

**Michigan Water
Environment
Association
Statements
Of
Policy**

August 12, 2015

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SECTION A: INTRODUCTION

A.1.0 GENERAL

The Michigan Water Environment Association (MWEA) is organized exclusively for charitable, educational, and scientific purposes, pursuant to 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.
- 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, 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 to be 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 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 in the water environment.

A.4.0 DISCRIMINATION

- A.4.1 A fundamental purpose of the MWEA is to promote an environment that 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 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 Anyone who feels that they have been the victim of discrimination or harassment by a staff member or another member should promptly bring it to the attention of a Board Member or the Executive Director. The Executive Director shall promptly investigate all reports of discrimination and/or harassment (in cases where the charge is made against the Executive Director, the President shall determine how best to conduct the investigation). 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 Executive Director shall report his findings to the Board of Directors who shall then determine the appropriate follow up measures.

A.5.0 CONSUMPTION OF ALCOHOLIC BEVERAGES

- A.5.1 MWEA activities commonly make use of and take place at commercial establishments that 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 routinely reasonable or reimbursable expense and will not reimburse members for their purchase except as provided in section A.5.4 below.
- A.5.4 In the case of conferences, seminars or other special events, the Board of Directors may, on a case-by-case basis, authorize the purchase and serving of alcoholic beverages by the host venue and the rules that will govern such serving/consumption. Such approval must be granted prior to the event.
- A.5.5 Members shall not bring, share or otherwise provide alcoholic beverages for their own, or others, consumption while actively participating in any 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 A Code of Conduct is presented in [Appendix A](#)

A.7.0 ANTITRUST STATEMENT

A.7.1 The MWEA, its staff, officers, directors or representatives shall not play any role or affect any decisions of its members or their employers, or in any way restrict competition among companies. An antitrust policy in [Appendix B](#) applies to all activities and events, including actions conducted through the web site.

A.8.0 ASSOCIATION ADMINISTRATION

A.8.1 The Board of Directors may elect to conduct its administrative affairs through volunteers or a paid Executive Director. The Board of Directors may further authorize the Executive Director to hire additional paid staff and determine the titles by which those positions are designated. Additionally, the Board may authorize the Executive Director to set the compensation package for those positions, provided he/she acts within the approved budget.

SECTION B: BOARD OF DIRECTORS OPERATION & FUNCTION

B.1.0 FIDUCIARY RESPONSIBILITIES

B.1.1 Board of Directors' member privileges, prerogatives and authorities are stipulated in the Constitution & Bylaws.

B.1.2 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 for availability to the general membership.

B.2.0 BOARD OF DIRECTORS LIABILITY

B.2.1 An insurance policy is provided that each board member is obligated to review and understand. The insurance policy is available from the Office. Board Members are required to abide by limitations of the policy.

B.3.0 MEETINGS OF THE BOARD OF DIRECTORS

- B.3.1 Scheduled meetings of the Board of Directors shall take place as required by Constitution & Bylaws. At the discretion of the President, meetings may be held in person or by conference call.
- B.3.2 The President or a majority of the Board may call a Special Meeting of the Board of Directors as deemed necessary. The time and place for such special shall be posted on the website a minimum of five (5) working days prior to the meeting.
- B.3.3 The President may declare an emergency and call a meeting of the Board of Directors on 24 hours' notice, provided all members of the Board receive notice. Any member of the Board may raise an objection to the declaration of an emergency, in which case, the rules for calling a special meeting shall govern.
- B.3.4 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.4.0 VOTES OF THE BOARD OF DIRECTORS

- B.4.1 A majority of the members of the Board shall constitute a quorum. Any Board Member, with the approval of the President, may attend a Board Meeting by conference call and shall be deemed to be present for purposes of 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.5.0 DUTIES OF BOARD MEMBERS

- B.5.1 General
Detailed descriptions of duties and responsibilities of Board Members are defined in the Constitution & Bylaws. Duties are generally listed here to provide continuity to the Statements of Policy and to provide a summary of tasks that Board Members are assigned.
- 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 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.
 - Chair the Audit & Budget Committee.

B.5.3 President Elect

- The President Elect shall assume the duties of the President in their absence.
- Chair the Annual Conference Program Committee.

B.5.4 Vice President

- Shall assume the duties of the President in his/her absence when the President-Elect is unavailable.
- Shall serve as parliamentarian of the Board of Directors' meetings.
- Chair the Annual Conference Time & Place Committee.
- Chair the Strategic Planning Committee.
- Vice Chair of the Annual Conference Program Committee.

B.5.5 Treasurer

- At the Annual Business Meeting present a Treasurer's Report.
- Shall serve as the Chief Financial Officer of the Association. With such duties as defined in the Constitution and Bylaws.
- Shall provide for the logistical arrangements for activities of the Board of Directors specifically and in general for all other MWEA Functions and events.
- The Treasurer shall provide consultation to the Association's paid staff and over the operation of the Office.
- Shall serve as Chairperson of the Constitution & Bylaws Committee and counsel the Board of Directors as to points of order, and the guidance requirements provided by that document.
- Shall serve as a member of the Audit & Budget Committee.
- Shall serve as a member of the Annual Conference Time & Place Committee.

B.5.6 Secretary

- Ensure maintenance of the official office of the Association and keep vital records and transmit correspondence in accordance with the Constitution and Bylaws.
- Shall serve as the recording secretary of the Board, take, prepare and distribute minutes of/for all Board of Directors meetings and the Annual Business Meeting.
- Shall serve as Chair of the Annual Conference Coordination Committee.
- Shall Serve as Chair of the Annual Conference Registration Committee.
- Shall serve as Editor of the Association's Magazine.
- Shall serve as a member of the Audit & Budget Committee.

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 President.

- In the event that the President, President elect and Vice President are not available, 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, and shall cause that group to meet at least once annually for the nomination of “honorary” members.
- Shall serve as liaison to MI Section AWWA Board of Directors.

B.5.8 Federation Delegate(s)

- Shall act as representatives of MWEA to the Water Environment Federation House of Delegates.
- The more senior serving Federation Delegate shall serve as host to the WEF representative during Annual Conference.
- Shall serve as chairperson of any “Sunset Review” Task Force.
- Shall serve as a member of the MWEA Awards Committee.

B.5.9 Association Directors

- Shall generally act in the capacity of “ombudsman” for the Association, serving as the direct liaison between the membership and the Board of Directors.
- The more senior serving Association Director shall serve as Chairperson of the Awards Committee shall coordinate the presentation of Awards at the Annual Awards Banquet, and shall announce the MWEA Award recipients.
- The less senior serving Association Director shall serve as Vice Chair of the Awards Committee and shall be responsible for the preparation and distribution of all Awards.
- The less senior serving Association Director shall serve as a member of the Membership Committee.

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 listed in [Section 6.9 Schedule of Reimbursements for Travel/Meetings](#).
- B.6.3 Requests for travel expenses for non-board members shall require prior approval of the Board of Directors and shall be limited to those listed in [Section 6.9 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 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 any reimbursement request prior to the disbursement from to the 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.
- B.6.6 Reasonable expenses include the following:
- 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. 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 a per diem allowance. 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.
 - e. Such other expenses as may be approved, in advance, by the Board of Directors
- B.6.7 All re-imbusement requests shall be made to the 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 Treasurer shall be submitted to the President for approval.

B.6.8 The Schedule of Reimbursement for Travel/Meetings shall be subject to annual review and Board of Directors' authorization.

B.6.9 Eligibility for reimbursement for the expenses associated with attendance at various functions will generally be governed by the following table. **However, ultimate eligibility is governed by the discretion of the Board of Directors to fund such activity in the Annual Budget.**

STANDARD GUIDELINES FOR APPROVED TRAVEL

	CP	PE	VP	T	S	FD	AD	PP	ED
MWEA Annual Conference									
Travel									\$
Lodging	\$	\$	\$	\$	\$	**	✓□		\$
Regis.	\$	\$	\$	\$	\$	**	✓□		
Meals	\$	\$	\$	\$	\$	**	✓□		\$
WEFTEC									
Travel	✓				✓	*			\$
Lodging	✓				✓	*			\$
Regis.	✓				✓	*			\$
Meals	✓				✓	*			\$
WEFMAX									
Travel	✓	✓	✓	✓	✓	\$	✓	✓	\$
Lodging	✓	✓	✓	✓	✓	\$	✓	✓	\$
Regis.									
Meals	✓	✓	✓	✓	✓	\$	✓	✓	\$
WEF Leadership Meetings (Not everyone to attend every year; based on a rotation schedule.)									
Travel		✓	✓	✓	✓	✓	✓		✓
Lodging		✓	✓	✓	✓	✓	✓		✓
Regis.									
Meals									

CP	Current President	PE	President Elect	VP	Vice President
T	Treasurer	S	Secretary	FD	Federation Delegate
PP	Past President	AD	Assoc. Director	ED	Executive Director

\$ Expenses the Association normally covers in its Annual Budget.

✓ Expenses that are discretionary.

✓□ Senior Association Director only, to perform the Awards Ceremonies.

** Senior Federation Delegate only, to host the WEF Representative.

* Actual number of Delegates only. In the years where overlap occurs, the delegate who is cycling out of the office will be provided only travel expenses and (1) nights lodging **or** will give their proxy to WEF in advance and in accordance with WEF policy.

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 receipts shall be submitted to the Treasurer for review and approval in accordance with Section 6.4.

B.8.0 CHIEF FINANCIAL OFFICER AUTHORITY

- B.8.1 The Treasurer shall be designated as the Association’s Chief Financial Officer and shall have the authority to, within the operating budget, and in accordance with the tax exempt purpose of the Association, and subject to verification by the Board with bi-annually and annual reporting to the Board in Sections 10.0 and 12.2.
- Financially obligate the Association.
 - Sign contracts for goods, services, facilities, etc.
 - Authorize any expenditure of Association funds.
 - Sign and issue checks for payment of MWEA bills.
 - Determine a working capital balance.
 - Determine investment of MWEA resources and the distribution of those investments.
 - 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 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 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, etc.), shall be planned within agreements made through a ”Memorandum of Understanding”(MOU) which shall be submitted to the Board for review and approval a minimum of 30 days prior to the scheduled activity/event. The Executive Director, with assistance from the Chairperson of the sponsoring MWEA Committee is responsible for developing the MOU.

A MOU 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.

B.10.0 INVESTMENT OF RESOURCES

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

B.10.2 Investments made on behalf of the organization shall be governed by [Appendix C](#), Investment Policy.

B.10.3 The 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 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, who shall serve as chair, the Treasurer, 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. The Chair shall be the Senior Association Director and the Vice-Chair shall be the Junior Association Director. Shall consist of three or more members, at least one of whom has served on the committee during the previous year.
 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. Chair is a member of the Annual Conference Coordination Committee.

2. Shall be responsible for organizing and securing arrangements for the entertainment aspects of the Annual Conference.
 3. Shall be responsible for the development of the Annual Conference Entertainment Program, including all social and competitive activities, and shall advise the Board at their regularly scheduled meeting that occurs immediately prior to the publication of the Annual Conference Brochure. Shall make all final arrangements for entertainment activities with the assistance of the Secretary.
- e. Exhibits Committee
1. Chair shall be a member of the Annual Conference Coordination Committee and shall be a representative to the MWEA/AWWA Joint-Expo Planning Committee.
 2. Exhibits Committee shall be responsible for organizing the activities associated with the Annual Conference Exhibits.
 3. Shall generate a budget, which considers reasonable expectations for net revenue.
 4. Shall, with the aid of the Secretary, make final arrangements with the Annual Conference facility for exhibitor displays and related activities.
 5. Shall solicit exhibitor participation and shall coordinate all contractual and registration activities relating to vendor displays.
- 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, 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 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 President shall serve as Chairperson. The Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, and the last living Past President.
- 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.
- c. Shall, within ninety days after the close of the fiscal year, make an internal audit of the financial records of the 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 annually, 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 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 Vice President shall serve as Chairperson. 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.
- 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 updated annually.
- 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, Secretary, and the 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 President 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 members shall be placed in their personnel file and the Board shall be apprised that the review has taken place.

- c. Staff Employment Practices
 - 1. MWEA will comply with all state and federal laws.

SECTION C: STANDING COMMITTEES OF THE ASSOCIATION

C.1.0 GENERAL

- 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 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 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 Standing Committees to work individually and with the Membership Committee to promote membership in MWEA and actively recruit new members into the Association. Further, Committee members should pledge their support of and encourage the application of the stated MWEA Strategic Plan.
- C.1.6 Committees should consider opportunities to cooperate with other organizations to present activities mutually beneficial to MWEA and the other organizations and within the scope of MWEA tax-exempt purpose.
- C.1.7 The President may elect to form Ad Hoc Committees 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 Ad Hoc Committee shall have no budget other than that which may be granted directly by the Board. The Ad Hoc Committee shall report to the President and shall sunset after a period of one (1) year unless re-authorized by the President.

C.2.0 DESCRIPTION AND DUTIES OF STANDING (NON MANAGEMENT) COMMITTEES

C.2.1 GENERAL – This section describes, in general terms, the goals and purpose of the various standing committees of the organization. All activity of all committees is governed by and subject to the approval of the Board of Directors, which retains the ultimate discretion to fund any activity.

C.2.2 Asset and Infrastructure Management Committee:

C.2.3 Biosolids Committee

- a. Collect, review, interpret, and disseminate literature and other information pertaining to Biosolids 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 biosolids.
- d. Plan for and conduct an annual committee sponsored seminar and/or contribute to the technical presentations at other MWEA training activities.

C.2.4 Certification/Education Committee

- 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 to develop, implement and 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.2.5 Collection Systems Committee

- 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.

C.2.6 Government Affairs Committee

- a. The Chair shall serve as MWEA liaison to the Michigan Municipal League and, shall occupy the MML “Board” seat that is available, to MWEA as a result of our 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 to develop and maintain a notification system 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.

C.2.7 Groundwater Committee

- 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.2.8 Health and Safety Committee

- 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 WEF. "George W. Burke" Award.

C.2.9 Industrial Pretreatment Program (IPP) Committee

- 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.2.10 Joint Expo Committee

- 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.2.11 Laboratory Practices Committee

- 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.
- 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.2.12 Lagoon Operators Committee

- 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.2.13 Maintenance Committee

- 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.2.14 New Professionals Committee

- a. This group is designed to provide new professionals and new members within the Michigan Water Environment Association (MWEA) with an opportunity to maximize their potential as professionals in the water environment field in addition to providing services and programs to encourage student involvement.
- b. To help new professionals, new members, and students establish a relationship with MWEA and provide guidance, professional development, training, mentoring, and networking opportunities.

C.2.15 Decentralized Wastewater Committee

- a. Collect, review, interpret and disseminate literature and other information pertaining to the proper design, operation and maintenance of decentralized wastewater treatment systems in Michigan
- b. Host at least one workshop or similar training/seminar session every year on a topic of general interest.
- c. Confer with government officials about issues that they face with respect to decentralized wastewater treatment systems.
- d. Plan and present an annual committee sponsored seminar and/or support other MWEA committee seminars with technical presentations.

C.2.16 Operations Challenge Committee

- a. Develop and conduct an annual Operations Challenge competition whose goal is 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 committee shall be financially self-sustaining and expenses shall be limited to the current fund balance of the MWEA Operations Challenge bank account which shall be administered by the MWEA Treasurer.

C.2.17 Past Presidents Committee

- 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.
- 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.
- g. Facilitate the review and award process for the MWEA Scholarships (not including the Dan Wolz Memorial Scholarship)

C.2.18 Process Committee

- 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.2.19 Public Education Committee

- 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.2.20 Student Activities Committee

- a. Encourage “Student” membership in the Association and the Water Environment Federation.
- 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.2.21 Wastewater Administrators Committee

- 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 administrators each year.

C.2.22 Watershed Management Committee

- 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.

C.2.23 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 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 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. 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.
- b. 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.
- c. Follow MWEA Antitrust Policies. See Appendix B

C.3.2 Local Section Boundaries

a. Official boundaries of MWEA Local Sections shall be:

- 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, Newaygo, 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

Local Sections funds will be held in MWEA bank accounts.

- a. MWEA 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 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 office and/or Treasurer once a month for review.
- d. Encourage monthly financial reports, but require annual financial reports be submitted to MWEA office and/or 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 Board of Directors Approval.
- g. Provide an Annual Report to MWEA 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 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 tax-exempt purpose.

C.4.0 REIMBURSEMENT FOR COMMITTEE MEETINGS

C.4.1 Reimbursement for all committee related expenses is governed by the reimbursement policies set forth in Section B.6.

C.4.2 Any 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 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. Submittal of the above to the Treasurer for approval and issuance of a check.

SECTION D: ASSOCIATION STAFF

D.1 GENERAL

D.1.1 Duties of Executive Director

- a. The Executive Director shall work closely with the Secretary 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 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 Secretary 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 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 Treasurer and/or other Executive Officer.

D.2 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 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 Treasurer and/or Executive Director are authorized to provide such bonding as necessary to adequately protect Association assets.

SECTION E: ANNUAL CONFERENCE

E.1 GENERAL

- E.1.1 The Secretary shall make announcement of the Annual Conference with the “Spring 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 for future Annual Conference location, the Secretary and Executive Director shall negotiate contract terms.
- E.1.3 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 Treasurer.
- E.1.4 When a representative of the Water Environment Federation is assigned and invited to the Annual Conference of the MWEA, the Secretary shall extend a written invitation to 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.1.5 The Senior Federation Delegate shall be the host for the WEF Representative and shall coordinate with the Secretary to ensure 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.1.6 It shall be the responsibility of the Secretary-Treasurer to:

- a. Make a room reservation for and register the Federation Representative.
- 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 may 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.

E.1.7 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.

E.2 ANNUAL BUSINESS MEETING

E.2.1 The Annual Business Meeting of the MWEA shall be held at the Annual Conference on either the first or second day, as determined by the Program Committee.

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

E.3 AWARDS

E.3.1 New awards (criterion, categories, “named in honor of”, etc.) shall be recommended by the Awards Committee and/or Executive Director, 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 prior to presenting the award.

- E.3.2 Awards and the criteria for making those awards are contained in the Constitution and By-Laws:
- E.3.3 Award criterion shall be established by the Awards Committee and/or Executive Director, approved by the Board and provided to the general membership for use in providing the names of eligible award nominees.
- E.3.4 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 to the Board for approval ninety (180) days prior to the Annual Conference.

SECTION F: PUBLICATIONS

F.1 MAGAZINE

- F.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 Secretary with the assistance of the Executive Director are responsible for publication.
- F.1.2 The Association Magazine shall be published quarterly. The schedule shall be update annually by the Board of Directors.
- F.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.
- F.1.4 The Magazine may include and accept paid advertisements. The Executive Director or his designee shall determine the cost of advertising.
- F.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 Executive Director.
- F.1.6 The Association Magazine shall be called the “MWEA Matters”.
- F.1.7 All materials that are mailed from “MWEA” shall be, first, reviewed and authorized by the Executive Director and/or Secretary or their designate.

F.1.8 All MWEA announcements for meetings, conferences, workshops etc., shall be mailed to the entire membership or otherwise noticed as appropriate to the Association function.

F.2 WEB SITE

F.2.1 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.

F.2.2 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 Secretary and Executive Director and further review from qualified professionals.

F.2.3 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 Secretary and the Executive Director

- a. All materials on the web site will be reviewed and approved by the Executive Director including postings and links.
- b. Review and update the web site mission, purpose, and policy at least annually.

F.2.4 Passwords

- a. Passwords for the web page will be known only to Web Master, Secretary, and MWEA Executive Director.
- b. Passwords for e-mail will be given to Web Master, Secretary, and Executive Director.
- c. Distribution of passwords shall be monitored and tracked by the Web Master.

F.2.5 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.
- d. E-mail will be retrieved daily, distributed forwarded as necessary and responded to by the individual retrieving it and the person forwarding it.

F.2.6 Copyright

- a. A statement should appear on all pages including the home page, indicating that MWEA asserts its copyright.
- 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.

F.2.7 Disclaimer

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

F.2.8 Links

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

SECTION G: REGULATORY/LEGISLATIVE ISSUES

G.1 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. MWEA stand is “no lobbying.”

- G.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.

G.2 GUIDING PRINCIPLES

- G.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.

- G.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.

G.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 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.
- 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 and reviewed/approved for release by the Association President as indicated in each implementation procedure listed below.

G.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.

G.3 PROCEDURES

G.3.1 Action proposals may range from simple letters, to testimony, to comprehensive written comments. 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

G.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.

These four scenarios are designed to permit flexibility by the Association in responding to governmental actions in a timely manner while still ensuring consistency with the guiding principles

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 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 Association President and the Committee Chair involvement, but is very narrowly defined to only address issues for which the Association has clear position.

SECTION H: COMMITTEE CHAIR HANDBOOK

H.1 GENERAL

- H.1.1 It is hereby established that the Board of Directors shall cause the creation and maintenance of an MWEA Committee Chair Handbook that will provide guidance to the many volunteer chairpersons and their fellow Committee members,
- H.1.2 The Executive Director will provide all new Committee Chairs with an up-to-date copy of the Notebook. Staff shall ensure that an up-to-date copy of the Handbook is available on the website.
- H.1.3 At a minimum, the Handbook should 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
- H.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 I: SCHOLARSHIPS

I.1 GENERAL

I.1.1 Scholarships and Specific Eligibility Criterion

- a. The Jack H. Wagner Scholarship
 1. Amount of \$2,000.00
 2. Applicant must be attending FULL-TIME and must be entering the 3rd or 4th year of a Four Year program, the year following receipt of the award, or in a Graduate Level course of study.
- b. The Antenore C. “Butch” Davanzo Scholarship
 1. Amount of \$1,000.00
 2. Applicant must be attending PART-TIME and must be entering the 2nd year of a two-year or a four-year program, the year following receipt of the award, or in a Graduate Level course of study.
- c. The John P. Hennessey Scholarship
 1. Amount of \$2,000.00
 2. Applicant must be attending FULL-TIME and must be entering the 2nd year of a two-year program, OR A four-year program the year following receipt of the award, or in a Graduate Level course of study.

I.1.2 Other Applicant Eligibility Criterion

- a. Applicants must attend a Michigan college or university
- b. Applicants must be pursuing a course of study leading to a career in Wastewater Treatment, or in some other aspect of the water environment and/or environmental engineering field.
- c. Applicants must have at least a 2.5 academic average, on a 4.0 GPA academic scale.
- d. Applicants must be members of the MWEA at the time the award is presented.

I.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 500-600 word paper reflecting their career interests and objectives, and how they envision using their education to enhance water quality.
 2. Current copy of college or university transcripts
 3. Resume with full and part time employment history, education history and extracurricular activities

4. Letter of recommendation from academic advisor or other appropriate official attesting to their course of study and other aspects of their application
- b. Application packages are due by March 15th, of each year, by certified mail and will be judged by a panel of MWEA members, headed by the Past Presidents Committee.
- c. The decision of this panel of judges will be final, and if no suitable entries are received, no scholarship may be awarded.

I.1.4 Presenting Scholarship Awards

- a. Scholarship awards may be made at the MWEA Annual Conference.

Appendix A: Code of Conduct

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.

Appendix B: Antitrust Policy

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 sponsored events, activities in or through MWEA 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.
- 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 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 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 antitrust policy.

APPENDIX C: INVESTMENT POLICY

SCOPE

This investment policy applies to all financial assets of the Michigan Water Environment Association. These assets are accounted for in the Secretary Treasurers Reports as well as the Annual Financial Report.

PRUDENCE

Investments shall be made with prudence and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence, exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

OBJECTIVES

The primary objectives of MWEA investment activities shall be:

- a) **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - Credit Risk: The risk of loss due to failure of the security issuer or backer (credit risk) shall be minimized by the following means.
 - Limiting investments to the types authorized in this Investment Policy.
 - Pre-qualifying the financial institutions, brokers/dealers, and intermediaries and/or advisors through whom investments are arranged, procured or issued.
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

 - Interest Rate Risk: The risk associated with the market value of securities due to changes in general interest rates shall be minimized by the following means.
 - Structuring the investment portfolio such that securities mature to meet the operating cash requirement, thereby avoiding the need to sell securities in the open market.
 - Investing operating funds primarily in shorter-term securities.

- b) **Diversification:** The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- c) **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. However, in most instances securities shall be purchased with the intent of holding until maturity.

- d) **Return on Investment:** The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
- e) **Ethics and Conflicts of Interest:** Individuals involved in the investment of MWEA funds shall refrain from personal business activity that could either conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Any material financial interests in financial institutions in which funds of the MWEA funds have been invested shall be disclosed to the Board. Further, any large personal financial investment positions that could be related to the performance of the investment portfolio shall be disclosed. Personal investment transactions shall be subordinate to those of the MWEA.

AUTHORIZED INVESTMENTS

- Treasury bills, bonds, and securities of the United States or an agency or instrumentality of the United States with remaining maturities of two years or less, unless purchased for a Debt Retirement or other long-term investment account.
- Certificates of Deposit, Savings Accounts, and Savings Deposit Receipts of a bank, which is a member of the Federal Deposit Insurance Corporation. No maturity shall extend beyond five years.
- Commercial Paper rated Superior: A-1 by Stand & Poor's and P-1 by Moody's Investors Service. Not more than 25% of total MWEA funds under investment may be invested in commercial paper. Maturity cannot exceed 270 days from the date of purchase.
- Bankers' Acceptances of United States Banks. Not more than 10% of total MWEA funds under investment may be invested in banker's acceptances.

SAFEKEEPING AND CUSTODY

All security transactions entered into by the MWEA shall be on a cash basis. Securities may be held by a third party custodian designated by the MWEA and evidenced by safekeeping receipts as determined by the Treasurer. Certificates of Deposit may be held in local financial institutions from which purchased for safekeeping as evidenced by safekeeping receipts kept on file by the Secretary Treasurer.

INTERNAL CONTROL

An independent and external examination of the MWEA's investment program shall be conducted annually. Generally, the review will be conducted by the firm/individual retained to conduct the financial audit of the MWEA operations. The review shall assess compliance with the provisions of the investment policy and any supplemental investment procedures established by the Board, as authorized herein.