

Central States Water Environment  
Association, Inc.

Wisconsin Section Policy and Procedures  
Manual

Approved by the Wisconsin Section – November 10, 2011

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# Wisconsin Section Policy and Procedures Manual

## Table of Contents

1.0	Objectives
2.0	Definitions
3.0	Annual Business Meeting
4.0	Meetings of Board of Control
5.0	Fiscal Year
6.0	Product and Service Displays
7.0	Board of Control- Duties and Responsibilities
8.0	Officers
9.0	Succession of Officers
10.0	Terms of Office
11.0	Manner of Election
12.0	General Duties of the Officers
13.0	Committees - General
13.01	Committee Guidance
13.02	Committee Membership
13.03	Committee Size
13.04	Committee Chairs
13.05	Committee Meetings
13.06	Committee Operating Rules
13.07	Committee Reports
13.08	General Responsibilities and Guidelines for All Committees
13.09	Committee Guidance for Financing Technical Conferences
14.0	Committee Descriptions
14.01	Safety Committee
14.02	Operations Committee
14.03	Government Affairs Committee
14.04	Collection Systems Committee
14.05	Memberships Committee
14.06	Industrial Wastes Committee
14.07	Public Education Committee
14.08	Student and Young Professionals Committee
14.09	Service Award Committee
14.10	Laboratory Analyst Committee
14.11	Strategic Planning Committee
14.12	Public Awareness Committee
14.13	Watershed Management Committee
15.0	Annual Audit
16.0	Use of Surplus Section Funds & Reserves Policy
17.0	Section Logo Policy

### Appendix

-Wisconsin Section Inter-Organization Agreements

CENTRAL STATES WATER ENVIRONMENT ASSOCIATION, INC.

WISCONSIN SECTION POLICY AND PROCEDURES MANUAL

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

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

1.0 OBJECTIVES:

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

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

- A. These policies and procedures shall remain in effect until altered in part by a succeeding Board of Control at a regularly called meeting of the Board of Control or negated by an action of the Executive Committee of the Association.
- B.
  - 1. Where the terms "Association" and "CSWEA" are used it refers to the Central States Water Environment Association.
  - 2. Where the term "WEF" is used it refers the Water Environment Federation.
  - 3. Where the term "Section" is used it refers to the Wisconsin 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 Wisconsin 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 Section Business Meeting of the Section shall be held in November at a place and time established by the Board of Control. Time will be allowed for individual committees of the Section to have committee meetings during the Annual Section Business Meeting.
- 3.1 The Administrative Year of the Association and of this Section shall begin at the adjournment of the Association's Annual Business Meeting which is held in May at the Association's Annual Meeting.
- 3.2 A summary report of the Annual Section Business Meeting, prepared by the Section Secretary, shall be prepared and distributed to those in attendance and all Section Officers and Committee Chairs.
- 4.0 MEETINGS OF THE BOARD OF CONTROL: The Board of Control shall generally meet at least FOUR (4) times each year as follows:
- A. In May as part of the Annual Meeting of the Association.
  - B. During late summer at a time and place determined by the Board of Control.
  - C. At the Annual Section Business Meeting as discussed in 3.0 of this document.
  - D. During the winter at a time and place determined by the Board of Control.
- 4.1 The Chair of the Section or a majority of the Board of Control may call special meetings of the Board as deemed necessary.
- 5.0 FISCAL YEAR: The Fiscal Year of the Association and of this Section shall be the calendar year.
- 5.1 All Section activities, except terms of office and the administrative year (as defined in 3.1) shall be on a calendar year basis. Specifically included are: the Annual Audit and the period for which awards shall be determined.
- 6.0 PRODUCT AND SERVICE DISPLAYS:
- 6.1 Product and service displays shall be allowed at Section meeting or other events, in an area so designated by the responsible Section committee or the Board.
- 6.2 The size and type of the displays shall be determined by the responsible Section committee or the Board.
- 6.3 Fees shall be established by the responsible Section committee or the Board.

- 6.4 Solicitations to display shall be distributed by the responsible Section committee.
- 6.5 An agreement with appropriate language shall be executed between the Section and each exhibitor.

7.0 BOARD OF CONTROL DUTIES AND RESPONSIBILITIES:

- A. It shall be the duty of the Board of Control to carry on the business and represent the interests of the Section between Annual Section Business Meetings. All actions of the Board require a majority vote of the Officers, Committee Chairs and Members present and voting.
- B. In the event that an office becomes vacant between Annual Section Business Meetings of the Section, the Board shall appoint a member to serve until the next Annual Section Business Meeting. Such a member shall meet the qualifications required for the office.
- C. The Board shall cause an audit to be made of the Section accounts at the close of the fiscal year, and a report of the audit shall be presented by the presiding officer or a designee at the Section meeting held in conjunction with the Annual Business Meeting of the Association.
- D. The Treasurer shall prepare the annual Section budget and a financial report of receipts and disbursements for the fiscal year, and shall present that report to the Association Executive Director and Treasurer prior to January Executive Committee Meeting. The Treasurer shall also distribute copies to members present at the Section meeting held in conjunction with the succeeding Annual Business Meeting of the Association.
- E. Board of Control members are strongly encouraged to attend the annual Central States Exchange meeting organized by 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, Secretary, Treasurer, the Trustee to the Executive Committee of the Association, and the Liaison from the Wisconsin Wastewater Operators' Association. These Officers shall constitute the Board of Control of the Section and shall serve as the directors of the Section.

9.0 SUCCESSION OF OFFICERS:

- A. Each year as provided in the Constitution, By-Laws and Statements of Policy of the Association, Officers shall be elected or appointed to serve one year terms except the Secretary, Treasurer, the Trustee, and the Liaison from the Wisconsin Wastewater Operators' Association to the Association who shall be elected to serve two year terms.

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

10.0 TERMS OF OFFICE:

The TERM OF OFFICE of all Officers, except the Secretary, Treasurer, the Trustee to the Executive Committee of Association and the Liaison from the Wisconsin Wastewater Operators' Association shall be for one year. No elected officer except the Secretary and Treasurer shall be eligible for re-election to the same office. For the purpose of this Article "one year" shall mean from the close of one Annual Business Meeting of the Association to the close of the next succeeding Annual Business Meeting regardless of elapsed time. The Term of a Trustee to the Association Executive Committee shall be Two (2) years, which term shall start at the end of the next Annual Business Meeting of the Association and shall continue for a period of Two (2) years thereafter, or until a successor qualifies. A Trustee shall not be eligible for re-election. The term of Secretary and Treasurer shall each be for Two (2) years, which term shall start at the end of the next Annual Business Meeting of the Association and shall continue for a period of Two (2) years thereafter, or until a successor qualifies. The Secretary and Treasurer shall be eligible for re-election. The Secretary term starting at the next administrative year will be elected at the Section Annual Business Meeting on odd numbered years. The Treasurer term starting at the next administrative year will be elected at the Section Annual Business Meeting on even numbered years. The term of the Liaison from the Wisconsin Wastewater Operators' Association shall be as agreed upon between the Section and the Operator's Association.

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 the Section's immediate past chair and two most recent past chairs if available, otherwise appointments shall be made from members of the Section that are in good standing. The Nominating Committee shall report during the Annual Business Meeting of the Section. This report shall recommend at least one name for each elective office about to become vacant. Following the report of the Nominating Committee, the Chair shall call for nominations from the floor. If more than one name is placed in nomination for any office, voting shall be by ballot. A majority of members present and voting is required for the election of any officer.

12.0 GENERAL DUTIES OF THE OFFICERS:

Officers of the Section shall generally have the following duties:

- A. Chair - The Chair shall preside over Section Business and Board Meetings, shall call meetings of the Board, and shall act on behalf of the Section and Board between meetings. The Chair shall submit a list of all State Section Officers and Committee

Chairs elected or appointed at the previous Annual Business Meeting of the Section to the Association President before March 31st of each year. The Chair shall appoint the Nominating Committee at the summer Board meeting or shortly thereafter.

- B. Secretary - The Secretary shall keep minutes of Board and Section Business Meetings and maintain rosters of the Section committees and appointments. The Secretary shall make arrangements for the Annual Business Meeting of the Section
- C. Treasurer - The Treasurer shall handle the finances of the Section, report to the Board at both Board and Section Business Meetings concerning the Section's finances, serve as financial coordinator for seminars Section is involved with. The Treasurer shall prepare the Section budget for the coming year in the form prescribed by the Association. The Treasurer shall prepare complete financial statements in a form prescribed by the Association. The budget and financial statements will be due to the Association prior to the Association's January Executive Committee meeting of each year and shall be submitted to the Association Executive Director and Treasurer. The reports must be ready for review and approval by the Board at the Annual Section Business Meeting held in November. The Treasurer must seek advice and follow the direction of the Executive Director concerning financial activities of the Section. Any Section expenses shall be paid by the Treasurer. All expenses require approval of two Board members. The normal order for expense approvals by two Board members shall be the Treasurer and the Section Chair. If the Chair is not available the Past Chair is the next to approve and than the Vice Chair should the Past Chair not be available. Direct expenses by the Treasurer presented for reimbursement require the approval of two fellow Board members.
- D. Trustee - The Trustee shall serve as liaison between the Section and the Executive Committee. The Trustee shall present summary reports on the activities of Section committees at the Association Annual Meeting. The trustee shall obtain information for these reports from the Section Committee Chairs and other Section Officers.
- E. Past Chair - The Past Chair shall review the Section Policies and Procedures Manual and shall provide recommendations to the Board concerning any changes. The Past Chair shall coordinate the Section nominations for awards with the Section committees and Association Vice-Presidents(s). The Past Chair shall chair two committees including the Nominating Committee and the Service Award Committee (if activated by the Section). The Nominating Committee shall be appointed by the Chair. The Nominating Committee shall select members from the Section to be nominated for vacant Board positions. The Service Award Committee shall be as described in 14.10.
- F. Vice-Chair - The Vice-Chair shall take the lead in securing nominations for committee membership and prospective appointees as Section representatives for the following administrative year. A report including a list of committee members, committee chairs and Vice Chairs shall be prepared by the Section Vice-Chair and submitted to the Board two weeks prior to March 31 of each year. 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. WWOA Liaison - The WWOA Liaison shall serve as a liaison between the Section and the Wisconsin Wastewater Operator's Association.

13.0 COMMITTEES –GENERAL:

- A. The Section supports the committee structure of the Association provided for in the Constitution, Bylaws and Statements of Policy of the Association. The committees shall be appointed by the Chair, as necessary, to meet the objectives of the Section and the Association. All committee members must be members of the Association.
- B. The Association requires that the Section have the following standing committees:
  - Safety Committee
  - Operations Committee
  - Government Affairs Committee
  - Collection Systems Committee
  - Membership Committee
  - Industrial Wastes Committee
  - Public Education Committee
  - Students and Young Professionals Committee

Information regarding the specific duties of each of these committees is provided later in this manual and can also be found in the Association's Statements of Policy.

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

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

13.01 COMMITTEE GUIDANCE:

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

- A. To provide a firm foundation for a strong and growing Association and Section.
- B. To provide sufficient autonomy to the Section so they can meet local needs through effective committee activities.
- C. To provide direct communications among committees and the Board.
- D. To coordinate activities of similar committees across the three states, without stifling individual Section creativity.
- E. To provide a forum for the Professional Wastewater Operators (PWO).



- F. To promote membership through coordinated, effective, and productive committee work at the Section level, where constraints of geography and time are minimized.
- G. To delegate to the Section certain authority to carry out programs and member services, while maintaining communications and necessary coordination and control at the Association level.
- H. To involve as many members as possible in committee work and Section offices.
- I. To allow flexibility so that Section can develop individually.
- J. To promote mutually beneficial relationships with state operator association groups (via a Liaison position on Section Board).

13.02 COMMITTEE MEMBERSHIP:

Committee members shall be members of the Section of the ASSOCIATION. Interest in joining a committee can be expressed by a petition to the Board and the Committee Chair, or recommendations from the present committee membership. Each committee shall nominate members for the approval of the Board at the Section Winter Board meeting. Members whose terms have expired can be re-nominated. Recruitment of new members can be made by announcement in the Association's publication and other mailings and by recommendations received from present committee and Board members. In making personnel appointments, consideration shall be given to interest and ability, past performance and profession. To the extent practicable committees shall include a cross section of individuals from the private sector, the public sector and academia; from small, medium, and large facilities; from different parts of the State; and from different professions. Each committee member shall serve a minimum term of two years. Each committee shall maintain a list of individuals interested in serving on the committee.

13.03 COMMITTEE SIZE:

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

13.04 COMMITTEE CHAIRS:

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

13.05 COMMITTEE MEETINGS:

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

13.06 COMMITTEE OPERATING RULES:

- A. A copy of all correspondence from the committees to those outside the committee membership shall be sent to the Secretary.
- 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 two weeks prior to the Board meeting.
- D. Only the Treasurer can issue checks. All financial obligations will require prior Board approval.
- E. The 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 moneys.
- G. Committee terms shall begin at the adjournment of the Association Annual Meeting.
- H. Committees shall submit the names of nominees for committee membership to the Board for approval at the Winter Board meeting.
- I. All correspondence pertaining to legislative or regulatory issues and directed to legislators or regulators shall be approved by the Board prior to sending.

13.07 COMMITTEE REPORTS:

The following committee reports shall be submitted by each committee:

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

13.08 GENERAL RESPONSIBILITIES AND GUIDELINES FOR ALL COMMITTEES:

Each committee shall:

- A. Report to the Board.
- B. Transfer knowledge of products, processes, and techniques that may benefit Association members.
- C. Provide the Association's publication editor with articles on important matters accomplished by the committee.
- D. Coordinate and exchange information with the corresponding Committee Chairs from the other Sections. Committee Chairs or their designees are strongly

encouraged to attend the annual Central States Exchange meeting organized by the Association.

- E. Implement WEF /CSWEA policies that fall within the purview of the committee.
- F. Maintain communication with the WEF/CSWEA committees on related activities.
- G. Keep the Trustee informed of important actions of the committee and pass onto the committee information provided by the Trustee.
- H. Promote membership in the Section among those individuals interested in the environment.
- I. Adopt a list of specific goals for achievement every year with the advice and consent of the Board.
- J. Perform such other duties as may be assigned from time to time by the Board.

#### 13.09 COMMITTEE GUIDANCE FOR FINANCING TECHNICAL CONFERENCES:

For the purposes of complying with Section financial status as a 501(c)(3), a Section committee may establish a temporary checking account to facilitate incoming and outgoing financial transactions for a technical conference or seminar. The committee shall request permission from the Section Treasurer for use of the CSWEA Taxpayer Identification number (TIN) for this purpose. The committee chair shall be the responsible individual overseeing the activity of the committee. The Treasurer shall not unreasonably withhold or prohibit the use of such account. The Section Treasurer or committee chair (or his/her designee) shall be a signatory to the temporary checking account. The technical committee may request advance seed money from the Wisconsin Section to provide down payments for meeting rooms, catering functions or other expenses incurred prior to the event. A request for such an advance shall be made to the Treasurer and approved by the Section Chair or Vice Chair prior to disbursement. The requesting committee shall prepare a summary of all funds incoming and outgoing for audit and review purposes within 60 days of the end of the event so that the Treasurer can perform an audit of expenses and revenues and recommend that the Board accept the audit at its next available meeting. In addition, the responsible party keeping track of the temporary checking account will need to forward monthly bank statements and records of transactions to the Executive Director for inclusion into the fiscal records of the Association for audit and tax reporting purposes. These records will need to be provided, at the latest, at the completion of the Section Treasurer's audit and recommendation for acceptance.

#### 14.00 COMMITTEE DESCRIPTIONS:

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

#### 14.01 SAFETY COMMITTEE:

- A. There shall be a Section Safety Committee.
- B. The activities of the Safety Committee shall be consistent with the objectives of the

Association.

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

14.02 OPERATIONS COMMITTEE:

- A. There shall be a Section Operations Committee.
- B. The activities of the Section Operations Committee shall be consistent with the objectives of the Association.
- C. This Committee shall actively solicit papers for the Association Annual Meeting on operations or management topics.
- D. This Committee shall organize or assist in organizing an operations or management seminar within the state.
- E. Identify potential participants for the WEF Operations Challenge.
- F. The Section Operations Committee shall plan and execute activities that enhance plant operations awareness and knowledge of Section members, and promote membership in the Professional Wastewater Operators (PWO) of WEF.
- G. The Section Operations Committee shall be responsible for selecting and submitting one nomination for the Operations Award to the Association General Awards Committee and for selecting and submitting one nomination for the Hatfield Award to the Hatfield Award Subcommittee of the Association General Awards Committee no later than December 1<sup>st</sup>. Should the Section not have a Laboratory Analyst Committee, the Operations Committee will be responsible for soliciting nominations for the Laboratory Analyst Award.
- H. The Operations Committee shall aid in the selection and support of team members for the WEF Operations Challenge.

14.03 GOVERNMENT AFFAIRS COMMITTEE:

- A. There shall be a Section Government Affairs Committee.
- B. The activities of the Government Affairs Committee shall be consistent with the objectives of the Association.
- C. This Committee shall actively solicit papers for the Association Annual Meeting on legislative or regulatory topics.
- D. This Committee shall organize a government or regulatory affairs seminar within the state.

- E. The Government Affairs Committee shall:
  - 1. Study and maintain current information on federal and state legislative matters and trends which relate to, influence or affect the objectives of the Section.
  - 2. Keep current information on legislation relating to or affecting all matters pertaining to wastewater treatment plants or collection systems.
  - 3. 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. Give attention to matters within Wisconsin. The Board shall be consulted by the Committee Chair in developing programs and responses for the Section.
  - 5. 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. Disseminate information relating to, and shall make appropriate comments on, legislation or the activities of state regulatory agencies.
  - 7. Include involvement on Technical Advisory Committees with the Wisconsin DNR as appropriate.

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. This Committee shall actively solicit papers for the Annual Meeting on collection system topics.
- E. This Committee shall organize a collection system seminar within the state.
- F. The Collection Systems Committee shall be responsible for submitting nominations for the Collection System Award to the Association General Awards Committee no later than December 1<sup>st</sup>.

14.05 MEMBERSHIP COMMITTEE:

- A. There shall be a Section Membership Committee.
- B. The activities of Membership Committee shall be consistent with the objectives of the Association.
- C. The Membership Committee shall consist of the number of members considered necessary to adequately meet the new member recruitment and other functions of the Committee. The Committee should develop and recommend methods of encouraging and sustaining membership.
- D. 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. Welcome new members and provide information on Section and Association committees to new members.
  6. Provide information on membership options available through the Association.
- E. 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.
  - F. 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.
  - G. Any member of the Association who sponsors TEN (10) or more new members in the Association's ACTIVE, STUDENT, and PWO, OR CORPORATE classification during any calendar year shall receive a suitable award.
  - H. The Section Membership Committee in the state hosting the Association Annual Meeting is responsible for organizing the orientation session for new conference attendees and for organizing and staffing a membership information booth. Conference activities are to be coordinated with the Association Local Arrangements Committee.
  - I. The Committee Chair shall be a member of the Association Membership Committee.

14.06 INDUSTRIAL WASTES COMMITTEE:

- A. There shall be a Section Industrial Wastes Committee.
- B. The activities of the Industrial Wastes Committee shall be consistent with the objectives of the Association.
- C. This Committee shall actively solicit papers for the Annual Meeting on industrial waste topics.
- D. The Industrial Wastes Committee shall plan and execute activities that enhance the industrial wastes awareness and knowledge of Section members.
- E. The Industrial Waste Committee shall be responsible for submitting nominations for the "Industrial Environmental Achievement Award" to the Association General Awards Committee no later than December 1<sup>st</sup>.

14.07 PUBLIC EDUCATION COMMITTEE:

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

#### 14.08 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 and recent graduates in parallel with WEF and Association S&YP Committees.
- D. The Committee Chair shall be a member of the Association Student and Young Professionals Committee.

The Committee duties shall be to:

1. Develop and maintain communication links between the Sections, the Association and the Student Chapters.
2. Coordinate and promote the development of Student Chapters and provide a liaison with the Association and State Sections.
3. 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 Section events.
6. Promote the involvement of Students and Young Professionals within the

Section.

7. Encourage participation with other S&YP committees from other professional associations.

14.09 SERVICE AWARD COMMITTEE:

- A. The Section may create a Service Award Committee, but is not obligated to
- B. The activities of the Service Award Committee shall be consistent with the objectives of the Association.
- C. The Committee Chair shall be the Section Past-Chair.
- D. The Service Award Committee goals are as follows:  
The Service Award Committee shall be responsible for selecting a nominee for the Section Service Award each year. The Committee shall consist of the immediate Past Chair and the Secretary of the Section and the three immediate past Service Award winners if they are available. If any of the three immediate past Service Award winners are not available or willing to serve, the Past Chair shall select replacements for them. If available, the replacements should also be past recipients of the award.

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

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

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

14.10 LABORATORY COMMITTEE:



- A. The Section may create a Laboratory Committee, but is not obligated to. In the event the Section does not create this Committee, the Operations Committee will be responsible for soliciting nominations for the Laboratory Analyst Award.
- B. The activities of the Laboratory Committee shall be consistent with the objectives of the Association.
- C. The Laboratory Committee goals are as follows:
  - 1. To establish and maintain contact with other agencies and organizations in their state relative to laboratory analyst issues,
  - 2. To obtain a member from those agencies and organizations to serve on the Laboratory Committee,
  - 3. To advise on training issues.
- D. Some of the specific activities that may be undertaken by the Laboratory Committee include:
  - 1. Annually submit one nominee from the Section for the Laboratory Analyst Award to the Association General Awards Committee by December 1<sup>st</sup>.
  - 2. Coordinating education and training programs with appropriate agencies.

14.11 STRATEGIC PLANNING COMMITTEE:

- A. The Section may create a Strategic Planning Committee, but is not obligated to.
- B. The activities of the Strategic Planning Committee shall be consistent with the objectives of the Association.
- C. The Committee Chair shall be the Section Vice-Chair.
- D. The 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. Review the strategic plan on an annual basis so that it remains current.
  - 6. Update the strategic plan every 3 years.

14.12 PUBLIC AWARENESS COMMITTEE:

- A. The Section may create a Public Awareness Committee, but is not obligated to.
- B. The activities of the Public Awareness Committee shall be consistent with the objectives of the Association.
- C. The Public Awareness Committee shall plan and execute activities that increase the recognition of the Section as a professional organization in the public arena through promotion of our mission statement. The Committee shall:
  - 1. Create promotional materials and information about the Section and its members for dissemination.
  - 2. Develop press releases related to accomplishments, both as an organization and as individual members.

3. Create an outreach brochure that summarizes the benefits of being a CSWEA member, including Section benefits.
4. Develop a document describing all the committees, their purpose and their charges. This will be used to recruit new committee members.
5. This Committee will work with other related committees (membership, S&YJ and Public Education) to coordinate work activities, increase recruitment of new members and retain present members.
6. Investigate means to improve and take advantage of electronic communication media as a means of improving internal and external communication. This includes Section web page and any list server for the Section.
7. Assume responsibility for the Section display, keep it updated and current. Provide WEF, CSWEA and Section promotional materials with the display. Arrange for it to be on display at all Section functions.
8. Prepare letters for signature by the Section Chair thanking Section members for their service to the Section.

14.13 WATERSHED MANAGEMENT COMMITTEE:

- A. The Section may create a Watershed Management Committee, but is not obligated to.
- B. The activities of the Watershed Management Committee shall be consistent with the objectives of the Association.
- C. The Watershed Management Committee shall plan and execute activities which enhance knowledge and awareness on issues of a regional or watershed nature. The Committee shall:
  1. Promote increased understanding on the part of Section members in water quality protection matters and watershed-based solutions.
  2. Promote sound science, technology and environmental economics in addressing watershed-based issues.
  3. Encourage the active participation of Section members on watershed stakeholder teams.
  4. Promote presentations and discussions on the topic of watershed-based water quality protection at CSWEA and WEF meetings and in other appropriate forums.
  5. Communicate and coordinate activities with the Government Affairs Committee on matters related to government policy and legislation.
  6. Provide input regarding structural mechanism for implementation of watershed based solutions.

15.0 ANNUAL AUDIT:

There shall be an annual audit of the books of account of the Section in a manner prescribed by the Section Board subject to the approval of the Association Executive Director and Treasurer. This internal audit will be conducted by at least two qualified Section members and shall be completed in time to be presented at the Annual Business Meeting of the Association. The Executive Committee may require a more complete or independent audit upon receiving that recommendation from the Executive Director or the

Treasurer.

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

16.0 USE OF SURPLUS SECTION FUNDS:

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

16.1 Maintain the fiscal reserves of the Section. In the absence of other guidance, the Section reserve target goal shall be between \$10,000 and \$20,000. 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 SECTION LOGO: The Section logo shall remain the property of the Section and shall only be used to project a positive image of the Section. The use of the Section logo for any commercial use shall be prohibited.

APPENDIX  
WISCONSIN SECTION INTER-ORGANIZATION AGREEMENTS

Attached are the following inter-organization agreements between the Section and other organizations:

- A. Understanding of Responsibilities for the Government Affairs Seminar
- B. Agreement of Cooperation with WWOA
- C. Understanding of Responsibilities for the Collection System Seminar
- D. Understanding of Responsibilities for the Spring Biosolids Symposium
- E. Understanding of Responsibilities for the Water/Wastewater Education Association
- F. Understanding of Responsibilities for the Management Seminar