



Rocky Mountain Water
Environment Association

Executive Officers and
Committee Chairs Handbook
2015-2016

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American
Water Works
Association

**Rocky
Mountain**
Section



RMSAWWA/RMWEA

KEY INFORMATION

2015 - 2016 JOINT COMMITTEES CONTACT LIST

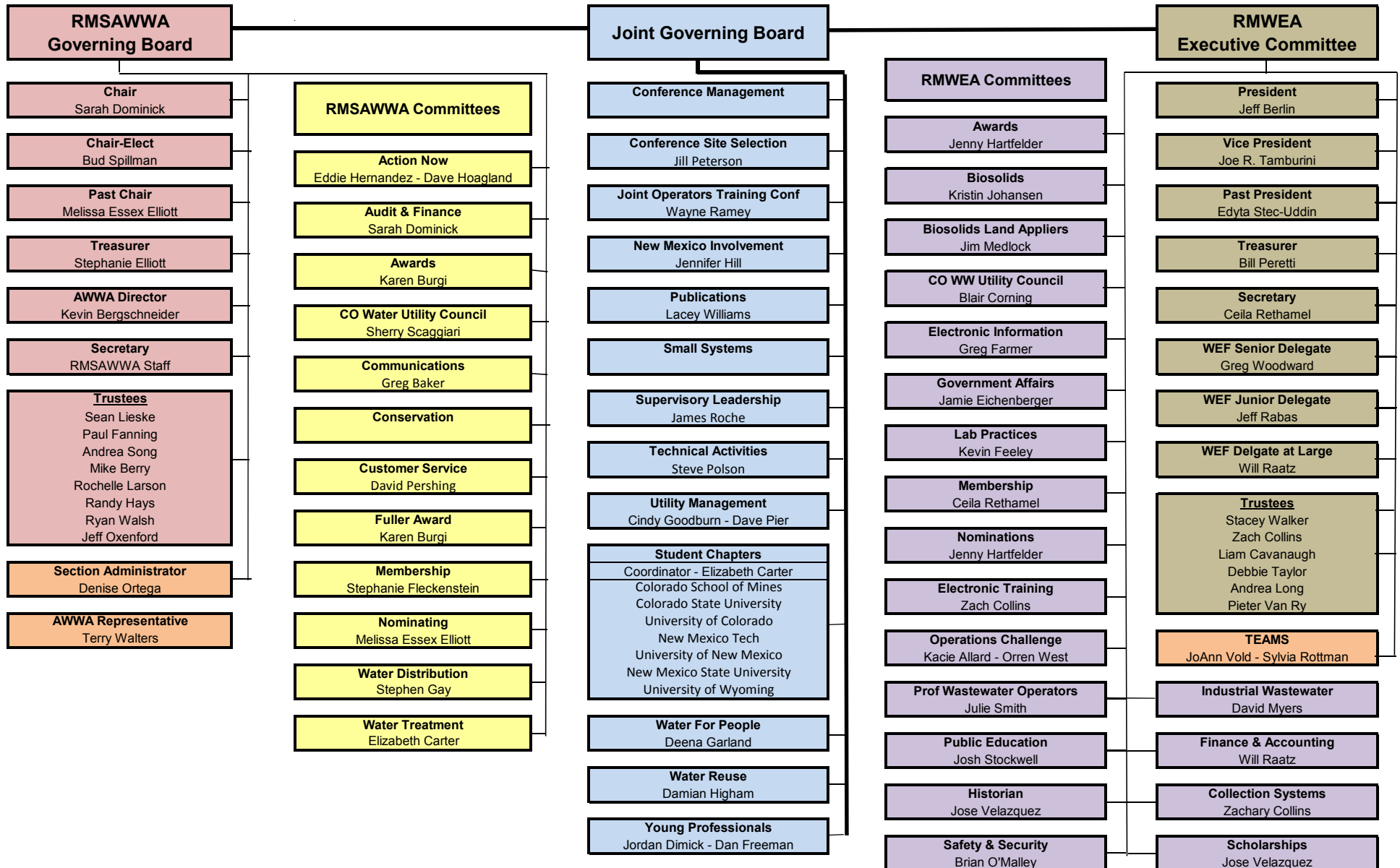
GROUP	BOARD LIAISON	COMMITTEE	CHAIR	PHONE	EMAIL	COMPANY	ADDRESS	2016 BUDGET
JOINT COMMITTEE CHAIRS	Bud Spillman	Joint Conference Management						RMSAWWA
	Bud Spillman	Joint Conference Site Selection	Jill Peterson	505-884-5600	jill.peterson@ch2m.com	CH2M HILL	3721 Rutledge Rd. NE #B-1, Albuquerque, NM 87109	RMSAWWA
	Paul Fanning	Joint Publications	Lacey Williams	303-526-4432	williams@rasinc.org	RAS, Inc.	311 Rock Avenue, Golden, CO 80401	RMSAWWA
	Mike Berry	Joint Small Systems						RMSAWWA
	Rochelle Larson	Joint New Mexico Involvement	Jennifer Hill	505-822-9400	jhill@dbstephens.com	Daniel Stephens & Associates Inc.	6202 Academy Rd. NE #100, Albuquerque, NM 87109	RMWEA
	Jeff Oxenford	Joint Operators Training Conference	Wayne Ramey	303-833-5505	wayner@recinc.net	Ramey Environmental Compliance	5959 Iris Parkway Suite A, Frederick CO 80504	RMWEA
		Joint Student Chapter Coordinator	Elizabeth Carter	720-859-4338	ecarter@auroragov.org	Aurora Water	15151 E. Alameda Parkway #3600, Aurora, CO 80011	RMWEA
	Andrea Song	Joint Supervisory Certificate Leadership Program	James Roche	720-842-4247	jroche@pwsd.org	Parker Water & Sanitation District	18100 E. Woodman Drive Parker CO 80134	RMSAWWA
	Andrea Song	Joint Technical Activities	Steve Polson	720-286-5376	spolson@ch2m.com	CH2M HILL	9191 S Jamaica St, Englewood, CO 80112	RMSAWWA
	Sean Lieske	Joint Utility Management	Cindy Goodburn	303-762-2617	cgoodburn@englewoodgov.org	Littleton/Englewood WWTP	2900 S. Platte River Dr, Englewood CO 80110	RMSAWWA
			Dave Pier	303-551-2532	dave@gpmconsulting.org	GPM Consulting, Inc.	2724 S. Monroe Street, Denver CO 80210	
	Ryan Walsh	Joint Water for People	Deena Garland	720-931-9377	deena.garland@tetrattech.com	Tetra Tech	1576 Sherman Street, Denver CO 80203	RMSAWWA
	Mike Berry	Joint Water Reuse	Damian Higham	303-628-6537	damian.higham@denverwater.org	Denver Water	1600 W. 12th Avenue, Denver CO 80204	RMWEA
	Ryan Walsh	Joint Young Professionals	Jordan Dimick	303-455-9589	jordan.dimick@lrewater.com	Leonard Rice Engineers, Inc.	1221 Auraria Pkwy, Denver CO 80204	RMSAWWA
		Daniel Freedman	303.291.2114	daniel.e.freedman@mwhglobal.com	MWH Americas, Inc.	1560 Broadway, Suite 1800, Denver CO 80202		
	RMS							
	WEA							
	ALTERNATE	2016=RMSAWWA						

2015 - 2016 STUDENT CHAPTERS CONTACT LIST

	GROUP	FINANCIAL RESPONSIBILITY	SCHOOL	NAME	EMAIL	PHONE	ADDRESS
	Student Chapters	RMWEA	Student Chapter Coordinator	Elizabeth Carter	ecarter@auroragov.org	720-859-4338	Aurora Water 15151 E. Alameda Parkway #3600, Aurora, CO 80011
1		RMWEA	Colorado School of Mines	Curtis Weller	cweller@mines.edu		Civil & Environmental Engineering, 1500
2				Tzahi Cath, Advisor	tcath@mines.edu	303-273-3402	Illinois Street, Golden, CO 80402
3		RMWEA	Colorado State University	Emilie Abbott	eabbott@rams.colostate.edu		Department of Civil and Environmental
4				Pinar Omur-Ozbek	pinar@engr.colostate.edu	970-491-6670	Engineering, Scott Bioengineering Bldg 242,
5		RMWEA	University of Colorado	Haley Goddard	haley.goddard@colorado.edu		Dept CEAE, 428 UCB, Boulder, CO 80309-
6				Chris Corwin, Advisor	christopher.corwin@colorado.edu	303-492-7651	0428
7		RMWEA	New Mexico Tech	Cassandra Sanchez	cassie.sanchez.enve@gmail.com		
8				Frank Huang, Advisor	huang@nmt.edu	505-835-5592	
9		RMWEA	University of New Mexico	Johanna Phillips	jphill03@gmail.com		Dept of Civil Engineering, Albuquerque, NM
10				Kerry Howe, Advisor	howe@unm.edu	505-277-2702	87131-1351
		RMWEA	NM State University	Zachary Stoll	zstoll@nmsu.edu		
				Pei Xu, Advisor	pxu@nmsu.edu	275-646-5870	
11	RMWEA	University of Wyoming	Coleman Henry	chenry2@uwyo.edu		Civil Engineering & Architecture, Dept. 3295,	
12			Jonathan Brant, Advisor	jbrant1@uwyo.edu	307-766-5446	1000 E. University Ave., Laramie, WY 82070	
13	RMWEA	Student Design Competition	JoJo La, YP Outreach Chair	jojo.la@lrewater.com	303-455-9589	Leonard Rice Engineers 1221 Auraria Parkway, Denver, CO 80204	

Rocky Mountain Water Environment Association - Contact List 2015-2016

Group	Position	Name	E-mail	Telephone	Company	Address	
Executive Board Officers	President	Jeff Berlin	jberlin@carollo.com	303-635-1220	Carollo Engineers	390 Interlocken Crescent, Suite 800, Broomfield, CO 80021	
	Vice-President	Joe R Tamburini	joe.r.tamburini@tetrattech.com	720-931-9311	Tetra Tech	1576 Sherman St., Suite 100, Denver, CO 80203	
	Immediate Past President	Edyta Stec-Uddin	Estecuddin@mwrd.dst.co.us	303-286-3105	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Treasurer	Bill Peretti	bill@coombsshopkins.com	303-477-1970	Coombs-Hopkins	4380 S Syracuse Street, Suite 450, Denver, CO 80237	
	Secretary	Ceila Rethamel	crethame@CityofWestminster.us	303-658-2131	City of Westminster		
	Trustee (term expires 2016)	Liam Cavanaugh	lcavanaugh@mwrd.dst.co.us	303-286-3000	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Trustee (term expires 2016)	Debbie Taylor	debbie@UTSD.org	970-586-5389	Upper Thompson Sanitation District	P.O.Box 568, Estes Park, CO 80517	
	Trustee (term expires 2017)	Andrea Long	Andrealong@kennedyjenks.com	303-985-3636	Kennedy/Jenks Consultants	143 Union Blvd, Suite 600, Lakewood, CO 80228	
	Trustee (term expires 2017)	Pieter Van Ry	pvanry@pwsd.org		Parker Water and Sanitation District		
	Trustee (term expires 2018)	Stacey Walker	swalker@englewoodgov.org	303-762-2609	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110	
Trustee (term expires 2018)	Zach Collins	ZachC@WoodmoorWater.com	719-488-2525	Woodmoor Water & Sanitation District No. 1	1845 Woodmoor Drive, Monument, CO 80132		
WEF Delegates	WEF Senior Delegate (through 2016)	Greg Woodward	greg.woodward@stantec.com	303-758-4058	Stantec Consulting Inc.	2000 S Colorado Blvd, Suite 2-300, Denver, CO 80222	
	WEF Junior Delegate (through 2018)	Jeff Rabas	jeffr@recinc.net	303-833-5505	Ramey Environmental Compliance, Inc.	PO Box 99, Firestone, CO 80520	
	WEF Delegate Elect	Will Raatz	will.raatz@w2eng.com	720-331-2332	W2 Engineers, LLC	5902 Gunbarrel Avenue, Unit A, Boulder, CO 80301	
RMWEA Committee Chairs	Awards	Jenny Hartfelder	jenny.hartfelder@mwhglobal.com	303-291-2174	MWH	1801 California St., Suite 2900, Denver, CO 80202	
	Biosolids	Kristin Johansen	kjohansen@jvavja.com	303-444-1951	JVA, Inc.	1319 Spruce Street, Boulder, CO 80302	
		Jim Johnson	jjohnson@mwrd.dst.co.us	303-286-3117	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Biosolids Land Appliers	Jim Medlock	medlockj@bouldecolorado.gov	720-940-9658	Boulder WWTF, RRS	4049 75th Street, Boulder, CO 80301	
	Collection Systems Committee	Zach Collins	ZachC@WoodmoorWater.com	719-488-2525	Woodmoor Water & Sanitation District No. 1	1845 Woodmoor Drive, Monument, CO 80132	
	CWWUC Liaison	Blair Coming	bcoming@sacwdsd.org	720-206-0463	South Adams County Water & Sanitation District	PO Box 597, Commerce City, CO 80037	
	Electronic Information	Greg Farmer	gfarmer@englewoodgov.org	303-762-2524	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110	
	Electronic Training	Zach Collins	ZachC@WoodmoorWater.com	719-488-2525	Woodmoor Water & Sanitation District No. 1	1845 Woodmoor Drive, Monument, CO 80132	
	Finance, Accounting, and Budget	Will Raatz	will.raatz@w2eng.com	720-331-2332	W2 Engineers, LLC	5902 Gunbarrel Avenue, Unit A, Boulder, CO 80301	
	Government Affairs	Jamie Eichenberger	jeichenberger@brwncald.com	303-239-5479	Brown and Caldwell	1697 Cole Blvd, Suite 200, Golden, CO 80401	
	Historian	José Velazquez	Jose.Velazquez@tetrattech.com	720-931-9345	Tetra Tech	1576 Sherman St., Suite 100, Denver, CO 80203	
	Industrial Treatment/Pretreatment	David Myers	damyers8452@gmail.com	720-315-9051	Sovereign Consulting, Inc.	12687 W Cedar Dr. #305, Lakewood, CO 80228	
		Chelsea Billingsley	cbillingsley@sehinc.com	303-586-5834	Short Elliott Hendrickson, Inc.	2000 S. Colorado Boulevard, Suite 6000, Denver, CO 80222	
	Innovative Wastewater Technology	Cody Charnas	Cody.Charnas@mwhglobal.com				
		Liam Cavanaugh	lcavanaugh@mwrd.dst.co.us	303-286-3000	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
		Tanja Rauch-Williams	trauch-williams@carollo.com	303-635-1220	Carollo Engineers	390 Interlocken Crescent, Suite 800, Broomfield, CO 80021	
	Lab Practices	Kevin Feeley	kfeeley@mwrd.dst.co.us	303-286-3470	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Membership	Ceila Rethamel	crethame@CityofWestminster.us	303-658-2131	City of Westminster		
	Nominations	Jenny Hartfelder	jenny.hartfelder@mwhglobal.com	303-291-2174	MWH	1801 California St, Suite 2900, Denver, CO 80202	
	Operations Challenge	Kacie Allard	kallard@englewoodgov.com	303-762-2609	Littleton/Englewood WWTP	2900 S Platte River Dr, Englewood, CO 80110	
		Orren West	owest@mwrd.dst.co.us	303-286-3147	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Public Education	Josh Stockwell	josh@fluid-technology.com	303-233-7400	Fluid Technology	1315 Nelson #H, Lakewood CO 80215	
	PWO Chair	Julie Smith	julie.smith@millercors.com	303-277-5630	MillerCoors Brewing Company	17735 W 32nd Ave, Mail Stop BT410, Golden, CO 80401	
	Safety and Security	Brian O'Malley	bomalley@mwrd.dst.co.us	303-286-3456	Metro Wastewater Reclamation District	6450 York St, Denver, CO 80229	
	Scholarship	José Velazquez	Jose.Velazquez@tetrattech.com	720.931.9345	Tetra Tech	1576 Sherman St., Suite 100, Denver, CO 80203	
	TEAMS	TEAMS	Sylvia Rottman	sylviar@geteams.com	303-394-2022	TEAMS	2170 S Parker Rd #290, Denver, CO 80231
			JoAnn Vold	joannv@geteams.com	303-394-2022	TEAMS	2170 S Parker Rd #290, Denver, CO 80231



2015 – 2016 Meeting Schedule

all 10 a.m.–11:50 a.m. except Planning Meetings



- November 6 @ Metro Wastewater Board Room
- December 4 @ AWWA Headquarters
- January 8 @ Metro Wastewater Board Room
- February 4–5 @ TBD – WINTER PLANNING MEETING
- March 4 @ Metro Wastewater Board Room
- April 1 @ Metro Wastewater Board Room
- May 6 @ Metro Wastewater Board Room
- June 3 @ Metro Wastewater Board Room
- July 7–8 @ TBD – SUMMER PLANNING MEETING
- August 5 @ Metro Wastewater Board Room
- September 11–14 @ Joint Annual Conference, Keystone, CO



RMWEA Guidelines

Timeline for Committee Chairs

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

October – Attend or send committee representative to RMWEA orientation event.

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

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

December – Budget review at Executive Committee Meeting.

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

Annually – Consider and plan for committee chair turnover and recruitment of new members.

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

Helpful Hints for Committee Chairs

When you are chairing a committee:

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

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

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

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

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

GUIDELINES FOR CHAIRING A COMMITTEE MEETING

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

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

GUIDELINES FOR INTEGRATING NEW COMMITTEE MEMBERS

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

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

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

GUIDELINES FOR COMMITTEE MEMBERS

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

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

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

SUCCESS STRATEGIES FOR COMMITTEE MEMBERS

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

REASONS FOR ANNUAL COMMITTEE REPORT

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

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

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

GUIDELINES FOR SEMINAR PLANNING

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

SEMINAR SUCCESS TIPS

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

GUIDELINES FOR ANNUAL COMMITTEE BUDGET REQUEST

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

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

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

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

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

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

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

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

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

What if the Chair has questions about the budget?

Contact the RMWEA Treasurer

Rocky Mountain Water Environment Association

Guidance Document on Records Management

Introduction

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

Definition

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

RMWEA Ownership of Records

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

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

Procedure

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

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

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

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

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

Storage of Records

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

RECORD RETENTION SCHEDULE

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

Date of Executive Committee Approval: January 31, 2003

Authorized Signature:

Thomas E. Dingman

RMWEA President



RMWEA Forms

Standing Rules Model

Suggested Form of Standing Rules

For Standing Committees of the RMWEA

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

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

STANDING RULES

1.0 Mission Statement

1.1

2.0 Objectives

2.1

2.2

2.3

2.4

2.5

3.0 Membership

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

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

3.3 No Chair shall serve more than _____ years.

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

3.5

3.6

4.0 Duties and Functions

4.1 Chair

4.1.1 General supervision of the affairs of the Committee.

4.1.2 Preside over Committee meetings.

4.1.3 Appoint sub-Committees as required.

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

4.1.5

4.1.6

4.2 Vice-Chair

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

4.2.2 Attend sub-Committee meetings as directed.

4.2.3

4.2.4

4.3 Secretary

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

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

4.3.3

4.3.4

4.4

5.0 Operating Procedures

5.1 The Committee shall comply with all procedural requirements established from time to time by the Executive Committee.

5.2 The Committee shall hold such meetings as it deems necessary to carry out its functions. All interested parties, including the Executive Committee, Board

Liaison, and active Committee members shall be notified of the time, place and agenda at least two weeks prior to a Committee meeting.

- 5.3 Neither the Committee nor its members shall represent or purport to represent any official position or policy statement of the Association without prior approval of the Executive Committee.
- 5.4 All matters of decision by the Committee shall be decided by majority vote of members present.
- 5.5 The Committee shall submit to the Association Treasurer an annual Committee budget (no later than November 1st of each year) following the guidance, policies, and procedures of the Association Executive Committee. All financial transactions (income and expenses) will be coordinated in a timely manner through the Association Treasurer. The Committee may not retain an independent bank account unless authorized by the Executive Committee.
- 5.6
- 5.7
- 5.8

6.0 Board Liaison

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

7.0 Amendments

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

Acceptance By Committee _____ Date _____
Chair

Approved By RMWEA _____ Date _____
President

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



ANNUAL COMMITTEE REPORT FORM

Committee Name:		
Year of Report:		Committee Chair:
Overview of How Many Times the Committee Met, Number of Members, Committee Officers		
Accomplishments of the Past Year		
Report or Overview of any Seminars Held, or Upcoming Seminars		
New Leadership for the Upcoming Year		
New Goals or Direction the Committee is Taking		
<i>Annual reports are due no later than August 15 . Please submit to the RMWEA President.</i>		



MONTHLY COMMITTEE REPORT FORM

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

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



Requestor Information

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

Expense Information

Committee _____
Event _____
Date _____
Description _____

Budgeted Expense? Yes or No _____

Explanation _____

Check or Credit Card?: _____

Amount: _____

Payable To: _____

Submit/Mail To: _____

*Please attach receipts and invoices on 8.5" x 11" paper and mail/e-mail to:
Joe R. Tamburini, Tetra Tech, 1576 Sherman St. Denver, CO 80203*

[Treasurer's Review](#)

720-931-9311

Treasurer's Review

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



RMWEA Policies and By-Laws



BYLAWS
OF
ROCKY MOUNTAIN WATER ENVIRONMENT ASSOCIATION, INC.

1. NAME

1.1 The name of this association shall be the Rocky Mountain Water Environment Association hereinafter designated as the Association or RMWEA.

2. AFFILIATION

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

3. MISSION AND VISION

3.1 The mission of the Association is as follows and is in harmony with the mission, vision, and strategic direction of WEF.

3.2 The mission of the Association is to:

3.2.1 Advance and promote effective and efficient wastewater treatment processes and technologies

3.2.2 Advance the professional development of members

3.2.3 Educate the public in preserving and enhancing our water

3.2.4 Be proactive on water issues

3.2.5 Build a positive professional image for the Association and its members

3.2.6 Promote a sustainable environment through reuse of water and residuals.

3.3 The vision of the Association is to be the leading organization of dedicated and knowledgeable professionals collectively working together to preserve and enhance the watershed environments originating in the states of Colorado, Wyoming, and New Mexico. The Association will have adequate finances and resources to accomplish our mission.

4. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND PRIVILEGES

4.1 Membership

4.1.1 The membership of the Association, with the exception of dual membership, shall consist of persons and organizations interested in any of the objectives of the Association residing in or a place of business within Colorado, New Mexico, or Wyoming, and having such qualifications as

are presented in this document for the various grades of membership.

4.2 Membership Classes

4.2.1 Membership classes shall include all classes of membership as designated by WEF and other classes of membership as established by the Association.

4.2.2 WEF Individual Membership (i.e., Professional, Academic, Student, Young Professional, Professional Wastewater Operator, etc.)

4.2.2.1 Qualifications include any individual interested in the advancement of knowledge relating to the objectives of WEF and meets the requirements as established by WEF.

4.2.2.2 Privileges include having the rights and privileges as granted by WEF including the right to vote and the right to hold office.

4.2.3 WEF Group Membership

4.2.3.1 Qualifications include any organization interested in the advancement of knowledge relating to the objectives of WEF and meets the requirements as established by WEF.

4.2.3.2 Privileges include being entitled to one representative who shall have all the rights and privileges of an Individual Professional Member. The representative may be changed at the discretion of the Corporate Member on notice to the Federation.

4.2.4 Associate Members

4.2.4.1 Qualifications include an individual who is professionally engaged or interested in the advancement of knowledge relating to the objectives of the Association. Membership in the Federation shall not be a requirement for the Association Member class.

4.2.4.2 Right and privileges include having all the local rights and privileges of an RMWEA WEF Individual Member. Associate Members may hold office in RMWEA except for the Delegate position. Associate members do not have any rights or privileges from WEF such as holding Federation office, receiving WEF discounts, or receiving any publications or services from WEF.

4.3 Student Chapter Memberships

4.3.1 Qualifications

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

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

4.3.2 Organization and Privileges

- 4.3.2.1 The Student Chapter will be issued a charter following recommendation of the Association's Executive Committee and approval by the Water Environment Federation.
- 4.3.2.2 The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.
- 4.3.2.3 A liaison for the Student Chapter shall be appointed by the Association Executive Committee. The liaison shall be an Associate or Active Member of the Association or Federation, respectively, and shall be an advisor to the Student Chapter.
- 4.3.2.4 All officers and members of the Student Chapter shall be Student Members of the Association and the Federation.
- 4.3.2.5 The Student Chapter shall submit an annual report of its activities to the Association's Executive Committee and to the Federation by May 1 of each year.

4.3.3 Authority

- 4.3.3.1 A Student Chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the Student Chapter only.

4.3.4 Withdrawal and Termination

- 4.3.4.1 A Student Chapter may withdraw from the Federation at the end of any school year after giving appropriate written notice of its intentions to the Association.
- 4.3.4.2 The Association's Executive Committee may revoke the charter of any Student Chapter, if after the Chapter has been afforded an opportunity to be heard, the Association judges it to be in the best interest of the Association and Federation to do so.

5. DUES

5.1 Payment of Dues

- 5.1.1 For each WEF Membership Classification the annual dues shall be determined by the WEF Board of Trustees and shall include the current

dues for the Association as determined by the Association Executive Committee.

5.1.2 Members in other classes of membership established by the Association as provided in these Bylaws shall pay dues as established by the Executive Committee.

5.1.3 Annual dues for all membership classifications except Associate Members shall be billed directly by the Federation. Dues shall be payable within one month after a Member's anniversary date.

5.1.4 Annual dues for Associate Members shall be billed directly by the RMWEA Treasurer or Membership Chair. Dues shall be payable within one month after a Member's anniversary date.

5.2 Subscription Included in Dues

5.2.1 All members certified to the Federation by the Association shall be entitled to such publications of the Federation for the appropriate membership class. All members shall be entitled to the publications of the Association.

5.2.2 All Associate Members shall be entitled to the publications of the Association.

5.3 Arrears

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

6. ADMISSION AND EXPULSION

6.1 Admission

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

6.1.2 There shall be no admission fee.

6.2 Expulsion

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

7. MANAGEMENT

7.1 The affairs of the Association shall be managed by an Executive Committee under such rules as the Executive Committee may determine in keeping with the intent of this document.

8. The Executive Committee shall consist of the following officers and designated

8.1.1 The Association President (1)

- 8.1.2 The Association Vice-President (1)
- 8.1.3 The Association Secretary (1)
- 8.1.4 The Association Treasurer (1)
- 8.1.5 The latest living Association Past-President (1)
- 8.1.6 Six Trustees (6)
- 8.1.7 Federation Delegate(s) (1 or 2)
- 8.1.8 Federation Delegate-Elect (0 or 1)
- 8.2 Presiding Officer
 - 8.2.1 The President of the Association shall be the Presiding Officer of the Executive Committee.
- 8.3 Quorum
 - 8.3.1 A quorum of the Executive Committee shall consist of a minimum of seven members. A quorum is the number needed in a meeting to transact business.
- 8.4 Proxies
 - 8.4.1 An Executive Committee member may assign his or her vote to another eligible Executive Committee member, by proxy, if the Executive Committee member is unable to attend an Executive Committee meeting in person. Such proxies shall be designated in writing by the absentee Executive Committee member and sent to the Association's President and Secretary at least one week prior to the next scheduled Executive Committee meeting. All such proxies shall be counted in determining a quorum.
- 8.5 Voting Privileges
 - 8.5.1 All members of the Executive Committee shall have voting privileges. However, no member shall have more than one (1) vote, except as described in Section 8.4, Proxies.
 - 8.5.2 A "majority" vote shall be defined as being one (1) vote more than 50% of the number of votes cast by Executive Committee members who are present and voting.
- 8.6 Fax, Telephone or E-mail Ballots
 - 8.6.1 When it is in the best interests of the Association to take immediate action on a particular matter, the Secretary may poll the members by fax, telephone, or e-mail for their vote. If the membership is polled, an affirmative vote of a simple majority of the members shall be required to authorize action on any matter. The fax, telephone, or e-mail ballots shall be confirmed at the next regularly scheduled meeting of the Association and so recorded in the minutes of that meeting.

8.7 Duties of the Executive Committee

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

9. OFFICERS

9.1 Functions

- 9.1.1 The President shall have general supervision of the affairs of the Association.
- 9.1.2 The Vice-President shall assist the President in the performance of prescribed duties.
- 9.1.3 In absence of the President, the Vice President shall act. In case the Vice President cannot act, the Treasurer shall act. In case the Treasurer cannot act, the latest living Past President shall do so. The Executive Committee shall elect one of its members to act if the Past President cannot do so.
- 9.1.4 The Secretary shall, subject to the direction of the Executive Committee, be the executive administrator of the Association.
- 9.1.5 The Treasurer shall serve as advisor with respect to the funds of the Association, and shall prepare financial reports as required by the Executive Committee.
- 9.1.6 Six Trustees shall serve on the Executive Committee. Trustees may reside in either Colorado, New Mexico, or Wyoming.
- 9.1.7 The Federation Delegate or Delegates and Delegate-Elect, as provided for by the Federation, shall represent the Association in the conduct of all business by the House of Delegates of the Federation.

9.2 Terms of Office

- 9.2.1 The terms of office of the President, Vice-President, Treasurer, and Secretary, and Past President shall be for approximately one (1) year. The term of office for Trustees shall be approximately three (3) years. The terms shall be overlapping. Two Trustees shall be elected each year. Terms shall start immediately following the election of officers at the Association business luncheon at the annual conference.
- 9.2.2 The term of the Federation Delegate or Delegates shall be three (3) years as determined by the annual meetings of the Water Environment

Federation. However, Federation Delegates may serve more than one three year term if requested to do so by the Member Association.

- 9.2.3 The Delegate-Elect shall serve until he/she assumes the office of the Federation Delegate whom he or she is designated to replace.
- 9.2.4 None of the officers (except the Federation Delegate and the Member Association Trustee) may be eligible to serve full consecutive terms.
- 9.2.5 Any Officer may be removed from office if, as determined by a two-thirds majority vote of the Executive Committee, he/she is substantially deficient in the performance of his/her duties to the Association.
- 9.2.6 Trustees may serve more than one 3-year consecutive term, if requested to do so, and receive a majority vote of approval from the Executive Committee and Member Association.

9.3 Nominations and Election of Officers

- 9.3.1 At least six (6) months prior to the next annual conference, the President shall appoint the Nominating Committee.
- 9.3.2 Nominations for all offices in the following year shall be received and considered by the Nominating Committee. The Committee, through its chairperson, shall report to the President and the Secretary at least sixty (60) days prior to the Association business luncheon at the annual conference its selection of one or more candidates for each office required to be filled. All nominees shall be persons having the right and privileges of Active Members as defined under Article 3, and shall have signified a willingness to serve.
- 9.3.3 Following receipt of this report, the President shall direct the Secretary to send to each Member (except Dual Members) not less than thirty (30) days before the Association business luncheon at the annual conference, a listing of the nominees. As an alternative, such information may be printed in the Association's publication(s) and/or included on the Association's website.
- 9.3.4 At Association business luncheon at the annual conference, the Chairperson of the Nominating Committee shall place into nomination the candidates of the offices to be elected who shall be elected as described in this document. The President shall then call for nominations from the floor. The eligible voting members of the Association shall cast votes for each office by secret ballot, voice vote, or standing vote at the discretion of the President. The election shall be determined by majority vote. Should one of the nominees for any office not receive a majority of the vote cast for that office, the names of the two nominees receiving the greatest number of votes shall be resubmitted immediately for election by the voting membership.
- 9.3.5 In the case of a vacancy in an elected office the Nominating Committee

shall promptly select a nominee for the office. Such nominees may be voted on at a regular meeting of the Executive Committee, or by a mail, fax, telephone, or email ballot of the Executive Committee. The nominee receiving a majority vote of the Executive Committee members voting shall be declared elected. The officer so selected shall take office immediately and shall continue in office for the remaining duration of the term of the previous holder of the office.

9.4 Duties of Officers

9.4.1 President

- 9.4.1.1 General supervision of the affairs of the Association.
- 9.4.1.2 Preside at all conferences and meetings of the Association and meetings of the Executive Committee.
- 9.4.1.3 Be an ex-officio member of all committees, other than the Nominating Committee, and appoint the members of all committees where membership is not otherwise specified in these Bylaws.
- 9.4.1.4 Perform such other duties as may be assigned by the Executive Committee.

9.4.2 Vice-President

- 9.4.2.1 Assist the President in the performance of prescribed duties.
- 9.4.2.2 Presides at conferences of the Association and at meetings of the Executive Committee in the absence of the President.
- 9.4.2.3 Act for the President when required.
- 9.4.2.4 Be ex-officio member of all committees other than the Nominating Committee.
- 9.4.2.5 Perform such other duties as may be assigned by the Executive Committee.

9.4.3 Secretary

- 9.4.3.1 Serve as the executive officer of the Association, and operate under the general direction of the President and the Executive Committee.
- 9.4.3.2 Assists the President in the preparation of the agenda for, and attend all meetings of, the Executive Committee, record and distribute the proceedings of such meetings to the Executive Committee and all committee chairpersons.
- 9.4.3.3 Maintain meeting records of the Association, including a list of members of the Association.
- 9.4.3.4 Coordinate with the Association Treasurer matters pertaining

to file management, records retention, and the preservation of Association documents.

9.4.3.5 Present a report on changes to the Association bylaws for each calendar year at the annual conference of the Association, if requested by the Executive Committee.

9.4.3.6 Perform such other duties as may be assigned by the Executive Committee.

9.4.3.7 Be bonded to the limits established by the Executive Committee.

9.4.4 Treasurer

9.4.4.1 See that all monies due to the Association and Federation are collected carefully, and, without loss, transferred to the Federation and proper accounts and custody; see that all expenditures are properly entered in the records of the Association, and the bills and vouchers for their payment are proper and in order; and sign or see to the signing of checks or drafts against fund of the Association, all in accordance with procedures established or approved by the Executive Committee.

9.4.4.2 Consult with the officers of the Association as to the custody and investment of funds.

9.4.4.3 Maintain financial records of the Association.

9.4.4.4 Coordinate with the Association Secretary matters pertaining to file management, records retention, and the preservation of Association documents.

9.4.4.5 Forward to the Officers of the Executive Committee and all committee chairpersons a monthly financial summary of accrued income and expenses consistent with the annual financial statement.

9.4.4.6 Present to the Executive Committee a balance sheet of the books as of the 31st of December of the previous year and as of the end of the month preceding the annual conference, which books shall be made available for review, annually or as otherwise specified by the Executive Committee.

9.4.4.7 Present a financial report for each calendar year at the annual conference of the Association.

9.4.4.8 Perform such other duties as may be assigned by the Executive Committee.

9.4.4.9 Be bonded to the limits established by the Executive Committee.

9.4.5 Trustees

9.4.5.1 Shall serve on the Executive Committee.

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

9.4.6 Federation Delegate or Delegates

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

9.4.6.2 Shall serve on the Executive Committee of the Association.

9.4.7 Federation Delegate-Elect

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

9.4.7.2 Shall serve on the Executive Committee of the Association.

10. COMMITTEES

10.1 General

10.1.1 In addition to the Nominating Committee provided for in the Bylaws, the President is empowered to appoint such additional committees as may be required to advance the best interest of the Association and to enable it to fulfill its objectives.

10.1.2 The President shall annually appoint all committee chairpersons within thirty (30) days after the annual conference business meeting. Such appointments shall be made with consideration given to the capability, expertise, and experience of the individuals and in accordance with the charge of the committee. The chairperson shall have the right to attend meetings of the Executive Committee with full privilege of discussions on matters involving the work of their committee.

10.2 Nominating Committee

10.2.1 Shall consist of three Active Members appointed by the President. If available to serve, one member shall be the latest living past Federation Delegate and the other two shall be the latest living past Presidents of the Association, other than the aforementioned past Federation Delegate.

10.2.2 The President shall designate the Chairperson and Vice-Chairperson of the Committee.

10.2.3 Shall nominate candidates for the elective offices of the Association.

11. PUBLICATIONS

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

12. MEETINGS

12.1 Annual Conference

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

12.2 Notices

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

12.3 Executive Committee Meetings

12.3.1 The Executive Committee shall hold at least one meeting at the time of each annual conference.

12.3.2 Other Executive Committee meetings shall be held at the call of the President, or on petition addressed to the Secretary and signed by two or more Executive Committee members.

13. FRANCHISE

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

14. INDEMNIFICATION

14.1 Each member, officer, trustee, and delegate of the Association shall be indemnified by the Association against all expenses and liabilities, including attorney's fees, or any settlement thereof, reasonably incurred by or imposed upon him in any proceeding to which he may be a party, or in which he may become involved solely by reason of his being or having been a member, officer, trustee, or delegate of the Association, whether or not he is a member, officer, trustee, or delegate of the Association at the time such expenses are incurred, except in such cases wherein such person is adjudged guilty of willful malfeasance in the performance of his duties; provided that in the event of a settlement, the indemnification shall apply only when the Executive Committee approves such settlement and reimbursement as being in the best interest of the Association.

15. AUTHORIZATION

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

16. AMENDMENTS

16.1 Initiation

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

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

16.2 Adoption

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

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

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

17. PARLIAMENTARY AUTHORITY

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

18. DISPOSITION OF ASSETS UPON DISSOLUTION

18.1 Dissolution of the Association may take place only with the consent of not less than two-thirds of the members of the Association.

18.2 In the event of dissolution of the Association, the property and assets thereof, following satisfaction of all obligations and liabilities, shall be disposed of exclusively for the purposes of the Association as determined by the members at a meeting convened for the purpose of dissolution. Notice of dissolution shall be given to WEF within 30 days.

RMWEA LOGO POLICY

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RMWEA

2170 S. Parker Road

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Denver, CO 80231



WEF Information

Improving Water Quality Since 1928

[Join WEF](#) | [Renew Membership](#)

[Leveraging Knowledge](#) | [Driving Innovation](#)
[Enriching Expertise](#) | [Increasing Awareness](#)
[Strategic Plan](#)

The Water Environment Federation (WEF) is a not-for-profit technical and educational organization of 36,000 individual members and 75 affiliated Member Associations representing water quality professionals around the world. Since 1928, WEF and its members have protected public health and the environment. As a global water sector leader, our mission is to connect water professionals; enrich the expertise of water professionals; increase the awareness of the impact and value of water; and provide a platform for water sector innovation.

With a staff of nearly 100, WEF is headquartered in Alexandria, Va., just outside of Washington, DC. [View the WEF Staff directory](#)

WEF History

Previously called the Federation of Sewage Works Associations (1928), the Federation of Sewage and Industrial Wastes Associations (1950), and the Water Pollution Control Federation (1960); the name was changed to the Water Environment Federation in 1991 to reflect an expanded focus of non-point and point sources of pollution.

- [Download the WEF-at-a-Glance \(PDF\)](#)
- [Download WEF's Environmental Policy Statement](#) to read about WEF's commitment to reducing the environmental effects of its activities.

Leveraging Knowledge

WEF Membership

WEF and its global network of members and [Member Associations \(MAs\)](#) provide water quality professionals around the world with the latest in water quality education, training, and business opportunities. WEF's diverse membership includes scientists, engineers, regulators, academics, utility managers, plant operators, and other professionals. WEF uses this collective knowledge to further a shared goal of improving water quality around the world.

Together, WEF and its members work toward fulfilling three critical objectives:

- Drive innovation in the water sector
- Enrich the expertise of global water professionals
- Increase awareness of the value of water

Committees and Task Forces

More than 2,500 members participate in WEF committee activities including writing technical manuals and books, developing training materials, and helping to develop conference programs and content. The task forces work quickly to address emerging and cross cutting water issues.

Government Affairs

Legislation and regulations from the federal government, EPA, and other federal agencies often impact WEF members' activities and how environmental goals are met. To assist members and the overall water quality community, WEF regularly tracks, monitors, and actively comments on legislative, regulatory, and compliance issues. WEF co-organizes the annual [Water Week](#) event in Washington, DC, that connects hundreds of water professionals with members of Congress and federal regulators.

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Driving Innovation

The Water Leadership Institute

The Water Leadership Institute program encourages innovation, entrepreneurship, and professional commitment from future water leaders.

WEF Headquarters

With a staff of nearly 100, WEF is headquartered in Alexandria, Virginia, just outside of Washington D.C.

To contact WEF, call toll-free at 1.800.666.0206 or 1.703.684.2400; email csc@wef.org; or write to:

Water Environment Federation

601 Wythe Street
 Alexandria, VA
 22314-1994 USA

WEF on the Web

WEF has a number of Web sites designed to provide its members and the public with the latest water quality news and information; program and educational resources; annual and special events; and networking opportunities:

- www.wef.org
- www.weftec.org
- [Water Quality Training Courses](http://www.waterqualitytraining.org)
- www.workforwater.org
- [World Water Monitoring Challenge](http://www.worldwatermonitoringchallenge.org)
- www.biosolids.org

Innovative Solutions for a Sustainable Future

WEF is providing a platform for water sector innovation and is promoting holistic approaches to water management that focuses on recovering and reusing resources rather than simply managing waste. An important part of this effort is the [WEF/WERF Leaders Innovation Forum for Technology \(LIFT\)](#) that is designed to help accelerate technical advances and policy solutions.

The Water Resources Utility of the Future

WEF, in partnership with NACWA and WERF, developed the [blueprint for the utility of the future](#) that defines evolving environmental, economic, and social roles that clean water utilities are playing in their communities. The blueprint includes objectives and goals that support a new clean water paradigm.

[Energy & Resource Recovery](#)

Wastewater treatment plants are resource recovery facilities that produce clean water, recover nutrients, and have the potential to reduce dependence upon fossil fuel through the production and use of renewable energy. WEF is helping treatment facilities become net energy producers and supports a range of sustainable practices that allow communities to benefit from the value of their renewable resources, including environmental sound residuals management and biosolids recycling.

[Residuals & Biosolids](#)

WEF and the National Biosolids Partnership (NBP) provide training and support to assist biosolids management organizations in ensuring that their programs are environmentally sound and protective of public health. The NBP collects and provides sector data; and serves as a model for continuous improvement in the areas of environmental performance, regulatory compliance, quality management practices, and relations with interested parties and other stakeholders.

[Stormwater & Green Infrastructure](#)

WEF is leading innovation in all areas of water resource management, including addressing non-point source discharges from urban storm water and agricultural runoff. WEF supports holistic methods of stormwater management, including innovative financing, and the integration of watershed approaches such as green infrastructure, permitting alternatives, and stormwater monitoring efforts.

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Enriching Expertise

[WEFTEC® - The Water Quality Event](#)

WEF's Annual Technical Exhibition and Conference is the world's largest annual water quality conference and exhibition. Featuring the highest quality training, networking and business opportunities in the water sector today, WEFTEC hosts thousands of water quality experts and water companies from around the world each year. As the home for stormwater professionals, WEFTEC also hosts the popular [Stormwater Congress](#), a special conference-within-a-conference that focuses exclusively on this important segment of the water sector.

[Specialty Conferences, Seminars, Webcasts](#) , and [Distance Learning](#)

Held throughout the year, WEF's educational events focus on a range of diverse and timely water quality topics, such as driving innovation in the water sector, energy & resource recovery, stormwater management, biosolids, utility management, collection systems, membranes, nutrient removal and recovery, and operator initiatives.

[Technical Publications](#)

To ensure that its resources represent the state of industry practice in all areas of water quality, WEF publishes more than 190 technical publications including peer-reviewed Manuals of Practice (MOPs).

Award-Winning Magazines and Journals

- [Water Environment & Technology \(WE&T\)](#)
- [Water Environment Research \(WER\)](#)
- [World Water](#)
- [World Water Reuse & Desalination](#)
- [World Water: Stormwater Management](#)

Electronic Newsletters

- [The Stormwater Report e-Newsletter](#)
- [National Biosolids Partnership e-Newsletter](#)
- [WEF Highlights](#)
- [Water Environment Regulation Watch](#)

[Operator Services](#)

As we move toward the utility of the future, operations personnel must be ready to control and monitor more sophisticated processes, equipment and management options. To ensure well-trained professionals are available for these vital positions, WEF provides multi-tiered programs of education, training and advocacy to support and help develop operators of the future.

[Effective Utility Management](#)

This collaborative effort between WEF, EPA, and five water organizations provides resources to promote best practices across the sector based on a set of ten attributes and five keys to management success to achieve effective water utility management.

[Students & Young Professionals](#)

WEF works to support university students and young water professionals through a number of programs including an annual community service project, young professionals summit, student design competition, student chapter meeting, and a networking and career fair.

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Increasing Awareness

Sharing Knowledge, Exploring Solutions

WEF recognizes that the effects of climate change are a priority concern for its members and acknowledges its responsibility to lead efforts to mitigate and reduce the impacts of this issue and the importance of pursuing innovative solutions for a sustainable future. In support of this commitment, WEF has adopted resolutions on climate change and renewable energy, appointed a Sustainability Community of Practice, initiated the award-winning WEF Eco program, and organizes education and training events on related topics. [View photos of WEF staff participating in a WEF Eco event on Earth Day.](#)

[The Value of Water Coalition](#)

In support of an important strategic area for WEF, the Value of Water Coalition is an unprecedented collaboration of U.S. water companies and associations that have come together to create a stronger, more unified voice across the sector and to improve public awareness about the value of water.

[Work for Water](#)

Work for Water is a joint project of WEF and AWWA, in collaboration with the U.S. EPA, to provide resources and encourage careers in the water sector.

[The Stockholm Junior Water Prize](#)

The Stockholm Junior Water Prize is the most prestigious international youth award for a high school water science research project. In the United States, WEF and its MAs organize the national, state, and local competitions with support from Xylem, Inc.

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MALINK

Water Environment Federation Member Association Listserve

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

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

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

How do you begin to participate in MALink?

Subscribe through the Internet at:

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

Note: Choose a password of your choice

Post Messages to:

- Wefcom-malink@lists.wefnet.org

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

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

Maintain your Personal Settings such as:

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

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

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

- In the Subject line state the following:

Unsubscribe wefcom-malink

Tips for using MALink and making it work for you!

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

Questions

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

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Association Engagement (Member Associations and House of Delegates)

Senior Director, Association Engagement and Governance

Linda Kelly · lkelly@wef.org · 812-883-0072

Member Associations, Students and Young Professionals

Dianne Crilley · dcrilley@wef.org · 703-684-2445

Awards, House of Delegates

Kelsey Hurst · awards@wef.org · 703-684-2477

Awards

Kelsey Hurst · awards@wef.org · 703-684-2477

Committees

Technical Committees

Bary Liner · bliner@wef.org · 703-684-2435

Committee Administration and Applications

Theresa Mixon · tmixon@wef.org · 703-684-7214

Communications

Boy Scout Jamboree

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

Operations Challenge at WEFTEC

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

Stockholm Junior Water Prize program

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

World Water Monitoring Challenge program

wmmc@wef.org · 703-684-2400

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Conferences and Training

Conference/Event General

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

Conference/Event Exhibiting Information

expoinfo@wef.org · 703-684-2443

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E-Learning and Webcasts

Heidi Tierney · htierney@wef.org · 703-684-2400 x7440

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Lauren Henretty · speakers@wef.org · 703-684-2453

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Customer Service

Jessica LaFever · csc@wef.org · 1-800-666-0206 (toll-free) or 703-684-2452

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Governance

Executive Director

Eileen O'Neill · eoconnell@wef.org · 703-684-2430

Board of Trustees

Sandi Grooms · sgrooms@wef.org · 703-684-2429

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Government Affairs

Tim Williams · twilliams@wef.org · 703-684-2437

Claudio Temieden · ctemieden@wef.org · 703-684-2416

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Human Resources

Emily Bears · ebears@wef.org · 703-684-2400 x 7950

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International Programs

Laila Sukkariyyah · lsukkariyyah@wef.org · 703-684-2458

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Media Relations

Lori Harrison · lharrison@wef.org · 703-684-2480

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Membership

Jessica LaFever · csc@wef.org · 1-800-666-0206 (toll-free) or 703-684-2452

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Water Environment Research

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Water Environment & Technology (WE&T)

Steve Spicer · sspicer@wef.org · 703-684-2463 or magazine@wef.org

WEF Highlights

Jennifer Fulcher · jfulcher@wef.org · 703-684-2400 x 7480

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Sales Development

Laila Sukkariyyah · lsukkariyyah@wef.org · 703-684-2458

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Water, Science & Engineering Center

Director

Barry Liner, Director · (703) 684-2400 x2435 · bliner@wef.org

Sr. Program Manager

Lisa McFadden · 703-684-2400 x7060 · lmcfadden@wef.org

Manager-Technical Programs

Steve Harrison · 703-684-2400 x2480 · sharrison@wef.org

Technical Project Managers

Rebecca Arvin-Colon · 703-684-2400 x7017 · rarvin-colon@wef.org

Marisa Tricas · 703-684-2400 x7467 · mtricas@wef.org

Committee & Tech Program Admin

Theresa Mixon · 703-684-2400 x7214 · tmixon@wef.org

Committee Coordinator

Elizabeth Conway · 703-684-2400 x5265 · econway@wef.org

Website

Jonathan Byus · jbyus@wef.org · 703-684-2487

Blaine Menelik · bmenelik@wef.org · 703-684-2418

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Water Environment Federation® (WEF®) Constitution and Bylaws

Approved by WEF Membership July 2015

1. Name

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

2. WEF Mission, Vision, and Strategic Direction and Plan

- 2.1. WEF Mission: Since 1928, WEF and its members have protected public health and the environment. As a global water sector leader, our mission is to connect water professionals, enrich the expertise of water professionals, increase the awareness of the impact and value of water, and provide a platform for water sector innovation.
- 2.2. WEF Vision: A community of empowered professionals creating a healthy global water environment.
- 2.3. WEF Strategic Direction and Plan
 - 2.3.1. The WEF Strategic Direction consists of the mission, vision, guiding principles, and critical objectives.
 - 2.3.2. The WEF Strategic Plan consists of the Strategic Direction and measurable strategic goals to meet the critical objectives. The Strategic Plan shall be updated and approved by the Board of Trustees at least once every three years.

3. Board of Trustees

- 3.1. The Board of Trustees (hereinafter designated as the "Board") is the governing body of WEF and holds legal authority and fiduciary responsibilities on behalf of WEF and its membership. The Board is responsible for the governance, oversight control, and strategic direction of WEF under such rules as the Board may determine, subject to the specific conditions of this Constitution and Bylaws.
- 3.2. The Board shall consist of a minimum of 12 members including the President, Past President, President-Elect, Vice President, Treasurer, Secretary, and a minimum of six additional members. Up to three additional members may be selected, as needed to meet the needs of WEF, in accordance with Board policy. The Board nominees shall be recommended by the WEF Nominating Subcommittee, approved by the Board, and confirmed by the House of Delegates as so described in this Constitution and Bylaws.
- 3.3. Members of the Board are designated "Trustees".
- 3.4. The Executive Director shall serve as the Secretary of the Board and shall be a non-voting Trustee. The Executive Director shall be WEF's executive officer with authority to conduct, manage, and direct the business and affairs of WEF within the policies established by the Board.
- 3.5. Duties of the Board
 - 3.5.1. Set and advance WEF's Strategic Direction.
 - 3.5.2. Develop, adopt and report to the full membership on an annual budget to implement the strategic plan, and oversee the budget during the fiscal year.
 - 3.5.3. Set the dues and service fee schedules of WEF.

- 3.5.4. Authorize annually the expenditure of funds for the operation of WEF and for other specific purposes. The budget adopted by the Board shall not contain financial obligations which are in excess of WEF's financial resources; provided, however, the Board may authorize borrowings to finance capital programs, or to hedge floating rate obligations of WEF, and the Board authorizes the application for and use of a line of credit not to exceed 5% of WEF's annual operating budget and not to extend for periods in excess of a year in any single instance of a temporary loan, and that such loans be exclusively for the purpose of addressing cash flow fluctuation resulting from normal operating activities, and that the WEF Executive Director notify the Board in advance of such use of the line of credit.
 - 3.5.5. Provide general direction to volunteer WEF Standing Committees, Communities of Practice (COPs), and Councils, with the exception of House of Delegates committees.
 - 3.5.6. Create and dissolve WEF committees, COPs, and Councils (with the exception of House of Delegates committees) and approve the appointment of the Committee Leadership Council Chair and Vice-Chair.
 - 3.5.7. Propose changes to the Constitution and Bylaws through the Board Governance Committee.
 - 3.5.8. Represent WEF at Member Association annual conferences, Specialty Conferences, International Conferences, and with other partner organizations, as needed.
 - 3.5.9. Select, hire, evaluate, and provide general oversight of the Executive Director.
 - 3.5.9.1. Shall select for appointment an Executive Director of WEF. Upon approval by two-thirds of the Trustees responding, the appointment of the Executive Director shall be ratified, provided that a quorum of the Board responds to the request for ratification. For this purpose, the Trustees may ratify the nominated Executive Director with or without a meeting of the Board and may use electronic or other recognized means of written communication to indicate their ratification or non-ratification.
 - 3.5.9.2. May, by two-thirds vote of a quorum of the Trustees, terminate the employment of the Executive Director.
 - 3.5.9.3. Shall determine the compensation of the Executive Director, upon such terms and conditions as the Board in its judgment, determines is fair and reasonable.
 - 3.5.10. The President shall have leadership oversight of the affairs of WEF.
 - 3.5.11. The President-Elect and Vice President shall assist the President in the performance of prescribed duties as delegated by the President.
 - 3.5.12. In the absence of the President, the President-Elect shall act. In case the President-Elect cannot act, the Vice President shall do so. In case the Vice President cannot act, the latest living Past President shall do so. The Board shall appoint one of its members to act if the latest living Past President cannot do so.
 - 3.5.13. The Treasurer shall serve as the Board advisor with respect to the funds of WEF.
- 3.6. Nomination and Election of Trustees
- 3.6.1. Nominations for Trustees including the Vice President shall be received each year and including the Treasurer at least every three years. Nominations shall be for the following year and shall be received and considered by WEF's Nominating Subcommittee. Nominations also shall be received for President and President-Elect if advancement to these offices is not automatic as prescribed by this document. The WEF Nominating

Subcommittee, through its Chair, shall report to the Board on or before July 15 its recommendation of a candidate for each office required to be filled. All nominees shall be persons having the rights and privileges of Individual Members and shall have signified willingness to serve.

- 3.6.2. The Board shall approve the Trustee nominees following review of the recommended nominee slate and consultation with the WEF Nominating Subcommittee.
 - 3.6.3. Upon completion of their term, or upon adoption of a resolution by the Board, declaring that a vacancy exists in either the President or President-Elect position, there shall be automatic advancement from President-Elect to President and from Vice President to President-Elect.
 - 3.6.4. The President shall be ineligible for reelection. This prohibition shall not apply to a person acting as President in the absence of the President. However, should any or all of the officers serving as President, President-Elect or Vice President have been advanced or elected to fill a vacancy, and will have served in their present office less than six months, such officer shall be eligible for reelection to the same office for one full term of office.
 - 3.6.5. The Executive Director shall promptly transmit the Board-approved report of the WEF Nominating Subcommittee to the House of Delegates. The House of Delegates shall confirm the Trustees by simple majority vote at its final meeting of the year.
 - 3.6.6. In the case of a vacancy of the Vice President, Treasurer, or other Trustees, the WEF Nominating Subcommittee shall promptly recommend a nominee for such office and the nominee shall be confirmed by the Board. Once confirmed, said Trustee shall take office immediately and shall continue in office until their successor qualifies.
 - 3.6.7. The Executive Director shall be appointed in accordance with Section 3.5.9 of this document.
- 3.7. Terms
- 3.7.1. The terms of the President, President-Elect, Vice President, and the Past President shall be for one year, which terms shall begin at the conclusion of the WEF annual conference following their confirmation by the House of Delegates and continue until their successors qualify.
 - 3.7.2. The term of the Treasurer shall be for three years. If the nominee has previously served at least one year on the Board within the previous three years prior to taking office, then the term would be reduced to two years. The term shall begin at the conclusion of the WEF annual conference following their confirmation by the House of Delegates and continue until their successors qualify. The Treasurer shall be limited to one term.
 - 3.7.3. The Executive Director shall serve a term of office as designated by the Board.
 - 3.7.4. The standard term of the Trustees, other than the terms of the Trustees referenced in Sections 3.7.1 through 3.7.3, shall be for staggered terms of three years subject to amendment by the Board Policy, with a minimum of two new Trustees appointed and confirmed each year. The terms shall begin at the conclusion of the WEF annual conference at which they are recommended by the WEF Nominating Subcommittee and confirmed by the House of Delegates, and continue until their successors qualify.
 - 3.7.5. Trustees are subject to the removal authority of the Board, followed by House of Delegates confirmation in accordance with Section 6.
- 3.8. Board Committees
- 3.8.1. Board Committee Membership

- 3.8.1.1. The Chair, Vice Chair, and members of Board Committees shall be nominated annually by the President and confirmed by the Board except as provided otherwise in this document. Appointments shall be made with consideration given to the expertise and experience of the individuals and in accordance with the charge of the committee.
- 3.8.2. Audit Committee
 - 3.8.2.1. The Audit Committee shall recommend to the Board a firm to provide an annual audit of WEF's financial records; shall review financial and annual audit reports; and shall recommend acceptance to the Board on WEF's audit.
 - 3.8.2.2. The Audit Committee shall include the Treasurer and two members of the House of Delegates. The two members from the House of Delegates shall be recommended by the House of Delegates Nominating Committee and approved by the House of Delegates. The Treasurer shall serve as Chair.
- 3.8.3. Finance Committee
 - 3.8.3.1. The Finance Committee shall develop high level, strategic financial policy recommendations to the Board to ensure WEF is financially sustainable; review the annual WEF business plan and budget and recommend adoption by the Board; and report to the Board, the House of Delegates, the Committee Leadership Council, and the Membership annually on WEF's financial status.
 - 3.8.3.2. The Finance Committee shall include the Treasurer, WEF's Chief Financial Officer, and at least two Trustees. The Treasurer shall serve as the Chair.
- 3.8.4. Governance Committee
 - 3.8.4.1. The Governance Committee shall develop high level, strategic policy recommendations, for adoption by the Board, to ensure effective, efficient, and sustainable WEF governance, including Board succession planning, as necessary to achieve WEF's Mission, Vision, and Critical Objectives. The Governance Committee provides general coordination of the Nominating and Constitution and Bylaws Subcommittees, while recommendations from the two subcommittees go directly to the Board for approval.
 - 3.8.4.2. The Governance Committee shall include a minimum of three Trustees, including at least two Trustees other than the President, Past President, President-Elect, Vice President, Treasurer, or Secretary and may include the Chairs of the Nominating and Constitution and Bylaws Subcommittees.
 - 3.8.4.3. Nominating Subcommittee
 - 3.8.4.3.1. The Nominating Subcommittee shall recommend candidates for Board approval in accordance with Section 3.6 and Board policy.
 - 3.8.4.3.2. Shall receive and consider nominations for honorary membership that may be proposed by Member Associations or members of the Committee, and shall make recommendations for Board approval.
 - 3.8.4.3.3. The Nominating Subcommittee shall include the most recent living Past President, the current President, one additional Trustee other than the President-Elect, Vice President, Treasurer, or Secretary (appointed by the President for a 2-year term), and two members

from the House of Delegates (recommended by the House of Delegates Nominating Committee and approved by the House of Delegates for 2-year staggered terms). The most recent living Past President shall be Chair of the Subcommittee.

3.8.4.4. Constitution and Bylaws Subcommittee

3.8.4.4.1. The Constitution and Bylaws Subcommittee shall prepare proposed amendments to WEF Constitution and Bylaws for consideration by the Board following recommendation by the Governance Committee and approval by the Board of conceptual modifications.

3.8.4.4.2. Shall examine Constitutions and Bylaws and revisions thereof of Member Associations to see that they are consistent with WEF objectives and are not in conflict with the Constitution and Bylaws of WEF in accordance with Sections 7.1.1.1.1.f. and 7.1.1.6.1.

3.8.4.4.3. The Constitution and Bylaws Subcommittee shall include at least two current or past Trustees and two current or past House of Delegate members. The Chair of the Constitution and Bylaws Subcommittee shall be appointed to a two year term by the President in consultation with the Speaker of the House of Delegates.

3.8.5. WEFTEC Advisory Committee

3.8.5.1. The WEFTEC Advisory Committee shall provide a forum for stakeholders of the WEF annual conference to review the annual conference and provide recommendations for enhancements to the annual conference.

3.8.5.2. The WEFTEC Advisory Committee shall include at least one representative from the Board; at least one WEF staff member; the Chair and Vice Chair of the Manufacturers and Representatives Committee (MARC); the Chair and Vice Chair of the Program Committee; one representative from each of the Central States, Illinois, and Louisiana Member Associations; and a minimum of three members of the House of Delegates. A Trustee shall serve as the Chair for a two year term and the WEF staff person shall serve as the Vice Chair. The members from the House of Delegates shall be recommended by the House of Delegates Nominating Committee and approved by the House of Delegates for a three year staggered term.

3.8.6. Additional Board Committees

3.8.6.1. Additional Board Committees or Task Forces may be established, as needed to carry out the duties of the Board. Each additional Board Committee or Task Force shall have a charge and schedule for completion, and shall be sunset upon task completion.

3.8.6.2. The Board Committees and Task Forces shall be established by the President following approval by the Board. The Chair, Vice Chair, and members shall be appointed by the President.

4. House of Delegates

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

- 4.2. Members of the House are designated as “Delegates.”
- 4.3. Membership
 - 4.3.1. Delegates are required to be members in good standing of WEF and include one or more Delegates to be appointed or elected by each Member Association. Delegates-at-Large are to be recommended by the House Nominating Committee and confirmed by the House.
- 4.4. Delegates
 - 4.4.1. One Delegate shall be appointed or elected to the House by each Member Association in accordance with its Constitution and Bylaws. One additional Delegate shall be appointed or elected by each Member Association which has a total of 500 or more WEF members in good standing, and an additional Delegate shall be appointed or elected by each Member Association which has a total of 2000 or more WEF members in good standing. Member Associations whose WEF memberships in good standing on September 15 are below the required membership minimums to maintain its Delegate(s) count, will immediately lose the voting rights for its most Junior Delegate through the ensuing year, but shall retain the right to attend House meetings with full privilege of discussion.
 - 4.4.2. Member Associations having one delegate seat, whose WEF members in good standing remain below the required membership minimums for a period of two consecutive years, beginning and ending on September 15, will lose the designated seat on the House. Member Associations with additional delegate seats, whose WEF members in good standing remains below the required membership minimum for additional Delegates for a period of two consecutive years, beginning and ending on September 15, will lose the additional designated seat(s) on the House. In both circumstances, the Member Association may request a non-renewable written agreement with WEF allowing a three year time extension to achieve membership minimums.
 - 4.4.3. Four “Delegates-at-Large” shall be recommended by the House Nominating Committee and confirmed by the House each year. Delegates-at-Large will be recommended and confirmed with staggered terms, to ensure that twelve Delegates-at-Large are included in the House. A delegate at large may be allowed to succeed themselves to a subsequent three year term if so recommended and confirmed.
- 4.5. Terms of Office
 - 4.5.1. The terms of office of Delegates shall be for three years, which terms shall start at the organizational meeting of the House following their election or appointment and continue until their successors qualify. A Delegate representing a Member Association may be allowed to succeed themselves to subsequent three year terms, if so elected or appointed by the Member Association. An incoming Delegate shall qualify for office upon notification of appointment or election by the Secretary of the Member Association to the WEF Executive Director.
 - 4.5.2. The Speaker of the House shall be presented by the President as so recommended by the House Nominating Committee. The House at its final meeting of the year shall confirm the Speaker of the House by a simple majority vote. The Speaker of the House is a member of the House, and shall be a non-voting guest at Board meetings.
- 4.6. Duties of the House
 - 4.6.1. Delegates from Member Associations shall represent the interest of their respective Member Associations. Delegates-at-Large shall represent the constituency of their choosing at the time they submit their application for the House.

- 4.6.2. Shall provide input to the Board, including as requested by the Board, on strategic planning issues and on policies and initiatives of WEF.
- 4.6.3. Shall review the budget report from the Board and provide comments to the Board on its consistency with WEF's Strategic Plan and other initiatives.
- 4.6.4. Shall confirm WEF Trustee appointments (except the Executive Director).
- 4.6.5. May remove Trustees in the manner provided by this Constitution and Bylaws, as discussed in Section 6.
- 4.6.6. Shall keep their represented constituency informed of key WEF priorities and initiatives.
- 4.6.7. Shall plan and hold meetings each year to provide an opportunity for Member Association Leadership to meet and exchange ideas and information.

5. WEF Standing Committees

- 5.1. The WEF Committee Leadership Council (hereinafter designated as the "CLC") facilitates communication for the WEF Standing Committees, Councils, and COPs with the Board and the House.
- 5.2. The CLC is comprised of all of the Chairs and Vice Chairs of WEF's Standing Committees, Councils, and COPs, and the members of the CLC Steering Committee.
- 5.3. The CLC is led by a CLC Steering Committee that consists of the CLC Chair, CLC Vice-Chair, COP Directors, the Speaker of the House, and one Trustee. The CLC Steering Committee provides oversight of the CLC and is the liaison to the Board and the House.
- 5.4. The number of COP Directors will vary depending upon responsibilities that are assigned to them by the CLC Chair and Vice Chair. The COP Directors are responsible for assisting the Standing Committees within the COP, including but not limited to coordination with other committees, WEF staff, and the Board; mentoring committee leaders, and serving as a resource for committees. The primary responsibility of the COP Director is to facilitate effective committee engagement within their area of responsibility.
- 5.5. The CLC Chair shall be a non-voting guest at Board meetings.
- 5.6. Terms of Office
 - 5.6.1. The terms of office of the CLC Chair and CLC Vice-Chair shall be for two years, which terms shall begin at the conclusion of the WEF annual conference following their confirmation by the Board. The terms of office of the COP Directors and the Chairs and Vice Chairs of WEF's Standing Committees shall be for two years, which terms shall begin at the conclusion of the WEF annual conference following their confirmation by the CLC Steering Committee.
- 5.7. Other WEF Standing and Special Committees
 - 5.7.1. The Board may establish standing committees, special committees, or councils, as deemed necessary for the successful performance of WEF. These committees will be appointed by the President to carry out the work of WEF. The Board may develop such guidelines for these committees as the Boards deems appropriate.
- 5.8. Declaration of Policy
 - 5.8.1. Responsibility and authority for any declaration of WEF policy, and/or endorsement, and/or rejection of any matter on any subject of policy, is reserved to the judgment and discretion

of the Board. Committees of WEF are not authorized directly or indirectly to commit WEF in any way or manner, financially or otherwise, without prior approval by the Board, except as specified in the approved budget or in specific resolutions of the Board. The Board, except as herein otherwise provided, shall have control of the affairs of WEF, including all matters relating to the acquisition, holding, management, control, investment, and disposition of the funds and other property of WEF.

6. Removal from the Board

6.1. At a properly called regular or special meeting of the House at which a quorum is present, upon a more than three-quarters affirmative vote of the Delegates then voting, with or without cause, any Trustee, except for the Executive Director, may be removed from their position.

6.1.1. The House shall be given not less than thirty days prior written notice of any motion to remove a Trustee from his or her position.

6.1.2. A special meeting of the House may be called for the purposes of this Article upon, (i) a majority vote of all the Trustees; or (ii) upon written request to the Executive Director by not less than a majority of the House and said members shall be representatives of not fewer than two-thirds of the WEF Member Associations.

7. Membership Classifications, Qualifications, and Privileges

7.1. WEF Memberships

7.1.1. Member Associations

7.1.1.1. Qualifications

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

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

WEF;

- g) It certifies acceptance of this Constitution and Bylaws; and
- h) The Member Association or its Executive Committee shall hold at least one meeting per year.

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

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

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

7.1.1.2. Member Association Boundaries

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

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

7.1.1.3. Reorganization of Existing Member Associations in the United States and Canada

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

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

50 Members; and

- d) The remaining Member Association shall have not less than 50 Members.

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

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

7.1.1.4. Withdrawal

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

7.1.1.5. Exclusion

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

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

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

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

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

7.1.1.6. Changes in Member Association Constitution and Bylaws

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

7.1.1.7. Privileges

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

7.1.2. Individual Member

7.1.2.1. Qualifications

7.1.2.1.1. Any individual interested in the advancement of knowledge relating to the mission and critical objectives of WEF.

7.1.2.2. Privileges

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

7.1.2.3. Member Association Membership

7.1.2.3.1. Individual members may join one or multiple Member Associations.

7.1.3. Group Member

7.1.3.1. Qualifications

7.1.3.1.1. Any group or organization interested in the advancement of knowledge relating to the mission and critical objectives of WEF.

7.1.3.2. Privileges

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

7.2. Member Voting Generally

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

- 7.2.2. Delegates shall have additional voting rights as set forth in this Constitution and Bylaws.
- 7.2.3. Except as expressly allowed for by this Constitution and Bylaws or required by applicable law, members shall not have any right to vote on any other matters.
- 7.3. WEF Membership Dues
 - 7.3.1. Payment of Dues
 - 7.3.1.1. No dues shall be required for Member Associations.
 - 7.3.1.2. Each Individual and Group Member shall pay annual dues to WEF as determined by the Board.
 - 7.3.2. Arrears
 - 7.3.2.1. Any member of WEF who is delinquent in dues for a period of 30 days from the time dues become due shall be notified of such delinquency and suspended from further services. If payment is not made within the next succeeding 30 days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

8. WEF Meetings

- 8.1. Annual Conference and Meetings
 - 8.1.1. The Annual Conference of WEF shall be held at a time and place selected by the Board, preferably in September or October; such Annual Conference may include a time allotted for the Annual Business Meeting of the Membership.
 - 8.1.2. The Annual Business Meeting of the membership may include general financial and other reporting to the membership; there shall be no actions for discussion or voting at such Annual Business Meeting, except to the extent that amendments to this Constitution and Bylaws are to be considered.
- 8.2. Board Meetings
 - 8.2.1. The Board shall meet at least three times annually, one meeting to take place in conjunction with the Annual Conference and the others to take place at the call of the President in accordance with notice requirements of this document.
 - 8.2.2. Written notice of all Board meetings shall be issued by the Executive Director not less than seven days in advance of such meetings to all Trustees.
- 8.3. House Meetings
 - 8.3.1. The House shall meet at least once annually, typically at the Annual Conference.
- 8.4. CLC Meetings
 - 8.4.1. The CLC shall meet at least once annually, typically at the Annual Conference.
- 8.5. Quorum and Voting
 - 8.5.1. A quorum of the Board shall consist of a majority of its respective members.
 - 8.5.2. A quorum of the House shall consist of ten percent (10%) of Delegates.

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

9. Indemnification

9.1. Entitlement

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

9.2. Limitations

- 9.2.1. No indemnification shall be provided to any Indemnified person if it is determined by WEF that the person has:
 - a) engaged in fraudulent, criminal, malicious or knowingly wrongful conduct;

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

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

9.3. Procedure

- 9.3.1. Indemnification under the terms of this Article shall be made by WEF only as authorized in each specific case that the indemnification of the indemnified person is proper and in accordance with the standards set forth herein.
- 9.3.2. A request for indemnification shall be made by the indemnified person in writing to the President as soon as practicable, but in no event later than the earlier of 15 days after (1) the commencement of any action, suit or proceeding against the indemnified person or (2) the indemnified person shall become aware of any fact or situation which may reasonably be anticipated to give rise to a claim for indemnification.
- 9.3.3. The Board shall investigate all requests for indemnification and shall render its decision by majority vote of a quorum consisting of Trustees who are not a party to the request for indemnification. If a quorum is not attainable, the recommendation on the request shall be made by a five-person special committee of the Board, the members of which shall be selected by the President. The Board or special committee, as the case may be, shall render its recommendation no later than 60 days after the President receives the request for indemnification.
- 9.3.4. The determination as to whether indemnification shall be made by WEF pursuant to this Article shall be made (1) by the Board by majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or; (2) in the event such a quorum is not obtainable, or, even if obtainable and if a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.
- 9.3.5. The body or person making the determination on the request for indemnification as provided in Section 9.3.4 shall report its decision or findings to the Indemnified Person requesting indemnification no later than 90 days after the Board or special committee, as the case may be, makes its decision.
- 9.3.6. Any action taken by the body or person making the determination on the request for

indemnification as provided in Section 9.3.4 shall be final.

9.3.7. In making the determination on the request for indemnification as provided in Section 9.3.4, the Board may vote at a meeting specifically called for that purpose, with not less than 10 days advance written notice, or by mail ballot. If the determination is made by mail ballot, a decision to indemnify must receive the affirmative vote of not less than 50% of the eligible voters.

9.3.8. For all purposes the vote of an interested party to the action, suit or proceeding shall be disregarded. A quorum shall be 50% of the eligible votes at a meeting or a mail ballot.

9.4. Subrogation

9.4.1. In the event of any payment by WEF to an indemnified person or on behalf of an indemnified person, as provided in this Article, WEF shall be subrogated to the extent of such payment to all rights of recovery therefore. The indemnified person shall execute such documents as shall reasonably be required to secure such right for WEF, including but not limited to those necessary for WEF to bring suit in the name of and on behalf of the indemnified person.

9.4.2. The indemnified person shall assist WEF in effecting settlement and the conduct of any defense or suit arising out of any payment by WEF under this Article.

9.5. Surety

9.5.1. The Board may authorize payment to or on behalf of an indemnified person prior to final disposition of any suit or proceeding. If such payment is authorized, the Board shall receive a written commitment by the indemnified person and such surety as it shall reasonably require, to repay such payments if it is determined that indemnification by WEF was not authorized by this document.

9.6. Applicable Law

9.6.1. The foregoing right of indemnification shall be in addition to and not necessarily exclusive of all other rights accorded by applicable law.

9.7. Insurance

9.7.1. WEF shall have the power to purchase and maintain insurance on behalf of Indemnified Persons whether or not WEF would have the power to indemnify them against liability under the provisions of this Article.

9.8. Other

9.8.1. The provisions of this Article shall apply to the legal representatives of deceased persons who were Indemnified Persons. An Indemnified Person's rights hereunder shall not be assignable without the prior written consent of WEF.

10. Amendments

10.1. Initiation

10.1.1. The WEF membership may amend this Constitution and Bylaws in any manner not inconsistent with this document at any meeting of the WEF membership and/or via electronic vote of the membership.

10.1.2. Amendments shall be proposed by the Board. Such proposed amendments shall be considered, provided that copies of such proposed amendments have been mailed or

provided electronically by the Executive Director to each WEF Member and to the Secretary of each Member Association at least 45 days prior to such meetings and/or electronic vote of the membership.

10.2. Adoption

- 10.2.1. Amendments to this Constitution and Bylaws may be approved by the voting membership at a meeting at which a quorum is present, or in any other manner expressly authorized by this Constitution and Bylaws.
- 10.2.2. The Executive Director shall promptly advise the membership of approved amendments.
- 10.2.3. When amendments to the Constitution and Bylaws have been approved by the membership they shall take effect immediately, and the revised Constitution and Bylaws shall be published on the WEF website.



American
Water Works
Association

**Rocky
Mountain**
Section



RMSAWWA/RMWEA

Joint Policies and

Procedures

POLICIES AND PROCEDURES MANUAL

For Joint Functions of

**Rocky Mountain Section
American Water Works Association**

and

**Rocky Mountain
Water Environment Association**

February 2015

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I. INTRODUCTION

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

II. JOINT GOVERNING BOARD

A. Composition

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

B. Responsibilities

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

It is the responsibility of the JGB to:

1. Establish and approve joint policies;
2. Approve Joint Annual Conference site selections;
3. Approve the preliminary budget for the Joint Annual Conference at least six months in advance of the conference;

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

C. Quorum

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

D. Rules

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

E. Voting

The JGB may vote, approve and adopt new policies and procedures at any joint meeting called by the RMSAWWA Chair or RMWEA President. A quorum must be present to vote and each member shall have one vote. The result of any vote will be determined by a super majority (i.e., two-thirds or more of the quorum) and that super majority must include at least one vote from each organization

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

F. Amendments

1. The JGB shall consider proposed amendments to this document, provided that copies of such proposed amendments have been provided in writing to the JGB Chair and distributed to each JGB member at least 10 days before the next scheduled JGB meeting.
2. Adoption of an amendment shall require a vote of JGB members.
3. When amendments have been acted upon favorably by the JGB, they shall take effect immediately unless specified otherwise.

G. Grievances

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

H. Dissolution

1. Dissolution of the JGB may take place with a super majority vote (i.e., two-thirds or more) of all JGB voting members. Should one or both Boards independently decide they want to disassociate from the JGB, the JGB will dissolve.
2. If the JGB is dissolved mutually by both organizations (as defined in Section II.H.1 above), any joint logos or branding (i.e., joint conference logo and name) shall not be used in the future by either RMSAWWA or RMWEA. Financial obligations associated with breaking any existing joint contracts will be borne by both organizations as shown in Table 1.

Table 1	
Distribution of Outstanding Financial Obligation	
Joint Committee	RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> ▪ Joint NMIC ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint Student Chapter Coordinator ▪ Joint Utility Management ▪ Joint Water Reuse ▪ Joint WFP ▪ Joint Young Professionals ▪ All Joint Student Chapters 	50% / 50%
<ul style="list-style-type: none"> ▪ Joint Publications 	Based on distribution as of December 31 st of the previous year
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ JOTC 	Based on attendance at the previous year's conference (as discussed in Section IV.F). If there was no conference the previous year, then distribution shall be 50% / 50%.

3. If the JGB is dissolved by one Board independently, any joint logos or branding (i.e., joint conference logo and name) shall not be used in the future by either RMSAWWA or RMWEA. Financial obligations associated with breaking any existing joint contracts will be borne by the Board wishing to dissolve the JGB.

III. JOINT COMMITTEES

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

A. Establishing a Joint Committee

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

B. Disbanding a Joint Committee

Either organization shall notify the other organization of its intent to discontinue its support for a joint committee. Disbanding of the joint committee will become effective at a mutually agreed upon time. If disbanding a committee has any impact on already executed contracts or logos/branding/name, the provisions in Section II.H apply.

C. Appointing Joint Committee Chairs

Joint Committee Chairs shall be appointed and approved by both the RMWEA President and RMSAWWA Chair.

D. Joint Committees

At the time of this edition of this manual, there are 18 joint committees, as listed in Table 2.

Table 2	
Joint Committees of RMWEA and RMSAWWA	
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ Joint New Mexico Involvement (NMIC) ▪ Joint Operators Training Conferences (JOTC) ▪ Joint Publications ▪ Joint Site Selection ▪ Joint Small Systems ▪ Joint Technical Activities (JTAC) ▪ Joint Utility Management ▪ Joint Water For People (WFP) ▪ Joint Water Reuse ▪ Joint Young Professionals 	<ul style="list-style-type: none"> ▪ Joint Student Chapter Coordinator ▪ Joint Student Chapter – Colorado School of Mines (CSM) ▪ Joint Student Chapter – Colorado State University (CSU) ▪ Joint Student Chapter – New Mexico Institute of Mining and Technology (NMIMT) ▪ Joint Student Chapter – University of Colorado - Boulder (CU) ▪ Joint Student Chapter – University of New Mexico (UNM) ▪ Joint Student Chapter – University of Wyoming (UW)

E. Joint Committee Chair Responsibilities

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

1. Joint Committee Chairs must be a member of either RMSAWWA or RMWEA.
2. Joint Committee Chairs shall serve a minimum one year term unless agreed upon by both the RMWEA President and RMSAWWA Chair.

3. Joint Committee Chairs may nominate a committee co-chair, which shall be approved by both the RMSAWWA Chair and RMWEA President.
4. Joint Committee Chairs or Co-Chairs shall be responsible for identifying and recruiting committee members that represent both organizations.
5. Joint Committee Chairs or Co-Chairs shall report to the JGB Chair and shall provide monthly written or verbal updates of committee activities to the JGB Chair.
6. Joint Committee Chairs or Co-Chairs are expected to attend the Winter, Summer, and Annual Conference JGB meetings, and are encouraged to attend all JGB meetings.
7. Joint Committee Chairs or Co-Chairs shall participate in the strategic planning efforts of both RMSAWWA and RMWEA.
8. Joint Committee Chairs or Co-Chairs are responsible for complying with the policies of the Board responsible for their finances.
9. Joint Committee Chairs shall coordinate with the Treasurers to determine event insurance and liability waiver requirements.

F. Accounting Responsibilities

The Chair or Co-Chairs for each joint committee shall be responsible for submitting receipts, invoices, and revenues to the Treasurer identified in Table 3. Expenses and receipts shall be submitted along with the appropriate reimbursement form (per the financial assignment in Table 3).

Exceedances or deficits of more than 25% of the budget amounts shall be reported to the Joint Governing Board by the Committee Chair. This includes changes in attendance, income, and/or expenses.

G. Annual Budget Requests

The Treasurer of each respective organization shall solicit annual budget requests for each joint committee. Joint Committee Chairs shall complete and submit budget requests by November 1st to facilitate the budgeting process. Budgets should be developed as accurately as possible with number of anticipated attendees and income and expenses itemized. Lump sums for unspecified events are not acceptable.

Only the events and items specified in the approved joint committee budget are approved. Dates, times, and locations of events may be adjusted based on availability and scheduling constraints, however, changing events or using money

for other purposes not specified in the budget must be approved in advance by the JGB.

Table 3	
Joint Committee Financial Assignments	
RMSAWWA	RMWEA
<ul style="list-style-type: none"> ▪ Joint Publications ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint WFP ▪ Joint Young Professionals ▪ Joint Utility Management 	<ul style="list-style-type: none"> ▪ Joint NMIC ▪ JOTC ▪ Joint Student Chapter Coordinator ▪ Joint Student Chapter – CSM ▪ Joint Student Chapter – CSU ▪ Joint Student Chapter - CU ▪ Joint Student Chapter – NM Tech ▪ Joint Student Chapter - UNM ▪ Joint Student Chapter – UW ▪ Joint Water Reuse
Finances for the Joint Conference Management Committee are handled by RMSAWWA in even years and RMWEA in odd years.	

H. Annual Reconciliation

Expenses and revenues for all joint committees shall be tracked by the respective organization identified in Table 3. The budget reconciliation and year-end reconciliation of the joint committees shall be split between the organizations as identified in Table 4.

Table 4	
Distribution of Expenses/Revenues for Joint Committees	
Joint Committee	RMSAWWA / RMWEA Distribution
<ul style="list-style-type: none"> ▪ Joint NMIC ▪ Joint Site Selection ▪ Joint Small Systems ▪ JTAC ▪ Joint Student Chapter Coordinator <ul style="list-style-type: none"> ▪ Joint Utility Management ▪ Joint Water Reuse ▪ Joint WFP ▪ Joint Young Professionals ▪ All Joint Student Chapters 	50% / 50%
<ul style="list-style-type: none"> ▪ Joint Publications 	Based on distribution as of December 31 st of each year (as discussed below)
<ul style="list-style-type: none"> ▪ Joint Conference Management ▪ JOTC 	Based on attendance (as discussed in Section 4.F below)

I. Contract Reviews

The RMSAWWA Chair and Treasurer and RMWEA President and Treasurer are the only persons that have signing authority to act on behalf of the JGB. Joint

Committee Chairs do not have signing authority and therefore cannot execute contracts on behalf of either organization.

Adequate time shall be provided for contract reviews and negotiations. Budgeted events may be cancelled if sufficient time is not provided, with the agreement of the Treasurers, RMSAWWA Chair, and RMWEA President.

All contracts associated with joint committee activities that have a value of up to \$5,000 shall be reviewed and executed by the assigned Treasurer or RMSAWWA Chair or RMWEA President.

All contracts associated with joint committee activities that have a value of \$5,000 - \$20,000 shall be reviewed by a minimum of one of the following representatives from each organization: RMWEA President or Treasurer and RMSAWWA Chair or Treasurer. Upon review and approval by the representative from each organization, such a contract may be executed by the assigned Treasurer or RMSAWWA Chair or RMWEA President.

All contracts associated with joint committee activities that have a value of greater than \$20,000 shall be reviewed by a minimum of one of the following representatives from each organization (RMWEA President or Treasurer and RMSAWWA Chair or Treasurer) and also by a minimum of two of the following: representatives of the American Water Works Association (AWWA), the Water Environment Federation (WEF), and/or paid staff. Contracts greater than \$20,000 in value must be executed by the RMSAWWA Chair or Treasurer and the RMWEA President or Treasurer.

The hotel and venue contracts for the Joint Annual Conference must always be reviewed by the RMWEA President and Treasurer, the RMSAWWA Chair and Treasurer, and a minimum of two of the following: representatives of AWWA, WEF, and/or paid staff. Upon review and approval, this contract must be executed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer.

For recurring annual contracts other than the hotel and venue contracts for the Joint Annual Conference, if the language of the contract has not substantially changed and has previously been reviewed as required above, and if both organizations (i.e., RMSAWWA Chair or Treasurer and RMWEA President or Treasurer) agree that an outside review is not necessary, then the review may be waived and the contract executed according to the above requirements.

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

Table 5 summarizes the requirements associated with contract reviews.

Table 5 Contract Review Requirements		
Contract Amount	Review	Execute
< \$5,000	Assigned Treasurer or RMSAWWA Chair or RMWEA President	Same as review
\$5,000 to \$20,000	A minimum of one from each organization: RMSAWWA Treasurer or Chair RMWEA Treasurer or President	Same as review
> \$20,000	A minimum of one from each organization: RMSAWWA Treasurer or Chair RMWEA Treasurer or President A minimum of two of the following: AWWA representative WEF representative Paid staff	RMSAWWA Treasurer or Chair and RMWEA Treasurer or President
JAC hotel and venue	RMSAWWA Treasurer and Chair RMWEA Treasurer and President A minimum of two of the following: AWWA representative WEF representative Paid staff	RMSAWWA Treasurer and Chair and RMWEA Treasurer and President

IV. JOINT ANNUAL CONFERENCE

A. Introduction

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

B. Site Selection

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

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

C. Conference Management Committee

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

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

D. Budget

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

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

E. Complimentary Room Assignments

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

1. Conference Coordinator.
2. Assistant Conference Coordinator.
3. Visiting representative of the organization having lead responsibility for the Joint Annual Conference.

4. Visiting representative of the organization without lead responsibility for the Joint Annual Conference.
5. Current JGB Chair.
6. Chair or President of the other organization.
7. Treasurer of the organization having lead responsibility for the Joint Annual Conference.
8. Additional room nights, if available shall be assigned by the Conference Coordinator, in consultation with the RMSAWWA Chair and RMWEA President.

F. Distribution of Profit or Loss from Joint Annual Conference

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

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

The distribution shall then be made as follows:

1. Total all items of income and expense for the conference.
2. Deduct all items of income and expense that clearly benefit only one organization and charge those items to that organization. The sum of the remaining items represents the net profit or loss.
 - Most events at the conference benefit both organizations, even if they are viewed primarily as RMSAWWA or RMWEA events (i.e., Water

Taste Test, Water Tapping Contest), and therefore, the income and expenses of these events should be attributable to both organizations.

- Expenses of registrations and meals for AWWA representatives and staff, WEF representatives and staff, RMSAWWA award winners, and RMWEA award winners are assumed to be similar for the two organizations, and therefore will be split equally between RMSAWWA and RMWEA.

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

G. Advertisement, Entertainment, and Exhibition Policy

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

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

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

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

H. Conference Refunds

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

I. Guest Speakers and Complimentary Tickets

Speakers are required to register for the conference. At a minimum, speakers must pay for a one-day registration for the day they are speaking. Transportation, lodging and meal expenses are the responsibility of the speaker. The only exception to this is speakers who have been specifically invited by the Conference Coordinator, RMSAWWA Chair, or RMWEA President such as keynote speakers and AWWA/WEF visiting representatives.

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

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

V. JOINT PUBLICATIONS

A. Introduction

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

B. Responsibilities

The responsibilities of the Joint Publications Committee include the following:

- Utilize *Rumbles* to:
 - Provide news and information of importance in the water supply, water reuse, and water quality segments of the water industry.
 - Provide an outlet for the various committees of RMWEA and RMSAWWA to publicize their work and generate support for such efforts.

- Serve as an industry showcase to persons outside the water industry such as students, government leaders, and the like.
- Utilize *e-Rumbles* and *e-Blast* to provide timely notification of upcoming events and items of potential interest to members of the two organizations.
- Assist the Joint Conference Management Committee in publishing materials such as the conference brochure.
- Provide training for individuals interested in becoming *Rumbles* and/or *e-Rumbles* editors and for developing a pool of talent to provide continuity.

C. Publishing Policies

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

- Requests will generally be responded to within 2 weeks from submission.
- A decision may be appealed to the JGB. Such requests must be made in writing and will be reviewed at the next regularly scheduled meeting.

VI. OTHER JOINT COMMITTEES

This section briefly describes the purpose of other joint committees. Detailed descriptions of responsibilities can be found in RMSAWWA’s Guidelines document.

A. Joint Operators Training Conferences Committee

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

B. Joint New Mexico Involvement Committee

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

C. Joint Small Systems Committee

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

D. Joint Technical Activities Committee

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

E. Joint Utility Management Committee

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

knowledge on utility management issues as well as a gathering point and sounding board for meaningful discussion and presentation of sustainable solutions.

F. Joint Water For People Committee

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

G. Joint Water Reuse Committee

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

H. Joint Young Professionals Committee

The purpose of the Joint Young Professionals Committee shall be to increase involvement of young professionals in RMSAWWA and RMWEA activities, event, and committees. Young professionals are defined as members who are under the age of 35 and/or have less than 5 years experience in the water and wastewater field.

I. Joint Student Chapter Coordinator

The Student Chapter Coordinator serves as the point of contact and primary resource for the student chapters. The Student Chapter Coordinator is responsible for the following:

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

J. Joint Student Chapters

The purposes of the joint student chapters shall be to increase involvement of students in RMSAWWA and RMWEA activities and events, provide students with professional networking opportunities, and to promote the exchange of technical information between students and RMSAWWA and RMWEA members. Joint student chapters are currently established at the following schools:

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

VII. INFORMATION SHARING POLICY

A. Purpose

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

B. Database Information

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

C. Attendee Information

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

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

VIII. PAID STAFF

RMSAWWA and RMWEA may elect to contract with paid staff to assist with joint activities of the two organizations. Paid staff will report to the RMSAWWA Treasurer and the RMWEA Treasurer. Contracts for paid staff that involve joint activities shall be reviewed by the RMSAWWA Chair and Treasurer and the RMWEA President and Treasurer, with input from committee chairs as needed. Work contracted for joint activities will be paid according to the distributions listed in Table 4.

Responsibilities of paid staff may include:

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

IX. MEMBER/NON-MEMBER PRICING

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

SHARED COMMUNICATIONS ACCESS POLICY

Original Issue Date: January 03, 2003

Revision Date: July 14, 2003
September 15, 2015

Purpose

This policy has been developed to provide guidance on the appropriate use of and procedure for sharing and using the Database information with external entities. For purposes of this document, the RMSAWWA and RMWEA “Database” is a record of members and contains private information such as contact information, membership status, and employer information.

The Chair of RMSAWWA and President of RMWEA, or their Designees, will review requests to publish or distribute material or information using Rumbles, eRumbles, and/or eBlasts from external entities. Requests for information or distribution from any Database will be evaluated and processed according to criteria described below.

Policy for Use of AWWA, WEF, RMSAWWA or RMWEA Databases

1. RMSAWWA and RMWEA will abide by and adhere to each national organization’s respective privacy policies and procedures in use of any and all database information.
2. The intended use for the request shall be in conformance with the general Mission and Vision Statements of both member organizations.
3. AWWA and WEF databases will be accessed and queried according to each national organization’s policy and procedure. Databases will be maintained separately by the respective organizations.
4. Databases (electronic or hard copy) or other member/non-member information will not be transmitted to requesting entities.
5. Requests from external, non-profit organizations will be reviewed on a case by case basis, based on the Procedures listed below. Requesting entity may be charged a \$30 per hour administrative fee for preparation, and said fee shall be paid in full upon approval of request. If the requesting entity is willing and able to cross promote events, the administration fee may be waived.
6. The decisions of the Chair/President may be appealed to the Joint Governing Executive Boards. Such requests must be made in writing and will be reviewed at the next regularly scheduled Joint Executive Board meeting. Requests must be sent to the Chair/President a minimum of one week before the scheduled Joint Executive Board meeting.
7. Requests from commercial or political entities will not be considered.

8. Requests should be considered based on their relevancy to both RMSAWWA and RMWEA.
9. Requests for the following will not be considered:
 - a. Communications not related, either directly or indirectly, to the missions of either organization.
 - b. Promotion of events that conflict or compete with the functions or events of either RMSAWWA or RMWEA.
 - c. Any communications considered distasteful, offensive or otherwise inappropriate, as determined solely by RMSAWWA or RMWEA.
10. Requests for the following will require pre-approval from the Joint Governing Executive Boards:
 - a. Requests to support or distribute information about positions of political advocacy or the promotion of events that would violate or conflict with RMSAWWA's or RMWEA's good standing as a 501(c)3.
 - b. Claims of endorsement by or from either organization, whether explicit or implied.

Procedure for outside entity Requesting dissemination of information to any database list or group

1. Any request for use of information from the Databases shall be submitted on a designated Shared Communication Access Form to the appointed Chair of RMSAWWA and President of RMWEA.
2. Request forms shall be completely filled out. No requests will be reviewed unless all information is included on the form from the requestor. Request forms are available on the websites of RMSAWWA and RMWEA under the Joint Publications Committee webpage.
3. Requests for information will generally be responded to within 1 week of submission. RMSAWWA and/or RMWEA may request the outside entity cross-promote RMSAWWA and/or RMWEA events and announcements to the membership of the outside entity in exchange for the same service. Each organization involved will receive the distribution of this information as proof of completion of exchange.
4. Once approved, all communications sent out will be clearly identified as originating from an external entity.
5. Any Administrative expenses associated with requests such as printing, copying, folding, envelopes, postage, generating electronic newsletters or announcements etc. shall be the responsibility of the requestor, and shall be paid in full upon approval of request.

If request from outside entity is to disseminate information via electronic newsletters or email, Joint Publications staff or RMSAWWA staff shall prepare information for electronic distribution. See item number five under *Policy for Use of AWWA, WEF, RMSAWWA or RMWEA Databases* for possible charges for processing requests.



RMSAWWA/RMWEA JOINT STUDENT CHAPTER CRITICAL INFORMATION

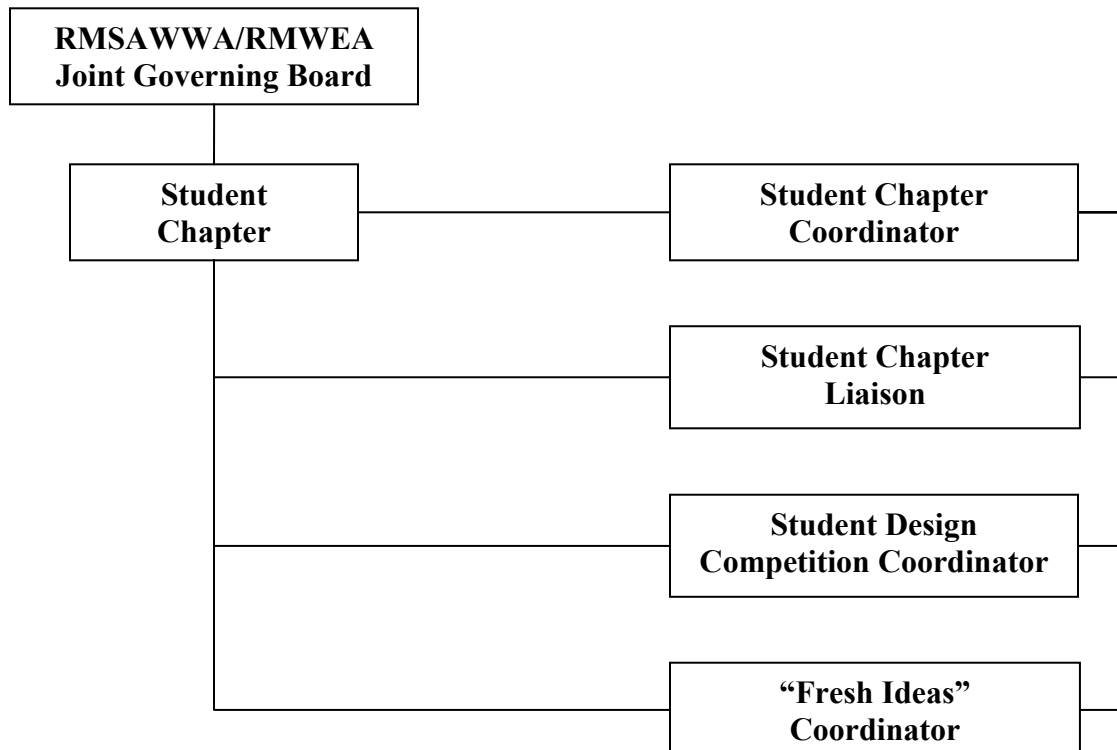


This document has been prepared to assist Student Chapters in understanding the structure of the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA), as well as the responsibilities of the Student Chapter.

Organizational Structure

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

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



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

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

School	Student Chapter President	Student Chapter Liaison
Colorado School of Mines	Alejandra Tarrell atarrell@mymail.mines.edu (402) 850-0540	Jamie Eichenberger jeichenberger@arber.com (303) 831-4700
New Mexico Institute of Mining and Technology	Danielle Shipley dshipley@nmt.edu (505) 350-1898	Steve Glass sglass@bernco.gov (505) 848-1500
University of Wyoming	Emily Huth ehuth@uwyo.edu (801) 440-5361	Tye Jordan tye.jordan@hdrinc.com (307) 764-1578
Colorado State University	Kirk Reimann ktreiman@rams.colostate.edu (970) 412-4401	Nichole Williams nicholew@integraeng.com (303) 951-0639
University of Colorado at Boulder	Deena Garland deena.garland@gmail.com (720) 219-3579	Leanne Miller lmiller@martinmartin.com (303) 431-6100 ext. 350
University of New Mexico	Josh Goldman (Co-Chair) jgoldman@umn.edu (505) 277-1003 Janet Leavitt (Co-Chair) janet.j.leavitt@gmail.com (505) 610-4410	Mark Kelly mkelly@abcwua.org (505) 873-7074
Student Chapter Coordinator	Lela Perkins perkinsls@bv.com (720) 834-4233	
Student Design Competition	Abigail Holmquist abigail.holmquist@denverwater.org (303) 628-7010	
“Fresh Ideas” Coordinator	Heidi Bauer heidi.bauer@ch2m.com (720) 286-0349	

Meetings

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

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

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

Advertising Events

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

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

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

Budgeting

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

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

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

Unacceptable budgetary items include:

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

Annual Reports

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

Student Design Competition

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

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

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

Student Conference

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

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

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

Student Memberships

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

RMWEA Membership Chair	RMSAWWA Membership Chair
Jim Nickolette (303) 286-3347 jnickolette@mwr.dst.co.us	Stephanie Elliott (303) 792-0557 selliott@tstdenver.com

Policies and Procedures

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

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

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

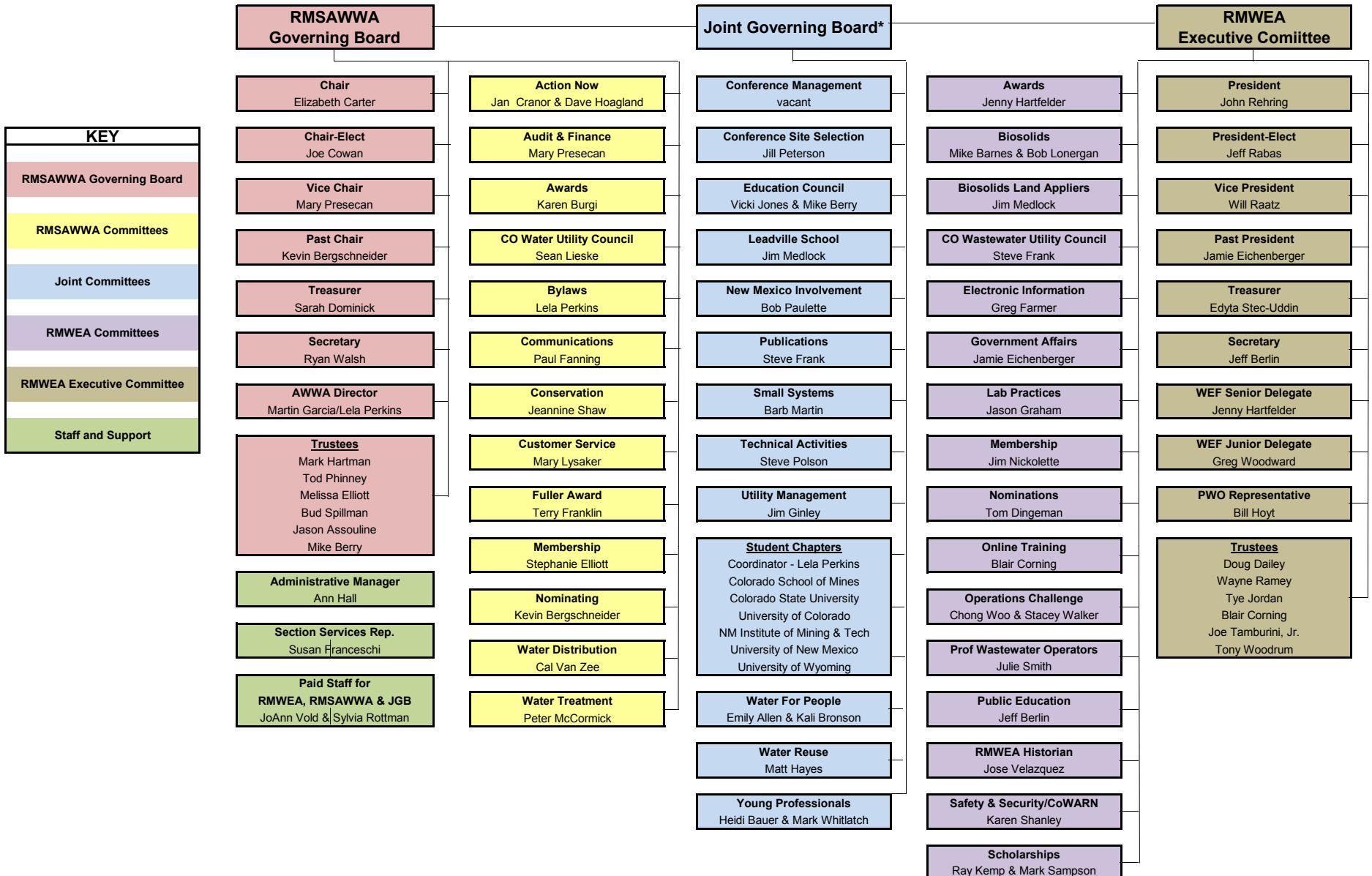
Discounted Educational Opportunities

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

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



2011-2012 Organizational Chart



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



==== Student Chapter ====

WEF[®] STUDENT CHAPTER ANNUAL REPORT FORM
 (Please complete and return by May 1)

Student Chapter Name: _____

College/University: _____

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

Faculty Advisor: _____ E-mail: _____

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

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

Chapter Mailing Address: _____

Chapter web page address: _____

Officer information (please list name and email):

Position	Current Officer	Incoming Officer	Month of Transition

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

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

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

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

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

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

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

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

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

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

Competitions \$ _____ University/College support \$ _____

Outgoing: Money spent on chapter activities \$ _____

* If a member is only enrolled at the university/college for a portion of the year, the members should be counted as 1/2 a point.

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

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

Summary Description of Activities:

RMWEA
General Reimbursement or Check Request Form

NAME: _____

COMMITTEE: _____

EVENT: _____

DATE OF EXPENSE: _____

EXPENSE DESCRIPTION: _____

Make check payable to: _____

Mail check to: _____

Attach Receipts:

Office Use:

Request Received: _____ Approved by: _____

Check #: _____ Check Date: _____

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

Name of the Activity or Event: _____

Date of Activity or Event: _____

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

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

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

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

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

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

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

Print Participant's Name

Signature

Date

Address: _____

Phone: _____

Emergency Contact: _____ Phone: _____

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

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

Print Participant's Name

Signature of Parent or Guardian

Date



POLICY REGARDING ALCOHOL SERVICE AT RMSAWWA FUNCTIONS

Issue Date: January 5, 2007

Revision Date:

Purpose

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

Policy

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



American
Water Works
Association

**Rocky
Mountain**
Section



RMSAWWA/RMWEA

JOINT FORMS



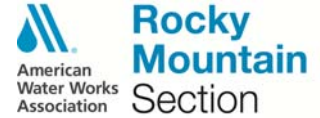
JOINT ANNUAL COMMITTEE REPORT FORM



Committee Name:		
Year of Report:		Committee Chair:
Board Liason:		
Overview of How Many Times the Committee Met, Number of Members, Committee Officers		
Accomplishments of the Past Year		
Report or Overview of any Seminars Held, or Upcoming Seminars		
New Leadership for the Upcoming Year		
New Goals or Direction the Committee is Taking		
<i>Annual reports are due no later than August 15 . Please submit to the JGB President.</i>		



JOINT MONTHLY COMMITTEE REPORT FORM



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

