advancement of technology through the following objectives:
  - 1. Assist with soliciting speakers and topics for CSWEA events such as; Conference on the Environment and CSWEA Annual Meeting.
  - 2. The R2E Committee shall work towards drafting a five-year plan to identify strategic goals for the committee that are consistent with the goals of the ASSOCIATION and WEF.
  - 3. Align with WEF, WERF, U.S. Department of Commerce initiatives and other related R2E related initiatives.
  - 4. Work to improve the knowledge about the advances in R2E related technologies.
- G. The R2E Committee shall be responsible for selecting and submitting a nominee from the Minnesota Section of CSWEA for the Resource Recovery & Energy Award to the General Awards Committee no later than December 1st. The Minnesota Section nominee shall be presented a certificate or award, as designated by the Section Board.

14.12 STRATEGIC PLANNING COMMITTEE (OPTIONAL):

- A. The Section may create a Strategic Planning Committee, as needed, but is under no obligation to.
- B. The activities of the Strategic Planning Committee shall be consistent with the objectives of the ASSOCIATION.
- C. The Committee Chair shall be the Section Vice-Chair.
- D. The Strategic Planning Committee goals are as follows:

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

- 1. Propose a mission statement for the Section.
- 2. Develop a strategic plan for the Section.
- 3. Identify internal and external goals and objectives for the Section.
- 4. Propose strategies to implement these goals and objectives.

5. Update the strategic plan on a continuing basis so that it remains current.

15.0 ANNUAL AUDIT AND FISCAL INTERNAL CONTROLS:

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

15.1 Processing of Receipts and Approval of Payments:

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

15.2 Independent Reconciliation of Accounts:

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

15.3 Record Keeping:

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

cooperation with the Section Secretary Treasurer and subject to the concurrence or approval of the Association Treasurer. The Association Executive Director shall maintain copies of each reconciled monthly statement and back up documentation for completion of the Annual Audit.

15.4 Annual Audit:

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

16.0 USE OF SURPLUS ASSOCIATION FUNDS AND RESERVE POLICY:

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

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

16.2 Underwriting (i.e. paying for) "one time" or unanticipated Section programs or expenses.

16.3 Ongoing support of programs which further the objectives of the ASSOCIATION.

17.0 MISCELLANEOUS ACTIVITIES AT ASSOCIATION ANNUAL MEETINGS:

17.1 Advertising for separate inspection tours of facilities outside the Annual Meeting area will not be allowed. Solicitations for private tours will be permitted but any trips must be scheduled at times not conflicting with technical, business or scheduled meal functions of the Annual Meeting.

17.2 Rooms used for sales promotions will be permitted. Advertising for these rooms will be allowed at only one location which will be in the proximity of the registration area. A blackboard or bulletin board will be provided for this purpose, and will be available to all interested parties.

17.3 Sales promotion rooms shall not be open at any time when technical, business or scheduled meal functions of the Annual Meeting are in session. It is required that all sales promotions rooms be closed by 1:00 a.m.

18.0 OPERATIONS CHALLENGE PROTOCOL:

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

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

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

- 18.2 The selection of team members shall be made using the following selection process:
- A. Team members shall have been a member of the Association on or before January 1 of the year they are considered.
  - B. The Association's Operations and Collection Award recipients shall be given the first opportunity to participate. The current year recipients would be asked first. Should they decline, a representative from their facility may be substituted provided that person also meets the membership requirements as stated above.
  - C. Continuity from year to year is of concern and therefore additional participants shall be selected from prior team members. Past participants shall be asked first. If there is a greater number of willing participants than available positions, a random drawing shall be used to select team members.
  - D. Should additional participants be required, a list shall be prepared by the Operations Committee from those considered for awards. A random drawing shall occur to select the necessary Challenge participants.
  - E. Special Consideration: If a team is proposed to represent the Association at the Challenge as a result of winning a local competition, consideration shall be given by the Sub-committee. If it is determined that such a team would be an appropriate representative of the Association and that all personnel are current members of the Association, the Challenge Sub-committee may then recommend such representation.
- 18.3 As the Association supports the sections sponsorship and promotion of local competitions, the winners of such competition will be given special consideration. Should more than one section provide a team from its competition, the selected team will be made from the section most recently hosting the Association Annual Meeting.

The section Operation Committee shall forward participant nominees to the PWO Representative prior to January 1. Confirmation of team participants will be made by the

Executive Committee. To facilitate team preparation, all prospective team members, except the award recipients, shall be finalized no later than January 1 so the teams may begin training.

- 18.5 Each January the Executive Committee shall establish a participant stipend to be budgeted for expenses of participants in the Operations Challenge and practice sessions. Team entry fees and uniform costs will be paid by the Association. (Typically \$750 per participant.)
- 18.6 The Minnesota Section shall also provide a stipend to support the section participants in the Operations Challenge. The amount of the stipend shall be \$250 per participant with a total expenditure not to exceed \$1250 on a first come first served basis.
- 18.7 Total stipends from the Association and the section shall not exceed actual expenses. Expenses must be documented on Association expense forms with original receipts. The section will only provide stipends for those expenses not reimbursed by their employer or the Association. Each team member shall be required to submit a statement indicating what portion, if any, of their expenses will be reimbursed by their employer. It is understood that reimbursement for expenses will be paid by the employer first, the Association second and the section third.

In rare instances, the total stipends available may not be enough to cover all expenses. In that case, the participant may incur cost that cannot be reimbursed. Eligible expenses include, among other things:

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

19.0 ASSOCIATION MAILING LIST AND MEMBERSHIP ROSTER:

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

20.0 WEB SITE POLICY:



The ASSOCIATION website, [www.cswea.org](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.

- 20.1 Advertising may be included on the website in the form of logo ads on appropriate pages of the site. Ads shall only be accepted from companies and businesses with a genuine interest in the water environment field and the ASSOCIATION reserves the right to reject any advertiser.
- 20.2 The management of the website shall be the responsibility of a Webmaster, who may be appointed from time to time by the Executive Committee under terms and conditions set by the Executive Committee. The Executive Director shall supervise the Webmaster and coordinate and direct all postings, content, updates and removal of content from the website at any time.
- 21.0 ASSOCIATION LOGO POLICY:  
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.
- 22.0 Policy and Procedure Manual Revision History:
- A. Originally Approved by the Section: January 2006
  - B. Originally Approved by the Executive Committee January 2006
  - C. May 16, 2006 Amended Section 15 Internal Controls.
  - D. August 24, 2006 Amended Section 18 Operations Challenge.
  - E. Amended February 2014 (Approved May 12, 2014 at Annual Meeting) Amended Section 13 to combine the Laboratory, Safety and Operations Committees and combine the Conference on the Environment and Government affairs Committees.
  - F. May 19, 2016 - section approved amendments to create a Stormwater Committee.
  - G. November 9, 2016 - section approved amendments to create a Resource Recovery & Energy (R2E) Committee.
  - H. November 8, 2017 – Merge Operations, Safety and Laboratory Committees and responsibilities. Create a Resource Recovery & Energy MN Section Award.