

**Michigan Water
Environment
Association (MWEA)
Statements
Of
Policy**

**Version 1.30
November 2008**

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**MICHIGAN WATER ENVIRONMENT ASSOCIATION
STATEMENTS OF POLICY**

SECTION A. INTRODUCTION

A.1.0 GENERAL

The Michigan Water Environment Association (MWEA) is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

A.1.1 The Policy Statements, written herein, have been adopted by the Board of Directors of the MWEA to supplement the Association's Constitution & Bylaws and to serve as administrative guidelines for Association Directors, officers, staff, committees and members of the MWEA.

A.1.2 These policies shall remain in effect until altered in total or in part by Board of Directors action at a regularly scheduled meeting of the Board, or by an amendment to the Constitution and Bylaws in accordance with procedures described in the Constitution and Bylaws.

A.1.3 Should there appear to be any conflict with the Constitution & Bylaws of the MWEA, the Constitution and Bylaws shall supersede the Statements of Policy.

A.2.0 ORGANIZATIONAL VISION

A.2.1 It is the Vision of the MWEA as the recognized authority on, and an advocate for, preserving, restoring and enhancing Michigan's water resources.

A.3.0 ORGANIZATIONAL MISSION

A.3.1 The Mission (Organizational Direction) of the MWEA is to bring together a diverse group of professionals to provide a forum for information exchange and education that relates to all aspects of the water environment.

A.3.2 Through this forum objectives, strategies and goals will be developed and presented that will enhance the vision of the Association and promote the education, health, safety and welfare of the public and the association members on the water environment.

A.4.0 DISCRIMINATION

A.4.1 A fundamental purpose of the MWEA is to promote an environment, which encourages the professional growth and education of all its members. In accordance with this purpose, no member may discriminate against or harass (sexually or otherwise) another member, spouse of a member, guest, and/or participant at any

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Association function in accordance with applicable state and federal laws. Any such conduct may be illegal and will not be condoned.

- a. Discrimination includes conduct that denies any individual equal opportunity on the basis of race, color, religion, national origin, handicap, height, weight, marital status, age, gender or other as defined in the law.
- b. Harassment involves any physical, verbal or non-verbal activity that causes a party to feel threatened, embarrassed or otherwise singled out as a result of being subject to said activity.
- c. Sexual harassment consists of sexual advances, requests for sexual favors, and verbal or physical conduct that victimizes an individual on the basis of sex.

A.4.2 Any person who experiences or witnesses unwelcome behavior of a discriminatory or harassing nature should report the incident to a member of the Board of Directors.

A.4.3 The Board of Directors will promptly investigate all reports of discrimination and/or harassment. During the investigation the accused person shall be given notice of the charges and an opportunity to be heard. The confidentiality of all persons involved shall be maintained to the extent practicable. Upon completion of the investigation, the Board of Directors shall determine whether or not an act of discrimination or harassment has taken place.

In the event the Board of Directors determines that an act of discrimination or harassment has taken place, the Board of Directors shall then determine the appropriate action to take. Such action can range from a letter of reprimand to expulsion from membership.

A.5.0 CONSUMPTION OF ALCOHOLIC BEVERAGES

A.5.1 MWEA activities commonly make use of and take place at commercial establishments which are in the business of providing such meeting necessities as facilities, rooms, equipment and meals.

A.5.2 These establishments have the necessary liability insurance coverage, indemnifying the establishment only against potential losses and claims arising from providing said services.

A.5.3 MWEA does not recognize alcoholic beverages as a reasonable or reimbursable meal expense, nor does MWEA encourage the supply or consumption of alcohol as a necessary component of the Association's activities. Excludes receptions, which are explicitly authorized by the Board of Directors.

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A.5.4 MWEA members shall not bring, share or otherwise provide alcoholic beverages for their own, or others, consumption while actively participating in any MWEA authorized activity, except as may be allowed and/or provided by the duly contracted facility at which said activity is being held.

A.6.0 CODE OF CONDUCT

A.6.1 The MWEA has adopted a code of conduct which each member is encouraged. (Included in Appendix A.)

A.7.0 ANTITRUST STATEMENT

A.7.1 The MWEA does not intend to, and may not, either by individual members or collectively as an organization, play any role or affect any decisions of its members or their employers or in any way restrict competition among companies. MWEA has developed an antitrust policy, which is included in Appendix A, which applies all MWEA activities and events, including actions conducted through MWEA's web site.

A.8.0 ASSOCIATION ADMINISTRATION

A.8.1 The MWEA may elect to assign some or many of its administrative duties to a volunteer or paid staff member or members. The individual(s) may be designated by title such as "Executive Director," "Director of Operations," "Business Manager" or "Education Coordinator" as deemed appropriate by the Board of Directors in keeping with the level of duties given the individual(s). References in the Statement of Policy to an Executive Director and its duties and responsibilities may be applied in whole or in part to the individual(s) functioning in that role under the title given to the Administrative Assistant(s) during that period of service.

SECTION B. BOARD OF DIRECTORS – OPERATION & FUNCTION

B.1.0 FIDUCIARY RESPONSIBILITIES

B.1.1 Board of Directors members are entrusted with individual and organizational responsibilities. The obligations of Board of Directors service are considerable. They extend well beyond the basic expectations of merely attending and participating in Board of Directors meetings.

B.1.2 Board of Directors member privileges, prerogatives and authorities are stipulated in the Constitution & Bylaws.

B.1.3 Except as authorized by Constitution & Bylaws, the full Board of Directors must meet in open and formal session, when making corporate decisions on behalf of the Association. A schedule of regular Board of Directors meetings shall be developed and posted or otherwise noticed to the general membership.

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- B.1.4 Individual Board members are expected to meet the highest standards of personal conduct and ethics when representing or acting on behalf of the association.
- B.1.5 Incumbent and prospective Board of Directors members should commit themselves to:
- a. General Expectations
 1. Know the organization's mission, vision, goals, policies, Constitution & Bylaws, Statements of Policy, programs, services and needs.
 2. Perform duties of Board of Directors membership responsibly and conform to the level of competence expected.
 3. Suggest possible nominees to the Board of Directors who are women and men of distinction and accomplishment and who can be anticipated to make significant contribution to the organization.
 4. Serve as leaders and undertake special assignments willingly and enthusiastically.
 5. Avoid prejudiced judgments.
 6. Keep up to date on the activities and issues of current interest to the organization and its members.
 7. Let good will and a sense of humor be your greatest individual strengths.
 8. Directors act and vote to promote the best interest and mission of the Association.
 - b. Meetings
 1. Prepare for all Board of Directors meetings and participate in other appropriate organizational activities.
 2. Be a constructive participant in Board discussions, debates and resolutions.
 3. Be proactive and representative in the development of Board agendas and action items for the Board's evaluation.
 4. Maintain confidentiality in Board decisions.
 - c. Board of Directors Member Inter-Personal Relationships
 1. Give good counsel and support to fellow Board members and staff, especially when difficult issues must be addressed.
 2. Avoid expectations or requests for special favors or treatment of fellow Board members and staff.
 3. Apply the "Golden Rule" liberally when dealing with and among fellow Board members and staff.
 - d. Avoiding Conflicts
 1. Serve the entire organization rather than give attention to special interests groups, within or outside the MWEA.
 2. Avoid any potential for claim of "conflict of interest" that may undermine the stated objectives of the organization or diminish the MWEA's stature.
 3. Maintain independence and objectivity. Conduct activities with a sense of fairness, ethics, pride and personal integrity.

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- e. Financial Responsibilities
 1. Exercise prudence as a Board of Directors member in the control and expenditure of the organization's financial resources.
 2. Review and understand the organizations financial statements as a means to assist the Board of Directors in fulfilling its collective fiduciary responsibility.

B.2.0 MWEA BOARD OF DIRECTORS LIABILITY

B.2.1 MWEA provides an insurance policy that each board member is obligated to read and understand. The insurance policy is available from the Association Office. Board Members are required to abide by limitations of the policy.

B.3.0 MEETINGS OF THE BOARD OF DIRECTORS

B.3.1 The President or a majority of the Board may call a Special Meeting of the Board of Directors as deemed necessary.

B.3.2 The President shall ensure that all members of the Board shall be notified of the time and place of all Board of Directors meetings.

B.3.3 Scheduled meetings of the MWEA Board of Directors shall take place as required by Constitution & Bylaws.

B.4.0 VOTES OF THE BOARD OF DIRECTORS

B.4.1 A majority of the members of the Board shall constitute a quorum.

B.4.2 Official actions of the Board shall require a majority vote of those present at scheduled meetings, except as required by the Constitution & Bylaws

B.4.3 For urgent matters, the President may instruct the Secretary/Treasurer to take a vote by telephone conference call.

B.5.0 DUTIES OF BOARD MEMBERS

B.5.1 General
Duties of MWEA Board Members are also defined in the Constitution & Bylaws. Duties of Board Members are generally listed here to provide continuity to the Statements of Policy and to provide a summary only of tasks that MWEA Board Members are assigned. Detailed descriptions of duties and responsibilities are available from the MWEA office.

B.5.2 President
The President shall serve as the Chief Executive Officer of the Association and as chairperson of the Board of Directors. Shall provide direct supervision over the

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activities of the Board of Directors and general supervision over the affairs of the Association during the term of office, which shall be one year. Shall serve as chairperson of the Audit & Budget Committee.

B.5.3 President Elect

The President Elect shall assume the duties of the President in their absence and shall serve as chairperson for the Annual Conference Program Committee.

B.5.4 Vice President

The Vice President shall assume the duties of the President in his/her absence and when the president-elect is unavailable. Shall serve as Chairperson for the Annual Conference Time & Place Committee, Chairperson for the Strategic Planning Committee and as vice chair of the Program Committee. Shall also serve as parliamentarian of the Board of Directors' meetings.

B.5.5 Secretary-Treasurer

The Secretary-Treasurer shall serve as the Chief Financial Officer of the Association, shall provide for the logistical arrangements for activities of the Board of Directors specifically and in general for all other MWEA Functions and events. Shall provide consultation to the Association's paid staff and over the operation of the MWEA Offices. Shall counsel the Board of Directors as to points of order, and the guidance and requirements provided by those documents. Shall serve as chairperson for the Annual Conference Coordination Committee and the Constitution & Bylaws Committee. Shall serve as a member of the Audit & Budget and Annual Conference Time & Place Committees.

B.5.6 Assistant Secretary/Treasurer(s)

The Assistant Secretary/Treasurer(s) shall share in the duties of Secretary Treasurer in their absence or as directed by the Board of Directors. Shall serve as the recording secretary of the Board, take, prepare and distribute minutes of/for all Board of Directors meetings. Shall serve as Editor of the Association's Magazine. Shall serve as a member of the Audit & Budget Committee, the Constitution & Bylaws Committee and shall be the "gate keeper" for website.

B.5.7 Past President

The most recent Past President shall serve as a member of the Board of Directors for the one-year period immediately after ending their term as MWEA President. In the event that the President, President elect and Vice President are not available, the Past President shall assume the duties of the President until such time as the Board of Directors can fill the remainder of the term left vacant. Shall serve as chairperson of the Past President's Committee, which shall cause that group to meet at least once annually and shall provide for the nomination of "honorary" members. Serve as liaison to MI Sec AWWA Board of Directors.

B.5.8 Federation Delegate

Federation Delegates are elected to a three-year term of office, by the membership, to act as representatives of MWEA and as representatives to the Water Environment

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Federation House of Delegates. Senior Federation Delegate serves as Host to the WEF representative during MWEA Annual Conference. Senior Federation Delegate shall serve as chairperson of any “Sunset Review” Task Force and shall serve as a member of the MWEA Awards Committee.

B.5.9 Association Directors

Association Directors are elected to a three-year term of office, by the membership, and generally acts in the capacity of “ombudsman” for the Association serving as the direct liaison between the membership and the Board of Directors. Senior Director shall serve as chairperson of the MWEA Awards Committee and shall coordinate the presentation of MWEA Awards at the Annual Awards Banquet, and shall announce the MWEA Award recipients. Junior Director shall serve as a member of the MWEA Membership Committee and vice-chair of the MWEA Awards Committee and shall be responsible for the preparation and distribution of all Awards.

B.6.0 REIMBURSEMENT FOR AUTHORIZED EXPENSES

B.6.1 MWEA is tax exempt, and our vendor and service providers must be apprised of this so that tax may be excluded from all billings to the Association.

B.6.2 Reimbursements for Board Members expenses are generally limited to those authorized and listed in Section 6.8 Schedule of Reimbursements for Travel/Meetings. Other Board Member expenses may be authorized for reimbursement by Board of Directors action. All Board of Directors reimbursement requests shall be submitted to and approved by the Secretary-Treasurer except the expenses of the Secretary-Treasurer, see 6.7.

B.6.3 Requests for reimbursement of travel expenses received from non-board members shall not be considered without prior approval of the Board of Directors and shall be limited to those listed in Section 6.8 Schedule of Reimbursements for Travel/Meetings.

B.6.4 All requests for disbursement of MWEA funds shall be made on a form as provided by the Secretary-Treasurer. The reimbursement form shall be completed by the requesting party, which shall have attached documentation of the expense.

Credit card charges will not be accepted without adequate supporting documentation. Credit card charge slips must be accompanied by the itemized receipts for which the charge was made.

B.6.5 The appropriate Committee Chair shall review the reimbursement request prior to submittal of the disbursement form to the MWEA Secretary-Treasurer. Reimbursements must be consistent with approved budgets and policies. Credit card charge receipts will not be accepted without supporting documentation and/or itemized receipt.

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- B.6.6 Approvable Reimbursements will be made for reasonable Board member expenses that will not exceed authorized budget levels. Other MWEA member's reimbursements for travel, accommodations, and meals will require Board approval consistent with approved budgets and policies. Reasonable expenses shall be specified as follows:
- a. Travel: Whenever possible all arrangements for travel shall be made at least 30 days in advance in order to book the most cost effective rate possible. Reimbursement shall be limited to economy, second-class, coach or other such reasonable rate designation. If travel is by personal auto, mileage reimbursement may be made on the basis of miles driven multiplied by the current effective mileage rate as established by Internal Revenue Service for computing personal Income Tax.
 - b. Accommodations: Whenever possible room reservations shall be made in advance, in order to obtain lodging at the most cost effective rate. In as much as possible, MWEA representatives shall limit lodging needs by sharing rooms, and shall be, therefore reimbursed for "double occupancy rates". The number of "nights" authorized shall be limited to those directly related and required for conducting business and or attending meeting/s on behalf of MWEA.
 - c. Meals: Reimbursement of the cost of meals shall be contingent upon the submittal of receipt/s documenting the actual cost of the meal/s. MWEA does not consider alcohol an essential or reasonable expense. Only those actual food costs documented by receipt will be eligible. For guidance purposes, it is suggested that reasonable meal expense maximums (reimbursable food expense) are up to the following: Breakfast = \$10.00; Lunch = \$10.00; Dinner = \$25.00 including gratuities. This is not to be construed as per diem costs. Meals provided as part of scheduled events such as banquets, awards, ceremonies, etc. may exceed the above noted maximums.
 - d. Registration/s: fees for MWEA Representative's participation in workshops, seminars, conferences, and others, may be reimbursed (with adequate support documents) when pre-approved by the Board of Directors.
- B.6.7 All re-imbusement requests shall be made to the Secretary-Treasurer. All reimbursement requests for authorized expenses shall be submitted no later than sixty (60) days after the event from which the request is being submitted. Expenses of the Secretary-Treasurer shall be submitted to the President for approval.
- B.6.8 Schedule of Reimbursement for Travel/Meetings subject to annual review and Board of Directors' authorization.

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| | CP | PE | VP | ST | AST | FD | AD | | | PP | ED |
|--|-----------------------------------|----|----|----|-----|-------------------------|----|--|--|----|----|
| MWEA Annual Conference | | | | | | | | | | | |
| Travel | | | | | | | | | | | |
| Lodging | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ |
| Regis. | | | | | | | | | | | |
| Meals | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ |
| WEFTEC | | | | | | | | | | | |
| Travel | ✓ | | | ✓ | | ✓ | | | | | ✓ |
| Lodging | ✓ | | | ✓ | | ✓ | | | | | ✓ |
| Regis. | ✓ | | | ✓ | | ✓ | | | | | ✓ |
| Meals | ✓ | | | ✓ | | ✓ | | | | | ✓ |
| WEFMAX | | | | | | | | | | | |
| Travel | | | | | | | | | | | |
| Lodging | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Regis. | | | | | | | | | | | |
| Meals | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| WEF Leadership Seminar (Not everyone to attend every year; based on a rotation schedule.) | | | | | | | | | | | |
| Travel | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | ✓ |
| Lodging | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | ✓ |
| Regis. | | | | | | | | | | | |
| Meals | | | | | | | | | | | |
| MWEA Regional Meeting | | | | | | | | | | | |
| Travel | ✓ | | | | | | | | | | ✓ |
| Lodging | ✓ | | | | | | | | | | ✓ |
| Regis. | | | | | | | | | | | |
| Meals | ✓ | | | | | | | | | | ✓ |
| CP Current President | PE President Elect | | | | | VP Vice President | | | | | |
| ST Secretary Treasurer | AST Assistant Secretary/Treasurer | | | | | FD Federation Delegates | | | | | |
| AD Assoc. Directors | | | | | | | | | | | |
| PP Past President | ED Executive Director | | | | | | | | | | |

B.7.0 ASSOCIATION CREDIT CARD

B.7.1 The MWEA provides a “business” credit card to certain designated and authorized Board members and staff for the purpose of charging authorized expenditures on behalf of or while on assignment for the MWEA. Cardholders shall keep detailed records of every card use and will be held financially liable for the card assigned to them.

B.7.2 Detailed receipts and the credit card receipt will be submitted to the Secretary/Treasurer for review and approval in accordance with Section 6.4.

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B.8.0 CHIEF FINANCIAL OFFICER AUTHORITY

- B.8.1 The Secretary-Treasurer shall be designated as the Association's Chief Financial Officer and shall have the authority within the operating budget, in accordance with the exempt purpose of the Association and subject to verification by the Board with bi-monthly and annual reporting to the Board. See 10.0 and 12.2.
- a. Financially obligate the Association;
 - b. Sign contracts for goods, services, facilities, etc.;
 - c. Authorize any expenditure of Association funds;
 - d. Sign and issue checks for payment of MWEA bills;
 - e. Determine a working capital balance;
 - f. Determine investment of MWEA resources and the distribution of those investments;
 - g. Other-wise act in an "official" capacity when conducting activities on behalf of the Association.
- B.8.2 Only by resolution of the Board of Directors shall individuals be designated or replaced as authorized business agents of the MWEA.
- B.8.3 The Secretary-Treasurer shall provide a form letter to all contractors of the Association (re; printers, banquet facilities, Conference Host Hotels, etc.), indicating and confirming that the MWEA is in fact a non-profit tax-exempt 501(c)3 educational organization.

B.9.0 MWEA PARTNERING ACTIVITIES

- B.9.1 Any MWEA activity/event, which is offered jointly with another organization (i.e. MI-AWWA, MML, APWA, etc) or agency (i.e. MDEQ, USEPA, MDOL, etc.), shall be planned within agreements made through a "Statement of Understanding"(SOU) which shall be submitted to the Board for review and approval at least 120 days prior to the scheduled activity/event. The sponsoring MWEA Committee Chair is responsible for developing the SOU with assistance/guidance available through the Secretary-Treasurer.
- B.9.2 A SOU is a written document detailing the responsibilities of the MWEA and any co-sponsoring organizations in the proposed activity. At a minimum, concerns such as legal and financial liabilities and revenue sharing shall be addressed. The SOU must be approved by the MWEA Board.
- B.9.3 A SOU describing the functions and roles of each committee that jointly operates with AWWA committees is included in Appendix C. This will include the Joint Expo Committee and all others that regularly perform duties that involve the expenditure of Association funds in the execution of their committee activities.

B.10.0 MWEA INVESTMENT OF RESOURCES

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B.10.1 The Secretary/Treasurer will be in charge of the funds of the Association and custody of its investments. See 8.0 and 12.2.

B.10.2 The Secretary/Treasurer will review the investment status and strategies with the Board of Directors at least once a year.

B.11.0 BONDING OF ASSOCIATION OFFICIALS

B.11.1 The Secretary-Treasurer with input from the Board and/or Executive Director will annually evaluate the necessity for bonding of certain members and staff and is authorized to provide such bonding as necessary to adequately protect Association assets.

B.12.0 MANAGEMENT COMMITTEES OF THE ASSOCIATION

B.12.1 Annual Conference Coordination Committee

- a. Shall consist of the Secretary-Treasurer, who shall serve as chair, the chairs of the Awards, Entertainment, Exhibits, Program and Registration Committees, and other persons as appropriate.
- b. Shall plan and bring about the Association's Annual Conference and the Annual Business Meeting.
- c. Awards Committee
 1. Shall consist of three or more members, at least one of whom has served on the committee during the previous year. The Chair shall be the Senior Association Director and the Vice-Chair shall be the Junior Association Director.
 2. Shall select final nominees for all Association and Federation awards, including Honorary Membership. Upon selecting worthy nominees, present the names of persons so selected to the Board for approval ninety (90) days prior to the Annual Conference. In selecting such nominees consideration should be given to the recommendations made by the appropriate committee.
 3. Shall submit the approved nominations for Federation awards to the Federation in accordance with the Federation nominating schedule.
- d. Entertainment Committee
 1. Shall be responsible for organizing and securing arrangements for the entertainment aspects of the Annual Conference.
 2. Shall be responsible for the development of the Annual Conference Entertainment Program, including all social and competitive activities, and shall obtain approval thereof from the Board of Directors.
 3. Shall make all final arrangements for entertainment activities with the assistance of the Secretary-Treasurer.

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4. Chair is a member of the “Annual Conference Coordination Committee.”
- e. Exhibits Committee
 1. Exhibits Committee shall be responsible for organizing the activities associated with the Annual Conference Exhibits.
 2. Shall generate a budget, which considers reasonable expectations for net revenue.
 3. Shall, with the aid of the Secretary-Treasurer, make final arrangements with the Annual Conference facility for exhibitor displays and related activities.
 4. Shall solicit exhibitor participation and shall coordinate all contractual and registration activities relating to vendor displays.
 5. Shall make recommendations to the Board of Directors concerning fees for exhibitor displays, at least 120 days prior to the Annual Conference.
 6. Chair shall be a member of the “Annual Conference Coordination” Committee and shall be a representative to the MWEA/AWWA Joint-Expo Planning Committee.
- f. Program Committee
 1. Shall consist of five or more members, chaired by the President-Elect. The Vice-Chair shall be the Vice-President.
 2. Shall be responsible for the development of the technical program for the Annual Conference submittal to the Board for approval one hundred fifty (150) days prior to the Annual Conference.
 3. Shall confer and cooperate with other committees as appropriate to development a quality program.
- g. Time & Place Committee
 1. Shall consist of the Vice-President, Secretary-Treasurer, Executive Director and at least one Board Member. The Vice President shall serve as Chair.
 2. Shall be responsible for the selection of the Annual Conference meeting place and the meeting date at least four (4) years in advance for which prior arrangements have not been made by a predecessor committees and for such other meetings as the Board may direct.
 3. Shall report the selection to the Board for approval no later than ninety (90) days prior to the Annual Conference.
 4. Shall present the Annual Conference Site selection(s) to the membership in attendance at Annual Business Meeting.

B.12.2 Audit & Budget

- a. The Committee shall consist of the President, President-Elect, Vice President, Secretary-Treasurer, Assistant Secretary-Treasurers, and the last living Past President. The President shall serve as Chairperson.
- b. The committee shall prepare a budget of estimated revenues and expenses for the next fiscal year for submittal to the Board prior to the beginning of the next fiscal year as required by the Constitution and Bylaws.

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- c. Shall, within ninety days after the close of the fiscal year, make an internal audit of the financial records of the Secretary-Treasurer and report to the Board.
- d. At least annually, the committee shall meet to discuss the Association's financial standing and fiduciary practices and make recommendations concerning those to the Board.
- e. At least biannually, the committee shall meet to review and evaluate the status of the organization's fixed assets (property and equipment) and investments and report and make recommendations on these to the Board.

B.12.3 Constitution & Bylaws

- a. Shall consist of three or more members of which the Secretary-Treasurer shall serve as Chair.
- b. Shall prepare all proposed amendments to the Constitution & Bylaws and/or receive and review proposed amendments as provided in Section 10.00 and 10.21 of the Constitution & Bylaws, and present all such amendments to the Board for consideration.

B.12.4 Nominations

- a. Shall consist of three or more members, only one of which may be a member of the Board. No members shall serve on the Committee for more than three consecutive years.
- b. Shall nominate candidate(s) for each office as specified in Section 7.12 of the Constitution & Bylaws.
- c. Shall provide the Board a progress report one hundred fifty (150) days prior to the Annual Conference and present the final slate of candidates for offices ninety (90) days prior to Annual Conference.
- d. The Chair shall conduct the "Election of Officers" at the Annual Business Meeting.

B.12.5 Strategic Planning

- a. The committee shall consist of the President-Elect, Vice President, two Past Presidents, plus three MWEA members who are not members of the current Board of Directors. The Vice President shall serve as Chairperson.
- b. The committee shall meet as necessary to develop a long-range plan for the Association, projecting activities and budgets for at least the next five years, and shall submit the plan to the Board for adoption. The plan shall be update annually.

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- c. The Board of Directors shall monitor implementation of these with the assistance of other Association committee members.

B.12.6 Executive Committee

The Executive Committee shall consist of the President, President Elect, Vice President, and the Secretary Treasurer. The Executive Director and other guests shall be invited to attend meetings of the Executive Committee at the discretion of the President. The Executive Committee shall meet as often as the Presidents deems necessary. The Committee shall discuss issues to be brought to the Board of Directors and handle personnel issues. The Executive Committee shall act on behalf of the Board of Directors. All decisions are subject to review by the Board of Directors and the Committee may not obligate the Association monies by any act or decision without express approval of the Board of Directors.

- a. Review of Executive Director
 1. The Committee shall meet at least once a year prior to the Board of Directors Meeting prior to the Annual Conference.
 2. The annual review will consist of but not all inclusive to:
 - Job performance
 - Knowledge of and/or application of policies, budget and strategic plan
 - Compensation Review
 - Copies of the evaluation of the Executive Director shall be placed in their personnel file.
- b. Review of Other Staff
 1. All other staff shall be reviewed annually by the Executive Director
 2. The annual review will consist of but not all inclusive to:
 - Job performance
 - Attendance
 - Knowledge of and/or application of policies and budgets
 - Compensation Review
 3. Copies of the evaluation of other staff member shall be placed in their personnel file.
- c. Staff Employment Practices
 1. MWEA will comply with all state and federal laws.
- d. Filling Staff Positions
 1. All Paid staff positions shall be authorized and candidates approved by action of the Board of Directors upon recommendation from the Staff Review Committee.

SECTION C. STANDING COMMITTEES OF THE ASSOCIATION

C.1.0 GENERAL

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- C.1.1 The President shall clearly communicate all of the duties and responsibilities of each Committee to its Chair.
- C.1.2 There shall be at least two joint meetings per year of all the committee chairs with the Board of Directors. The first meeting, chaired by the President shall be held during the Annual Conference to introduce chairpersons to operating procedures and to conduct committee business. The second meeting, chaired by the President-Elect shall be held to provide leadership training, coordinate committee activities, to discuss and refine the Business Plan, and as follow up on both Committee and Association business.
- C.1.3 Each Board member will be assigned to act as a liaison between a committee, or committees, and the Board of Directors. Liaisons assignments will be made, as determined by the President, at the first regular Board of Directors meeting following Annual Conference.
- C.1.4 Committees are required to submit Budgets and Annual Reports, from Committee Chairs to the Board of Directors.
 - a. Committee Annual Reports are due to the Executive Director or Business Manager by not later than the May Board of Directors meeting. These reports are summarized for distribution to members at Annual Conference and printed in "Matters."
 - b. Budgets, submitted to the Secretary/Treasurer by no later than the October 1st are the basis of establishing the Organizational Budget and setting anticipated incomes and authorized Committee expenditures.
- C.1.5 It shall be a primary goal of all MWEA Standing Committees to work individually and with the MWEA Membership Committee to promote membership in MWEA and actively recruit new members into the Organization. The best method available to accomplish this ongoing recruitment effort is use of the various seminars and workshops sponsored by the MWEA and presented by our Committees. Further, MWEA Committee members should pledge their support of and encourage the application of the stated MWEA Strategic Plan.
- C.1.6 All MWEA Committees should seek out opportunities to cooperate with other organizations to present activities mutually beneficial to MWEA and the other organizations and within the scope of MWEA's tax-exempt purpose.
- C.1.7 The President may elect to form a temporary Task Force for the purposes of performing research or investigating specific issues relevant to the Association, providing guidance on new policies or operational practices, assisting the Board with administering and managing special functions or events or serving the Board on any other similar function that is limited in scope and duration. The Task Force shall have no budget other than that which may be granted directly by the Board. The

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Task Force shall report to the President and Secretary-Treasurer and shall sunset after a period of one (1) year unless re-authorized by the Board of Directors.

C.2.0 STANDING COMMITTEES (NON-MANAGEMENT)

- C.2.1 **GENERAL** – all of the member education and much of the Association’s Annual Operating revenue is a direct result of the efforts of our standing committees and their volunteers. Committees are the backbone of the organization and the organizations potential for success lies squarely on the shoulders of our many Committee volunteers.
- C.2.2 **MEMBERSHIP** – as a primary Committee function, it is important that any Training Program, Seminar and/or Workshop allow a portion of time to promote MWEA membership and to discuss member retention and new member recruitment activities. Committees should select one of its members to serve as sub-chair for Committee membership and serve on the MWEA Membership Committee.
- C.2.3 **ADMINISTRATION**- when developing a budget for Committee activities so that attendee rates may be established, it is important to include an “Administration Fee” as established by the Board. Committees in establishing a budget, will plan for net income.
- C.2.4 **CERTIFICATION** –All MWEA Committees are asked to consider certificate programs as a means to professionally recognize the continuing education and work-related accomplishments and excellence of our membership. MWEA has successfully partnered with the California Water Environment Association, to offer certificate programs, administered by various Committees, for the benefit of our membership.
- C.2.5 **MWEA WEB PAGE** – each Committee shall have at least one designated member assigned to periodically review and make recommendations for edits to the MWEA Web Page, in particular, those sections that deal specifically with that Committee. The Board of Directors has determined that this is the best method available to provide current and correct Committee information to the membership.
- C.2.6 **DUTIES OF COMMITTEE CHAIRS** – The Committee Chairs will be responsible for the following items: Setting a meeting schedule and notifying committee members; establishing a budget and plan for generating net revenue (where appropriate) to be submitted to the Board of Directors each year; reporting to the Board of Directors committee liaison prior to the Directors meetings; developing a plan for the committee to further the educational goals of the Association by hosting workshops or similar training programs; recruiting new members to the committee; offering committee members the opportunity to develop leadership skills and to take leadership roles in the committee and the Association; and endeavor to attend and participate in the annual Committee Chair Retreat.
- C.2.7 **Biosolids Committee** shall

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- a. Collect, review, interpret, and disseminate literature and other information pertaining to bio-solids management.
- b. Cooperate with other Association committees and other organizations in activities related to the goals of the Association and this committee.
- c. Coordinate public education efforts directed toward beneficial reuse of bio-solids.
- d. Plan for and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

C.2.8 Certification/Education Committee shall

- a. Coordinate any MWEA initiatives, while working with MDEQ, to maintain current “Sewage Treatment Works Operator Certifications” and Certification Rules on behalf of the membership.
- b. Coordinate any activities as necessary (or provide for same) to develop, implement and then maintain an ongoing “Certification Renewal” program as may be authorized by the Michigan Department of Environmental Quality (MDEQ).
- c. Plan for and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities. Assist other committees in the establishment and recognition of “additional and alternative” wastewater related professional certification programs.
- d. Monitor the overall “member” education program of the Association and assist in planning, scheduling and arranging for appropriate courses of instruction, seminars, conferences, and workshops.
- e. Cooperate and correspond with other organizations on related activities.

C.2.9 Collection Systems Committee shall

- a. Collect, review, interpret, and disseminate literature and other information pertaining to collection system operation and maintenance.
- b. Cooperate with other Committees of the Association in common areas of interest and responsibility.
- c. Coordinate MWEA “Collection System Certification” activities.
- d. Cooperate with other organizations in related activities.
- e. Plan for and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

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C.2.10 Government Affairs Committee shall

- a. The Chair shall serve as MWEA liaison to the Michigan Municipal League and, as liaison, shall occupy the MML “Board” seat, available due to MWEA’s partnership with MML.

In that regard, the MML liaison shall attend all regularly scheduled MML Board Meetings and any MWEA Board of Directors meetings as necessary to report on matters relating to the MWEA/MML relationship.

- b. Review and analyze legislation, administrative policies, rules and regulations pertaining to the water environment and related matters.
- c. Advise the Association on pending legislative and policy matters affecting Michigan’s clean water environment and related subjects.
- d. As authorized by the Board of Directors, participate in such seminars conducted by the Association and/or Federation, on related issues of interest to the Association.
- e. Assist in carrying out the objectives of the Association as they relate to the activities of government, including development of Association positions on issues for presentation in public comment forums and in response to solicited requests for expert comment on the water environment.
- f. Work with other MWEA Committees (i.e. Information Management & Technology) to develop and maintain a notification system (via the Internet for example), within the limits of what a 501(c)3 can do, which provides up to date information on legislative and regulatory issues of interest to the membership.
- g. Cooperate with other organizations in similar activities.
- h. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

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C.2.11 Groundwater Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to the protection and remediation of groundwater quality.
- b. Confer and cooperate with other committees and organizations in related activities.
- c. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

C.2.12 Health and Safety Committee shall

- a. Promote and encourage sound Health and Safety practices at all wastewater collection and treatment works.
- b. Collect, review, interpret and disseminate literature and other information pertaining to Health and Safety practices in construction and operation of such facilities.
- c. Seek the assistance and cooperation of other committees as appropriate for the effective execution of these responsibilities.
- d. Confer and cooperate with other groups in related activities.
- e. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.
- f. Recommend a candidate for the W.E.F. "George W. Burke" Award.

C.2.13 Industrial Pretreatment Program (IPP) Committee shall

- a. Collect, review, interpret, and disseminate literature and other information pertaining to the treatment of industrial wastewaters prior to discharge into municipal sewers and control programs dealing with such discharges.
- b. Confer and cooperate with other committees and organizations in related activities.
- c. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.
- d. Coordinate MWEA "IPP Inspector Certification" activities.

C.2.14 Industrial Waste Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to industrial treatment systems.

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- b. Confer with and cooperate with other committees of the Association in common areas of interest and responsibility.
- c. Provide a focused effort to encourage membership and participation in the MWEA from persons engaged in industrial waste treatment activities and determine, promote and provide related services of the Association, to such persons.
- d. Cooperate with other organizations in related activities.
- e. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

C.2.15 Information Management & Technology Committee shall

- a. Collect, review, interpret, and disseminate literature and other information pertaining to computer practices in the water and wastewater professions.
- b. Encourage the membership to use and provide assistance in using the Association's "Web Page".
- c. Take a lead role in development and maintenance of the MWEA Web Page.
- d. Cooperate with other organizations in related activities.
- e. Plan for and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities

C.2.16 Joint Expo Committee shall

- a. Consist of members of MWEA and the Michigan Section of AWWA. MWEA members will be appointed by the President to serve on the committee.
- b. Plan for and conduct a two-day joint Operator's Day program and expo.
- c. Be chaired by a person who is currently a member of both MWEA and the Michigan Section AWWA.

C.2.17 Laboratory Practices Committee shall

- a. Keep abreast of current laboratory practice and communicate as necessary to appropriate committees and membership of the Association and Federation.
- b. Collect, review, interpret and disseminate literature and other information pertaining to laboratory practices and analytical procedures as approved by the Board of Directors.
- c. Cooperate with other organizations in related activities.

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- d. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.
- e. Nominate a candidate to WEF for Laboratory Excellence Award.
- f. Coordinate MWEA “Laboratory Certification” activities.

C.2.18 Lagoon Operators Committee shall

- a. Review, interpret, and disseminate literature and other information regarding the operation and maintenance of wastewater lagoons.
- b. Cooperate with other organizations in related activities.
- c. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

C.2.19 Maintenance Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to the proper maintenance of treatment and control systems.
- b. Cooperate with other organizations in related activities.
- c. Plan for and conduct an annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.
- d. Coordinate MWEA “Maintenance Certification” activities.

C.2.20 New Professionals Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to the proper maintenance of treatment and control systems.
- b. Cooperate with other organizations in related activities.

C.2.21 On-Site Wastewater Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to the proper design, operation and maintenance of on-site wastewater treatment systems in Michigan
- b. Host at least one workshop or similar training session every year on a topic of general interest.
- c. Confer with government officials about issues that they face with respect to septage disposal and onsite wastewater treatment systems.

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- d. Assist with the planning of the Michigan Onsite Wastewater Conference, which occurs in January.
- e. Serve as MWEA's liaison to the Michigan State University Onsite Wastewater Committee.
- f. Post updated whitepapers on septage disposal and onsite wastewater treatment systems on the MWEA website.
- g. Review legislation, administrative policies, rules and regulations that pertain to septage handling/disposal and onsite wastewater treatment. Advise the MWEA on pending legislation or rule changes, when appropriate.
- h. Plan and present an annual committee sponsored seminar and/or support other MWEA committee seminars with technical presentations.
- i. Interface with other MWEA Committees on septage disposal.

C.2.22 Operations Challenge Committee shall

- a. Develop and conduct an annual Operations Challenge competition to select at least one "team" to represent MWEA for the Challenge at WEFTEC.
- b. Solicit team applications and/or otherwise recruit applicants for the MWEA event to ensure a meaningful competition.
- c. In regards to expenditures for MWEA participation at WEFTEC, the Association will pay the "WEFTEC Operations Challenge – Team Registration Fee" (not to be confused with "general" WEFTEC Registration). All other expenses shall be limited to the current fund balance of the MWEA Operations Challenge bank account.

C.2.23 Past Presidents Committee shall

- a. Have as its members all Past Presidents wishing to serve. The Chairperson shall be the most recent Past President.
- b. Be an advisory group and comment on issues generated by the Board of Directors or the Past Presidents Committee.
- c. Provide an annual report to the Board of Directors on the merits of the Association's accomplishments and make recommendation on areas of improvement.
- d. Recommend nominees for Honorary Membership.

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- e. Be responsible for keeping an ongoing and up to date history of the MWEA, to include its activities, successes and milestones as concerns the Association's impacts on Michigan's Water Environment.
- f. The Chair shall call and conduct at least one meeting annually of all Past Presidents to consider, discuss and carry out the Committee's charge.

C.2.24 Process Committee shall

- a. Collect, review, interpret and disseminate literature and other information pertaining to sound process control and operational practices for wastewater treatment facilities in Michigan
- b. Host at least one workshop or similar training session every year on a topic of general interest related to process control.
- c. Develop and distribute educational materials and information to organizations as relates to improved environment awareness.
- d. Cooperate with other organizations in related activities.

C.2.25 Public Education Committee shall

- a. Be the public education arm of the MWEA, interfacing with the public and media to increase awareness of our sensitive water environment and the crucial role played by MWEA, Federal, State and Local governments to protect and enhance that environment.
- b. Develop and maintain a voluntary "speaker's bureau" and seek out opportunities to utilize the expertise and talents of that bureau.
- c. Develop and distribute educational materials and information to organizations as relates to improved environment awareness.
- d. Plan and conduct an annual Public education campaign that puts the MWEA in the public spotlight and shall coordinate MWEA "Water Quality Awareness Week" activities.
- e. Cooperate with other organizations in related activities.
- f. Coordinate MWEA activities for Stockholm Junior Water Prize.

C.2.26 Student Activities Committee shall

- a. Encourage "Student" membership in the Association and the Water Environment Federation.

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- b. Encourage, recruit and support student chapters, and activities thereof, consistent with the objectives of the Association and WEF.
- c. Actively assist institutions in preparing and processing application for WEF “student chapter” status. Shall present completed applications to the Board of Directors for the endorsement prior to submittal to WEF.
- d. Develop and publicize programs and services of benefit to student members that are available through the Association and Federation.
- e. Present to the Board of Directors all recommendations and/or proposed existing rules changes, criteria for establishing scholarship, rules for making application for existing scholarships, rules for selecting recipients and the nature of the scholarship award.
- f. Evaluate scholarship applications and make recommendations for candidate recipient/s to the Board of Directors for approval.
- g. Cooperate with other organizations in related activities.
- h. Chairperson shall make scholarship award presentations jointly with the MWEA President, at Annual Conference
- i. Encourage student members to apply for those MWEA/WEF awards available to them.

C.2.27 Wastewater Administrators Committee shall

- a. Develop programs of interest to all wastewater administrators and provide for information exchange in a forum through which administrative, operational, and regulatory experiences, concerns and problems can be shared with peers.
- b. Develop and sponsor at least one Seminar/Workshop for “Wastewater Administrator’s” each year.

C.2.28 Watershed Management Committee shall

- a. Act as liaison between MWEA members and MDEQ. Provide relevant information and coordinate action efforts, within the limits of the Association’s 501(c)3 status, as relates to implementation of any “Watershed” initiatives in Michigan.
- b. Plan and conduct an Annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

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C.2.29 Dan Wolz Clean Water Education Fund Committee

- a. The Dan Wolz Clean Water Education Fund shall collect funds for the support and promotion of science education and ideals exemplified by Dan Wolz in the water environment field.
- b. The Committee shall consist of the Secretary-Treasurer, the Chair of the Public Education Committee and between two and four other members appointed by the Board of Directors that shall include at least one Past President.
- c. The Committee shall annually sponsor an activity to support the education of primary or secondary students, teachers or schools in the science field with an emphasis in the area of water and the environment. The Committee may elect to financially support a Michigan science teacher in some manner such as his/her attendance at WEF and/or MWEA functions as deemed appropriate to the Committee and the Board of Directors. Applicants shall be selected through an evaluation process conducted by the Committee. This or other acts of financial support shall be consistent with the guidelines of the Statements of Policy as well as the Constitution and Bylaws and shall be derived solely from the funds raised through this Committee.
- d. The goal of the Committee shall be to collect sufficient funds to endow the scholarship program.
- e. Funds shall be dispersed only by the Secretary-Treasurer and with the approval of the Committee Chair.

C.3.0 LOCAL SECTIONS COMMITTEE

C.3.1 General

- a. Consist of the Chairperson of each Local Section and other members at large.
- b.
- c. Plan for and conduct “Annual Regional Meetings” at locations throughout the State, sufficient to provide reasonable attendance and participation opportunities for “hands-on” Wastewater Professionals. See Section F 2.1 and 2.9
- d. Actively recruit new MWEA members and promote and assist in new, renewed or increased activity of/or in any of the established MWEA Local Sections.
- e. Follow MWEA’s Antitrust Policies. See Appendix B

C.3.2 Local Section Boundaries

- a. Official boundaries of MWEA Local Sections shall be:

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- Sect.1 Shall include all of the Counties of Berrien, Cass and Van Buren.
- Sect.2 Shall include all of the Counties of Allegan, Barry, Kalamazoo, Calhoun, St. Joseph and Branch.
- Sect.4 Shall include all of the Counties of Jackson, Washtenaw, Hillsdale, Lenawee and Monroe.
- Sect.5 Shall include all of the Counties of St. Clair, Macomb, Oakland and Wayne.
- Sect.7 Shall include all of the Counties of Gratiot, Clinton, Montcalm, Shiawassee, Eaton, Ingham, Ionia and Livingston.
- Sect.9 Shall include all of the Counties of Oceana, Newago, Mecosta, Muskegon, Ottawa, and Kent.
- Sect.11 Shall include all of the Counties of Ogemaw, Iosco, Clare, Gladwin, Arenac, Isabella, Midland, Bay, Saginaw and Genesee.
- Sect.13 Shall include all of the Counties of Huron, Tuscola, Sanilac and Lapeer.
- Sect.15 Shall include all of the Counties of Emmet, Charlevoix, Antrim, Kalkaska, Leelanau, Benzie, Grand Traverse, Manistee, Wexford, Missaukee, Mason, Lake and Osceola.
- Sect.17 Shall include all of the Counties of Cheboygan, Presque Isle, Otsego, Montmorency, Alpena, Crawford, Oscoda, Alcona and Roscommon.
- Sect.21 Shall include all of the Counties of the Upper Peninsula of Michigan.

C.3.3 Other

- a. A request for modification of Local Section Boundaries may be made by filing a petition with the Board of Directors and shall be signed by at least five eligible members. The petition shall include the proposed boundaries of the area to be served.
- b. Active Local Sections shall have officers, at least a Chairperson, and shall each submit an annual report to the Board of Directors. See 3.3 c. Section Chairs must be eligible voting members of MWEA.
- c. All Local Sections are encouraged to participate in the development of Regional Meetings.

C.3.4 Financial (Note: This Was Approved Adopted 2-13-03)

Local Sections funds will be held in MWEA bank accounts.

- a. MWEA's Secretary-Treasurer will be one signer on the bank account and additional signers must be MWEA members who are representing their respective Local Sections with MWEA's Board of Directors approval.
- b. The Banks will be authorized "no loans" for over drafts to Local Sections on the checking accounts.
- c. Bank statements will be submitted to MWEA's office and/or Secretary-Treasurer once a month for review.

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- d. Encourage monthly financial reports, but require annual financial reports be submitted to MWEA's office and/or Secretary-Treasurer for review.
- e. Submit year end reports required for completion of the MWEA Annual Tax Reporting.
- f. Provide an estimated yearly budget and list of planned activities by October of each year for MWEA's Board of Directors Approval.
- g. Provide an Annual Report to MWEA's Board of Directors
- h. Neither Local Sections Chairpersons nor Committee members are authorized to approve direct billing of Local Section's expenses to the Association. This responsibility lies solely and specifically with the MWEA Secretary-Treasurer.
- i. Yearly review by the Board of Directors of the controls that are in place.

C.3.5 Activities

- a. Local Sections Activities must be in line with MWEA's tax-exempt purpose.

C.4.0 REIMBURSEMENT FOR COMMITTEE MEETINGS

C.4.1 The MWEA Board of Directors has directed that payments of fees for products and services required to conduct MWEA business shall be made primarily through a "reimbursement" transaction.

- a. Neither Committee Chairpersons nor Committee members are authorized to approve direct billing of Committee expenses to the Association. This responsibility lies solely and specifically with the MWEA Secretary-Treasurer.
- b. Committees of the MWEA will be reimbursed for authorized expenses, within that committee's budget, incurred in conducting regularly scheduled committee meetings and/or to conduct activities of the Association. Disallowed are mileage or travel expenses to committee meetings. See 4.4
- c. Meeting planners are reminded that only the Secretary-Treasurer may sign contracts on behalf of the Association and for approved program functions within the Association's tax exempt purpose. Use of the MWEA's tax-exempt status should be applied whenever possible, but only in accordance with conducting association business and not for personal use.

C.4.2 The MWEA Board of Directors has determined that certain "committee" expenses are reasonable and necessary to the committee's activity and operation. These are expenses that are generally associated with conducting committee meetings, and which may be reimbursed and which may include, but are not limited to: meeting room rental, equipment rental, meals, mailing costs and general office supplies

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purchases. Telephone conference call charges when used in lieu of a meeting may also be reimbursed.

- C.4.3 The MWEA Board of Directors has determined that certain expenses are not reasonable or necessary to the committee's activity or operation, and, therefore, shall not be eligible for reimbursement. These are, but are not limited to, alcoholic beverages, entertainment, gifts, honorariums, mileage or travel expenses to committee meetings, or others as determined by the Board of Directors.
- C.4.4 The total of expenditures and reimbursement/s shall not exceed the authorized level established for the Committee, as provided for in the Annual Budget. Committees shall adhere to the authorized budget, except as may be amended, through and by a resolution to amend the budget by the Board of Directors. Reasonable and allowable expenses will be reimbursed to the committee upon written request, on the established form, by the committee chair.
- C.4.5 While "reasonable and necessary" expenses, as listed in 4.2, are the basis of determining whether to approve a reimbursement request or not, the Board of Directors recognizes that other Committee expenses may be authorized. For expenditures not listed in 4.2, Committees and Committee members are directed to obtain approval for the anticipated activity and expenses in advance of actually making the expenditure. The Secretary-Treasurer is available for this purpose (i.e. approval).
- C.4.6 It is advisable to repeat that any Committee expenditure made for the purpose of conducting an MWEA Committee meeting or for an MWEA sponsored activity, and for which a reimbursement of MWEA funds is being requested, requires:
- a. The activity is an approved activity within MWEA's tax exempt status.
 - b. The expense be an approved expenditure
 - c. Completion, by the requester, of an MWEA disbursement form, stating the amount and purpose of the expense;
 - d. Sufficient documentation of the expense, which may include: invoices, bills receipts, other that itemizes the expense;
 - e. Review of submittal and provide signature authorization by the appropriate
 - f. MWEA Committee Chair.
 - g. Submittal of the above to the Secretary-Treasurer for approval and issuance of a check.

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SECTION D. ASSOCIATION STAFF

D.1.0 GENERAL

D.1.1 Duties of Executive Director

- a. The Executive Director shall work closely with the Secretary/Treasurer to coordinate the affairs of the Association. More specifically, the Executive Director shall supervise and/or oversee.
 1. The collection of fees from seminars, conferences and dues and deposit in Association Bank Accounts.
 2. The performance of clerical duties as assigned by the Secretary-Treasurer and/or President.
 3. The maintenance of the Operating and Historical records and files of the Association.
 4. The maintenance of the financial records of the Association including, preparation of checks for the Secretary/Treasurer's signature, depositing of checks, printing of budgets and other financial data and reports.
 5. Advertising of and printing & mailing materials for all Association activities.
 6. With the Assistant Secretary/Treasurer in the publishing of the Association Magazine, Matters..
- b. Additionally the Executive Director shall:
 1. Assist committees in the development, printing and mailing of seminar brochures.
 2. Manage and maintain the Association office and supervise any subordinate paid staff.
 3. Respond to member and membership inquiries and act as a communications link to the Board of Directors.
 4. Write a column for Matters.
 5. Assist President-Elect in organizing Committee Chair Leadership Program.
 6. Provide for welcome information to new members.
 7. Receive, record, review and report on MWEA Membership issues.
 8. Assist Secretary/Treasurers with correspondence between MWEA and WEF, concerning but not limited to Membership, WEFTEC, Regional Meetings, MA Leadership Workshop, etc.
 9. Provide a summary report at each Board of Directors meeting outlining the activities of the Business Office and all paid staff.
- c. The Executive Director is authorized to make discretionary expenditures for unforeseen association needs up to a maximum of \$1,000.00 per month, without prior approval of the Secretary/Treasurer and/or other Executive Officer. **The funds for these discretionary payments shall be budgeted annually by the board of Directors and shall be limited to a total of \$4,000 per annual budget.**

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D.2.0 STAFF EMPLOYMENT PRACTICES

D.2.1 MWEA will comply with all State and Federal laws.

D.2.2 FILLING STAFF POSITIONS

- a. All paid staff positions shall be authorized and candidates approved by action of the Board of Directors upon recommendation from the Executive Committee.

D.3.0 STAFF AND BOARD BONDING AND LIABILITY

D.3.1 The Board will annually evaluate the necessity for bonding of certain members, MWEA staff and any other authorized individual(s) with access to MWEA funds. The Secretary-Treasurer and/or Executive Director are authorized to provide such bonding as necessary to adequately protect Association assets.

SECTION E. ANNUAL CONFERENCE

E.1.0 GENERAL

- E.1.1 The Secretary-Treasurer shall make announcement of the Annual Conference with the “Spring (March) Issue” of the MWEA Magazine. The announcement shall include: Slate of Officers, proposed changes to the Constitution & Bylaws, draft program, annual business meeting agenda, pre-registration form, and lodging registration form.
- E.1.2 Following approval of the Time & Place committee report, the Secretary/Treasurer and Executive Director shall negotiate rates for future Annual Conference Lodging and meals.
- E.1.3 Registration fees shall be set, by the Board of Directors 120 days prior to the Annual Conference. Fees must be received prior to attending any events. There shall be no invoicing for registration fees.
- E.1.4 Registration fees are a source of revenues necessary for the operation of the Annual Conference and will not be refunded after the opening of the conference without the approval of the Secretary-Treasurer.
- E.1.5 The Assistant Secretary-Treasurer shall be responsible for overseeing the registration functions performed by MWEA staff and shall compile a statistical report of the Annual Conference to include such information as attendance, moneys collected, and any other pertinent information useful in planning a budget for the Annual Conference. The report is to be provided to the Board of Directors no later than the September meeting.

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E.1.6 Annual Conference Award's Banquet seating assignments shall be coordinated by the Secretary/Treasurer. The following officers and guests may be seated at the head tables unless other arrangements are made:

- a. Federation Representative and guest;
- b. President and guest;
- c. President-Elect and guest;
- d. Vice-President and guest;
- e. Secretary-Treasurer and guest;
- f. Senior Federation Delegate and guest;
- g. Senior Association Director and guest;
- h. Association Executive Director and guest.

E.1.7 When a representative of the Water Environment Federation is assigned and invited to the Annual Conference of the MWEA, the Secretary-Treasurer shall extend a written invitation and coordinate the visit of the Federation Representative 90 days prior to the Annual Conference. The invitation should include:

- a. Details about the Annual conference and its social functions;
- b. A tentative Annual Conference program if available;
- c. An outline of the role the Federation representative will have in the program;
- d. A request for detailed travel plans of the representative;
- e. Confirmation that registration and accommodations have been arranged and are provided by MWEA for the WEF representative and guest.

E.1.8 The Senior Federation Delegate shall be the host for the WEF Representative and shall coordinate with the Secretary/Treasurer to insure that local arrangements for these special guests are complete.

If the Senior Federation Delegate is not available for this duty, then the Junior Federation Delegate shall assume these duties.

E.1.9 It shall be the responsibility of the Secretary-Treasurer to:

- a. Make a room reservation for and register the Federation Representative. The room shall have complimentary flowers or a fruit basket.
- b. Upon arrival at the conference site, provide the Federation Representative with a complimentary packet of information, program of and tickets for all Annual Conference events.
- c. Provide an opportunity for the Board of Directors to have lunch or dinner with the Federation Representative.
- d. The Federation Representative will present all WEF awards at the Annual Banquet. These awards and biographical sketches of the award recipients will be given to the Federation Representative in advance of the conference.

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E.1.10 Advertising, equipment displays, and hospitality rooms.

- a. Displays of equipment will be allowed only for those times and places as approved by the Board of Directors.
- b. Advertising for events and/or activities, other than those planned specifically for Annual Conference will not be allowed unless authorized by the Board of Directors.
- c. There shall be no hospitality rooms at the Annual Conference.

E.2.0 ANNUAL BUSINESS MEETING

E.2.1 The Annual Business Meeting of the MWEA shall be held on the first full day of the Annual Conference.

E.2.2 The President shall preside over the Annual Business meeting.

E.3.0 MWEA AWARDS

E.3.1 MWEA awards are made available to recognize the excellent and meritorious service and accomplishments of its members. Many of our MWEA Awards are long standing and have been named to honor some of our most noteworthy predecessors.

E.3.2 New awards (criterion, categories, “named in honor of”, etc.) shall be recommended by the Awards Committee, and authorized by a majority vote of the members present at a regularly scheduled Board of Directors meeting. The membership must be made aware of any “new” award and the criteria for eligibility and any nomination criteria at least one year prior to presenting the award.

E.3.3 MWEA Awards currently available are:

- a. Donald M. Pierce Award - for “Municipal Plant Operators”;
- b. James R. Rumsey Award - for “best technical paper describing work in Industrial Treatment Facility;
- c. Loring F. Oeming Award - for outstanding effort in an Industrial Treatment Facility;
- d. Outstanding Vendor Support
- e. Outstanding Environmental Consultant
- f. Outstanding Environmental Engineering
- g. Regulatory Professional of the Year
- h. New Professional of the Year
- i. Public Utility Management Professional of the Year
- j. Biosolids
 1. Residuals Management Professional of the Year

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- k. Collections
 - 1. Collections Systems Professional of the Year
- l. Groundwater
 - 1. Groundwater Management Professional of the Year
- m. Health & Safety
 - 1. Health & Safety Award – Municipal
 - 2. Health & Safety Award – Industrial
 - 3. Health & Safety Professional of the Year
- n. IPP Professional of the Year
- o. Industrial Wastewater Treatment Professional of the Year
- p. Laboratory Professional of the Year
- q. Local Sections
 - 1. Operations Professional of the Year
- r. Maintenance Professional of the Year
- s. Public Education
 - 1. Public Education Award
 - 2. Educational Professional of the Year
- t. Watershed Management Professional of the Year
- u. Excellence In Service Award(s) - for “extra-ordinary personal service”
- v. Honorary Membership Award(s) - for “acknowledged eminence in the Water Environment Field”;
- w. The Willard F. Shephard Award - for 20+ years of “membership”.

E.3.4 Award criterion shall be established by the Awards Committee, approved by the Board and provided to the general membership for use in providing the names of eligible award nominees.

E.3.5 Candidates for MWEA awards will be received and evaluated by the Awards Committee. A recommendation shall be presented by the Awards Committee Chair for endorsement by the Board of Directors. Award Recommendations shall be presented by not later than the Board of Directors’ January meeting.

E.3.6 Both WEF and MWEA Awards will be presented at the Annual Conference Awards Banquet or other such distinguished event to properly recognize our award recipient members.

SECTION F. SEMINARS AND WORKSHOPS

F.1.0 GENERAL

F.1.1 All committees, when planning a seminar, shall prepare a budget (See Section 1.4) that will include the required administrative fee. Budgets shall be submitted to the Secretary/Treasurer for review, at least 120 days prior to the proposed date of the event. The proceeds from these activities will be placed into the general operating fund of the Association.

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- F.1.2 As a matter of clear and consistently applied standard operating procedure, no payments, including, but not limited to, fees, gratuities, gifts, expenses or honorariums shall be paid (and/or given) to speakers, moderators or guests, except as specifically authorized by the MWEA Board of Directors.
- F.1.3 All training, meeting, and seminar registration fees shall be established with the assistance of the Executive Director and/or Secretary/Treasurer, for both member and non-member rates. Contracts for meeting facilities may be negotiated by any duly appointed committee person, however, only the MWEA Secretary/Treasurer may sign or enter into any contracts or other formal or binding agreements.
- F.1.4 All fees must be paid by check, cash, Visa, or MasterCard and must be received prior to attending any seminar. There shall be no invoicing for registration fees.
- F.1.5 Committees shall schedule seminars through the Secretary-Treasurer or Executive Director to avoid conflict with other Association business, at least 120 days in advance of the seminar.
- F.1.6 All committees shall utilize Matters and the MWEA website to announce their seminars. The announcement shall include a registration form for the seminar. Seminars of the Association shall be announced by a mailing to all members.
- F.1.7 Committees shall appoint a member to submit an article to Matters, summarizing and highlighting the seminar.

F.2.0 JOINT SPONSORSHIP OF MEETINGS

- F.2.1 When considering a joint sponsorship, the following guidelines shall be used in arriving at a decision. These guidelines are intended to cover conferences, workshops, seminars and other functions in which joint sponsorship with other organizations or agencies may be proposed. The guidelines are not intended to cover meetings with or between Local Sections. It is the Association's policy to support, co-sponsor and work with other organizations with the same or similar stated goals, objectives, mission or intent as long as that joint relationship does not conflict with the ideals of MWEA, put MWEA's tax exempt status in jeopardy or exposes MWEA to any legal or financial risk or liability.
- F.2.2 Only the MWEA Board of Directors may authorize or otherwise enter into joint sponsorships with other organizations. Generally, these requests will be rejected if the sole reason(s) for MWEA's level of involvement is only to draw attendance or to lend credibility to a meeting.
- F.2.3 Co-sponsorship of a meeting shall be done in the spirit of total partnership, which arrangement shall include equal participation in planning, scheduling determining time and place, program development and content and financial considerations (to include cost and revenue sharing). Joint activity plans, budget and arrangements shall be prepared and presented to the MWEA Board of Directors in a timely fashion that

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allows for due consideration of the request for joint effort, prior to a decision and the actual date of the event.

- F.2.4 The MWEA would jointly sponsor meetings if the topic were of interest to a major segment of our membership and registration will be open to anyone having an interest in the subject matter. Requests for joint sponsorship of events that appear to be self-serving in nature are not judged to be of benefit to, or in accordance with the goals and objectives of the MWEA, shall be rejected.
- F.2.5 The MWEA shall reject any invitation to jointly sponsor a meeting that has a commercial orientation.
- F.2.6 The MWEA shall reject any invitation to jointly sponsor a meeting if funding sources and or expenditures associated with the meeting are contrary to stated Association policy.
- F.2.7 The MWEA shall reject any invitation to jointly sponsor a meeting that may “market” a product, and/or such that monetary profit (gain) may be realized by the “individuals” (parties) involved.
- F.2.8 At the option of the MWEA, any published materials shall be made available through our Association, or by agreement, through one or more of the other sponsors.
- F.2.9 Request(s) to co-sponsor meetings of primarily local or regional interest shall be given special consideration due to its possible value to the activities of our own “Local
a. Sections”, which shall be included, then, in the planning process.
- F.2.10 The MWEA President shall appoint any MWEA delegates to the proposed joint effort to ensure full and total MWEA commitment and involvement.
- F.2.11 By formal action (resolution), the Board of Directors may waive these policies related to joint sponsorship, with cause and when the interests of the Association may be better served.

SECTION G. PUBLICATIONS

G.1.0 MAGAZINE

- G.1.1 The Association shall prepare and distribute a Magazine to its members and other interested parties, which may include other Member Association Newsletter Editors and selected WEF officials. The Assistance Secretary-Treasurer with the assistance of the Executive Director are responsible for publication.

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G.1.2 The Association Magazine shall be published quarterly according to the schedule contained in Appendix D. The schedule shall be update annually by the Board of Directors.

G.1.3 Contributions, to the content of the Magazine, may be provided by any member. Committee Chairs shall contribute an article for at least one issue to inform the membership of committee activities. Other appropriate Association activities and related water environment news may be included. Photographs and written coverage of the Annual Conference shall be included in the Fall Issue. Local Section chairs shall also contribute articles for publication.

G.1.4 The Magazine may include and accept paid advertisements to help offset the cost of publication.

Advertising space will be made available in the Association's Magazine, standard sizes and costs to be established by the MWEA Assistant Secretary and approved by the Board of Directors

a. Ads done in color(s) may be provided at the discretion of the editor and with the understanding that the advertiser will pay any additional minimum color printing charges.

b. Total advertising space, in any issue of the Magazine, shall not exceed 30 % (percent) of the total column space in that issue, and based on 26.5 column inches per page.

G.1.5 Before any ad appears in the Magazine, prospective advertisers must complete and sign an "advertising contract" and return same with payment for the "ad" space requested, to the editor.

G.1.6 The Magazine will not accept or publish any advertisements for the following businesses/enterprises:

a. Insurance of any type, which insures any body or any thing;

b. Travel of any type, to anywhere, by any means;

c. Financial services of any kind (checking, savings, credit card, etc.), by a bank, credit union or other institution.

G.1.7 The Association Magazine shall be called the "MWEA Matters".

G.2.0 PRINTED MATERIALS

G.2.1 All materials that are mailed from "MWEA" shall be, first, reviewed and authorized by the Executive Director or Business Manager and/or Secretary/Treasurer or their designate.

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- G.2.2 All MWEA announcements for meetings, conferences, workshops etc., shall be mailed to the entire membership or otherwise noticed as appropriate to the Association function.

G.3.0 MWEA WEB SITE

- G.3.1 MWEA provides this electronic web site as a convenience to our members and guests to the site. To provide information regarding our Association, activities, opportunities and current news, and to further the training and knowledge of our members and visitors to our web site regarding the water environment.
- G.3.2 Web site will be the responsibility of the Information Management Technology Committee according to the web site guidelines. To maintain its 501(c)3 status, MWEA will comply with the regulations. The Board of Directors will have oversight of the web through the Assistant Secretary and Executive Director and further review from qualified professionals.
- G.3.3 Administration: The Board of Directors may elect to hire the services of a professional web developer to operate and maintain all or part of the MWEA web site. Review of all content and editorial privilege shall remain with the Information Technology Committee, the Assistant Secretary Treasurer and the Executive Director
- a. All materials on the web page will be reviewed and approved by the MWEA Assistant Secretary and/or Executive Director including postings and links.
 - b. Review and update the web site mission, purpose, and policy at least annually.
- G.3.4 Passwords
- a. Passwords for the web page will be known only to Web Master, Assistant Secretary, and MWEA Executive Director.
 - b. Passwords for e-mail will be given to Web Master, Assistant Secretary, and Executive Director.
 - c. Distribution of passwords shall be monitored and tracked by the Web Master.
- G.3.5 Web Master Responsibilities
- a. Update and refresh monthly at minimum.
 - b. Monitor security measures to ensure they are effective and meet minimum levels of compliance.
 - c. Only individual permitted/allowed to place items on the web page after review and approval.

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- d. E-mail will be retrieved daily, distributed forwarded as necessary and responded to by the individual retrieving it and the person forwarding it.

G.3.6 Information Management Technology Committee

- a. Researching new technology and options for the web page. May work with other committees as necessary.
- b. Work in conjunction with the Executive Director in marketing, promoting, selling space, developing Internet strategy and developing new uses and member services.
- c. Develop and refine as necessary policies and procedures.
- d. Monitor linked sites for compliance with MWEA policies, mission, purpose, and guidelines.

G.3.7 Copyright

- a. Site and logo must be copyrighted and an approved statement must appear on all pages including the home page, prominently displayed.
- b. A release and permission from the author of all materials posted on the web site, including photos, shall be submitted to the MWEA office.

G.3.8 Disclaimer

- a. The web site home page shall contain an approved disclaimer statement, prominently displayed.

G.3.9 Hyperlink Agreement

G.3.10 Links

- a. MWEA has the right to discontinue or terminate a link at anytime without notice, MWEA may link to governments (federal, state and local), WEF, Water Environment MA (member associations), and other sites approved by the Secretary-Treasurer or Executive Director.

SECTION H. REGULATORY/LEGISLATIVE ISSUES

H.1.0 GENERAL

The MWEA is a 501(c)3 organization and is limited in their scope of activities in order to maintain that status. MWEA may not have a PAC (Political Action Committee), and by law, are greatly limited in their lobbying efforts (5% of budget). (Lobbying includes talking to and buying meals for legislators, executive branch members and their staff and can include department directors and their staff, taking positions (pro or con) on

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legislative issues and involvement with candidates' campaigns.) MWEA has taken a stand on "no lobbying."

- H.1.1 Overview - This guidance is used for developing and gaining Association approval for comments on regulatory and legislative proposals. The procedure establishes guiding principles and basic implementation steps.

H.2.0 GUIDING PRINCIPLES

- H.2.1 To provide for proper development and review of MWEA actions within the 501(c)3 on governmental proposals, the following principles are established: Timeliness, Diverse Input, Consistency, Consensus, Technical Excellence, Professional Excellence and Sign Off Authority.
- H.2.2 All Association actions on proposals must be consistent with these seven principles. However, the level of detail and the manner in which each is addressed will depend on the nature, importance and timing of the action. The Association President and the appropriate Committee Chair will be responsible for measuring and insuring compliance.
- H.2.3 Each principle is discussed below:
- a. Timeliness:
 1. All proposed actions should address current and future issues in a timely fashion for maximum effectiveness.
 - b. Diverse Input:
 1. All proposed comments, positions, and policies should be based on diverse Association member input. This includes diverse geographic, occupational and community representation. In addressing regional issues, wider geographical input is required if Association actions apply beyond the specific situation.
 - c. Consistency:
 1. All proposed comments, positions and policies should be internally consistent. New MWEA comments should build on prior positions, statements and thinking. Major inconsistencies with prior stated Association positions or policies require more comprehensive review and approval.
 - d. Consensus:
 1. All proposed comments, positions and policies should reflect a consensus (consensus will be reached when each of the principles designated herein are applied) professional opinion, not a special interest opinion. Opinions without consensus should not be included in MWEA statements, except as necessary to highlight and clarify the controversial aspects of the issue.

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- e. Technical Excellence:
 - 1. All proposed comments, positions and policies should be based on sound scientific and engineering principles and data. All technical statements should be current, accurate and defensible.
- f. Professional Excellence:
 - 1. All proposed comments, positions and policies should reflect well on the Association as professional stewards of the water environment. They should reflect feasible, effective and sound environmental management.
- g. Sign-Off Authority:
 - 1. All proposed comments, positions and policies should, before release, be measured against the six preceding principles and compliance verified by the Secretary/Treasurer and reviewed/approved for release by the Association President as indicated in each implementation procedure listed below.

H.2.4 Each of these required principles must always be examined for every MWEA action, but the degree will depend on the timing, nature and subject of the action. Association Actions, which fail to meet the principles, should be appropriately limited in scope and narrowly attributed. Below are alternative implementation procedures, which provide the necessary flexibility.

H.3.0 PROCEDURES

- H.3.1 Action proposals may range from simple letters, to testimony, to comprehensive written comments. Obviously, the timing and nature of these actions require different implementation procedures. Four general procedures are proposed for each type of action:
- a. Policy and Position Statements
 - b. Formal Written Comments and Testimonies
 - c. Fast Track Comments and Testimonies
 - d. Immediate Responses
- H.3.2 Each of these requires progressively shorter time frames and very different activity requirements. The selection among these procedures will be judged on a case-by-case basis.
- a. Policy and Position Statements
 - 1. This procedure is the most time consuming (typically six months to a year or more) and intensive. It should be used for development of major Association policy and position statements that have long-term implications.
 - 2. An Association policy statement represents a general environmental policy important to Association members. This policy should help guide Association's actions on specific issues. Policy statements must be

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- approved by the Board of Directors and should be reviewed at least every five years.
3. An Association position statement addresses a subset of a broad policy issue. It is more specific and detailed than policy but is still sufficiently broad to guide other Association actions on individual government proposals. Association position statements require approval of the Board of Directors and should be reviewed at least every three years.
 4. Policy and position statements should have a high level of member input and review. Development of policy and position statements should involve the committees having the necessary expertise as well as early efforts to solicit broad membership input.
 5. Actions contrary to approved policy or position statements will require Board of Directors approval.
- b. Formal Written Comments and Testimony
1. This procedure is designed for issues requiring response to individual regulatory or legislative actions that are not inherently designed to set long-range Association policies. In general, this procedure is expected to take three months or longer. Formal written comments will be typical of this category. The procedure utilizes a diverse expert work group to develop the comments followed by Board of Directors approval. However, in special cases, the MWEA President may review, authorize and release Association statements, when timing of the Association's comments is critical to the issue at hand.
- c. Fast Track Comments and Testimonies
1. This procedure is designed for issues requiring action in one week to three months. It is used in situations such as providing testimony, or developing minor written comments that build on prior Association actions which have received more rigorous review. Expert advisors are involved to insure a quality product and compliance with the seven guiding principles. It will have final review by the appropriate committee Chair and the Association President.
- d. Immediate Responses
1. This procedure is designed for minor actions by Association staff or by any MWEA Committee that requires a response in one day to two weeks. It is used in situations, such as responding to routine requests by government officials and Association members. It requires only Association President and the Committee Chair involvement, but is very narrowly defined to only address issues for which the Association has clear position.
 2. These four procedures are designed to permit flexibility by the Association in responding to governmental actions in a timely manner while still insuring consistency with the guiding principles.

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SECTION I. COMMITTEE CHAIR NOTEBOOK

I.1.0 GENERAL

- I.1.1 It is hereby established that the Board of Directors shall cause the creation and maintenance of an MWEA Committee Chair Notebook that will provide guidance to the many volunteer chairpersons and their fellow Committee members, which are the backbone of the MWEA.
- I.1.2 The MWEA Committee Chair Notebook shall be updated at least annually and it shall be the duty of the President Elect, each year, to ensure that all Committee Chairs, in fact, have a complete and up-to-date copy of the Notebook.
- I.1.3 At a minimum, the Notebook shall include:
- a. A listing of Officers, Committee Chairs, and Local Sections Chairs
 - b. A current and up-to-date MWEA Constitution & Bylaws
 - c. A current and up-to-date MWEA Statements of Policy
 - d. Available MWEA financial and fiduciary information
 - e. Guidance for planning and conducting Seminars, Workshops, etc.
 - f. Preparing for MWEA Leadership information
 - g. Membership and recruiting materials
- I.1.4 To maintain continuity in any Committee Chair transitions, Committee chairs are directed to maintain their Committee Chair Notebook with any inserts, attachments and notes as necessary to develop a document tailored to that Committee. That tailored Notebook should be handed over to any “new” Chairperson who shall maintain “the Notebook” in a similar manner.

SECTION J. SCHOLARSHIPS

J.1.0 GENERAL

- J.1.1 Establishing and Naming Scholarships
(To be completed)
- J.1.2 Applicant Eligibility Criterion
- a. Students’ studies must be in the water environment or in a related field.
 - b. Students must be enrolled in full time in two-year and four-year degree or part-time degree programs.

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J.1.3 Criterion for Evaluating Applications

- a. Candidates for the Scholarships will be judged on the basis of their scholarship application package. The package shall include:
 1. A paper expressing the student's ideas, concepts and insights into the water environment field;
 2. Clarity of career interests and their use of language.
 3. The student's grade point average (2.5 is the minimum GPA), work history, extracurricular activities, proof of membership in MWEA.
- b. Application packages are due by April 15th, of each year, and will be judged by a panel of MWEA members.
- c. The decision of this panel of judges will be final.

J.1.4 Presenting Scholarship Awards

- a. Scholarship awards will be made at the MWEA's annual conference.

APPENDIX

APPENDIX A

Code of Conduct

Michigan Water Environment Association

As members of the MWEA engaged in water resource activities and related environmental field:

We shall act to provide the best possible service while preserving the public health, ensuring public safety, and being responsible stewards of our precious water resources.

We shall perform our duties in accordance with local, state and federal laws and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information.

We shall discourage exaggerated, unfair, or untrue statements concerning the MWEA and water resources issues and promote an understanding of professional standards for water, water pollution control, and other water resources systems operations and materials.

We shall abide by all applicable ethics policies while at work, in our communities and in our volunteer service to MWEA.

We shall perform the duties entrusted to us to the best our ability. We shall hold the public interest superior to personal interests and shall endeavor to ensure, through actions and leadership, that service to clean water environment is maintained under all conditions.

We understand our essential public health and environmental stewardship obligations to our community, state and nation. We accept these obligations and we shall always strive to do our best as we discharge them.

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APPENDIX B

Antitrust Policy

Michigan Water Environment Association

MWEA members and staff will refrain from any action that might restrain trade.

No illegal agreements, express or implied will be reached or carried out through MWEA's sponsored events, activities in or through MWEA's website.

Joint Conduct that is Automatically Unlawful

Certain kinds of joint conduct are presumed to be unreasonable and therefore unlawful. These so-called "*per se*" unlawful practices are joint activities that the courts have found to clearly restrain competition.

- Setting prices. Agreements with the purpose or effect of setting or maintaining either prices or factors relating to prices, such as credit, discounts, profit levels, or volume of production
- Allocating Markets. Agreements with the purpose or effect of allocating markets, such as an agreement not to provide service to a particular geographic area, industry, or group of customers in return for a reciprocal pledge from a competitor.
- Tying. Agreements with the purpose or effect of requiring a customer to buy an unwanted product or service in order to obtain the product or service desired ("*tying*" agreements).

Agreements with the purpose or effect of refusing to deal with competitors, customers, suppliers, or other third parties (often called "group boycotts") have often been declared *per se* unlawful, and should be avoided.

Guidelines for all Association meetings whether held by the Board of Directors, Committees or Sub-committees, and Local Sections as well as all association-sponsored events, conventions, trade shows, training seminars, conference and task force and working group sessions and when you are representing the Association while attending meetings, events, etc. put on by other organizations are as follows:

- DO NOT discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything which might affect prices such as costs, discounts, terms of sale, or profit margins.
- DO NOT agree with competitors to uniform terms of sale, warranties, or contract provisions.
- DO NOT agree with competitors to divide customers or territories.
- DO NOT act jointly with one or more competitors to put another competitor at a disadvantage.
- DO NOT try to prevent your supplier from selling to your competitor.
- DO NOT discuss your customers with your competitors.
- DO NOT make any statements regarding prices or matters affecting prices at association meetings.
- DO NOT make statements about your future plans regarding pricing, expansion, or other policies with competitive overtones. Do not participate in discussions where other members do make such statements.
- DO NOT propose or agree to any standardization, which will injure your competitor.

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- DO NOT attend or stay at any informal meeting where there is no agenda, no minutes are taken, and no Association staff member is present.
- DO NOT do anything before or after Association meetings, or at social events, which would be improper at a formal Association meeting.
- DO alert the Executive Director and legal counsel to anything improper.
- DO consult your own legal counsel or the Association's legal counsel before raising any matter, which you feel might be sensitive.
- DO send copies to the Executive Director of any communications, correspondence, or documents sent, received, or developed by you when acting for the Association. These also include meeting minutes and white papers/position papers.
- DO alert every employee in your organization who deals with MWEA to these guidelines.
- DO be conservative. If you feel an activity might be improper, do not do it.

All MWEA associate members will have the same opportunity as anyone else to exhibit or display at any or all MWEA's events, conference, trade shows and seminars.

All association meetings (Board of Directors, Committee, Sub-committee and Local Sections meetings) will be regularly scheduled. Members should never hold private or unscheduled meetings.

An agenda will be prepared for all meetings of the association including the Board of Directors, Committee and Sub-committee and Local Sections meetings.

All meeting minutes (Board of Directors, Committee and Sub-committees and Local Sections) will reflect the association's policy of complying with the antitrust laws. These minutes will be accurate and no Secretary/Treasurer or Executive Director will sign minutes that have been doctored or that are incomplete.

Antitrust guidelines will be reviewed prior to the start of any meeting.

No association staff member will have the authority to communicate with officials of the Federal Trade Commission or the Antitrust Division of the Department of Justice without prior approval of the Association's legal counsel.

All members of the Board of Directors, Committee Chairs and Sub-committee Chairs and Local Section Chairs are to receive a copy of MWEA's antitrust policy.

MWEA Statements of Policy Ver. 1.30

APPENDIX C

Statement of Understanding

Michigan Water Environment Association

A Statement of Understanding (SOU) shall be developed for every MWEA Committee that regularly operates jointly with a corresponding committee from AWWA. This shall include the following committees:

Joint Expo
Maintenance Committee

Joint Expo Committee SOU

Maintenance Committee SOU

MWEA Statements of Policy Ver. 1.30

APPENDIX D

**MWEA *Matters* Publication Schedule
Michigan Water Environment Association**

For the years 2008-2009, the MWEA *Matters* Magazine shall be published quarterly according to the following schedule:

| <u>Publication</u> | <u>Submittal Deadline</u> | <u>Publication Deadline</u> |
|--|----------------------------------|---|
| Summer Issue Issue) | July 11, 2008 | August 8, 2008 (Conference/Trade Show Recap |
| Fall Issue Buyers' Guide Issue) | September 19, 2008 | October 17, 2008 (Membership Directory & |
| Winter | November 28, 2008 | December 23, 2008 (2009 Joint Expo Issue) |
| <i>AC Brochure</i> | <i>February 6, 2009</i> | <i>March 6, 2009</i> |
| Spring Issue | March 6, 2009 | April 3, 2009 (Promote Annual Conference) |

Joint Expo is February 3-4, 2009

Annual Conference is June 21-24, 2009 at Boyne Mountain Resort