

# **Texas Section AWWA GOVERNING DOCUMENTS**

## **AUTHORITY AND PURPOSE**

The American Water Works Association (AWWA) is a perpetual non-profit association of persons and organizations with a common interest in the water works industry, incorporated in Illinois. Its members in Texas are assigned to 'The Texas Section' an incorporated non-profit association, formed as a part of AWWA. It is autonomous but must operate in accordance with the Bylaws and Official Documents of AWWA.

Bylaws of any organization are usually brief, covering only essentials not subject to frequent change: name, headquarters, objectives, meeting times and places; criteria for membership, terms and duties of officers, elections; finances and the handling thereof; essential committees; amending Bylaws; and who is empowered to formulate and change rules for successful operations. To protect all members from drastic changes in its basic structure by the actions of a few members, Bylaws changes normally requires advance notice to all members of the subject, time and place of action, and require a majority vote of members present. This is true of the Texas Section Bylaws.

The purpose of these Governing Documents is to furnish rules necessary for the operations of the Section in conformity to this Section's Bylaws, which authorize the Board of Trustees to create and amend the rules needed to govern the operations of the Section, provided that they do not conflict with the Section Bylaws or AWWA Official Documents. Thus the Section can quickly respond to changing conditions and/or the needs of its members.

In these Governing Documents , wherever the word "officials" is used it refers to all persons elected or appointed to offices or positions within the Section, including: the Chair, Chair-Elect, Vice Chair, Secretary-Treasurer/Executive Director, Past Chair, the AWWA National Directors, Trustees, the Exhibitors' Representative, Division and Committee officers, and persons appointed as liaison to other organizations.. Personal pronouns used in these Governing Documents referring either to the masculine or feminine gender shall be considered interchangeable where applicable, and as the context requires or permits.

Some lengthy official titles are cumbersome and sometimes have been shortened for easier usage in these Governing Documents . However, when there may be confusion as to the role and responsibility of a particular officer, the full use is written out, such as “Section Chair or Division Chair. When a title is capitalized, it refers to a specific official or segment of the Section while lower case is generic. The full title must be used in all official communications.

As far as possible, items in these Governing Documents of a similar nature, or referring to the same general subject are grouped together, and certain information may be repeated within other areas when necessary for complete understanding.

## SECTION OFFICIALS

The Section is principally composed of members employed by public and private utilities, engineers, consultants, and governmental agencies that work and reside in various geographical areas within Texas. They have expertise in one or more of the general fields such as operations, management, water quality, etc. Because of these factors, it is essential that the elective and appointive personnel of the Section be chosen in such a manner that all of these areas and interests are fairly represented at all times.

The Section Bylaws state who are the Section Officers and Trustees; their duties and qualifications, define Divisions and Committees and authorize the formation of other committees.

All elected and appointed officials of the Section shall be members in good standing or designated representatives of utility, professional, contractor, or manufacturing organizations members in good standing of the AWWA entitled to vote and hold office, and shall reside in the geographical area of the Section.

Those persons selected for nomination or appointment must have recent experience in the Section's activities commensurate with the position to which they are nominated, as well as a proven record of service to the Section. They must be aware of the time commitment required.

### **Board of Trustees**

The Section shall have a **Board of Trustees** consisting of a Chair, Chair-Elect, Vice-Chair, Director, Executive Director/Secretary-Treasurer, one Trustee and one Deputy Trustee from each of the Regions listed in the Texas Section Governing Documents, Past Chair, Chair of the General Policy Advisory Committee, Chair of the Membership Committee, Chair of the Manufacturers Associates Committee, Chair of the Water Utility Council and the President of the Texas Water Utilities Association (ex-officio).

**The Officers** of the Section shall be as follows:

Chair, Chair-Elect, Vice-Chair, Director, Executive Director/Secretary-Treasurer

### **Executive Committee**

The Chair, Chair-elect, Vice Chair, and Director (the Officers) plus the current Past Section Chair, Chair of the General Policy Advisory Committee, Chair of the Water Utility Council and the Executive Director/ Secretary Treasurer(non-voting) shall serve as the Executive Committee of the Board.

Nominees for the Chair, Chair-Elect, Vice-Chair, and Director positions shall have been active members of the Association for at least five years.

## **TIME COMMITMENT OF SECTION OFFICIALS**

Active participation in the work of the Texas Section AWWA will require certain officers and Division/Committee Chairs to either be away from their employment or have 'in-house' work. This commitment will also include random telephone communications, occasional note writing, letter signing and similar duties associated with the position.

In addition to the "days away", Section work requires some officials to devote undisturbed time on the job to fully carry out their duties. While the Executive Director can accomplish some of this work, the limited staff of the Texas Section mandates that volunteers manage as much of their Section workload as possible.

Any Board member who is unable to attend a scheduled meeting must notify the Chair or the Section Executive Director. Three unexcused absences will result in a Board member being replaced.

## **Duties of Section Officials**

### **GENERAL DUTIES**

Governing board members shall acquaint themselves with the AWWA Official Documents, the Bylaws of the Texas Section and these Governing Documents . They shall maintain, and keep current, their copy of the Section Orientation Manual (which contains the Section Bylaws, Governing Documents, Board and Committee listings and responsibilities)

All other officials shall become acquainted with those documents necessary in carrying out the duties that they have volunteered for as directed by the official to whom they report.

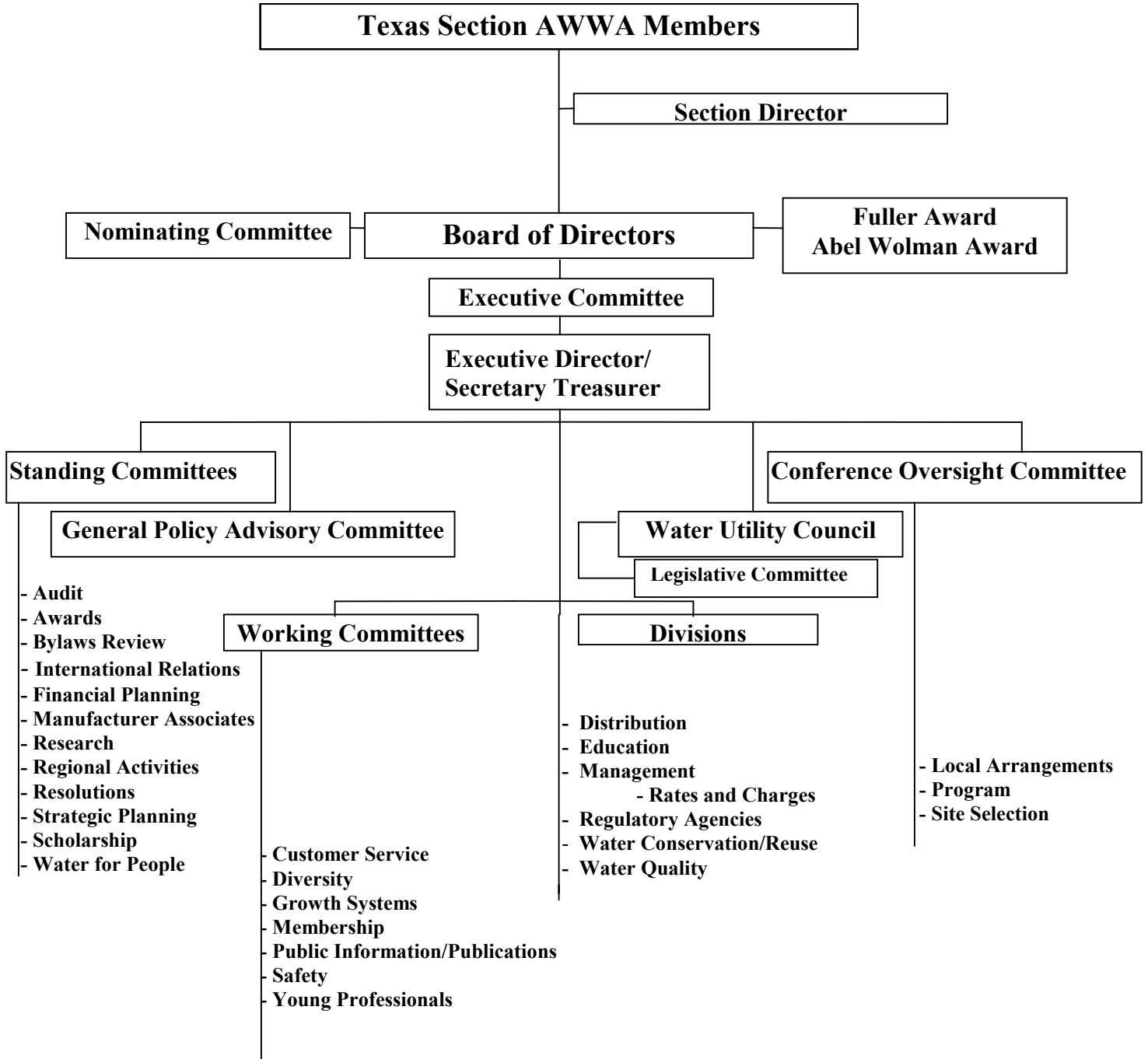
Members of the Board of Trustees shall meet at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting, generally scheduled in the early fall of each year.

Executive Committee Meetings shall be scheduled as needed to conduct Section business in a timely and efficient manner between Board meetings.

All officials shall make reports and budget requests in accordance with these documents as found under "Reports", "Financial Policy", and "Budget Policy".

All officers shall transfer their files, after removing unnecessary papers, to their successors within fifteen days of leaving office. The Conference Chairs and Local Arrangement Committee shall forward all files for the pervious year, on an annual basis within ninety days of the close of the conference or as may be directed in the **Joint Conference Policy Manual**

# Texas Section AWWA Organizational Chart



## **SECTION CHAIR**

The Section Chair's duties and responsibilities shall begin with the close of the Annual Conference and shall end with the close of the succeeding Annual Conference.

The **Section Chair** shall:

1. Supervise and coordinate all of the affairs of the Section. He or his designated representative (normally the Chair-elect) shall represent the Section and be its spokesperson on matter of principal, policy and Section purpose.
2. Acquaint himself with the Bylaws and Governing Documents of the American Water Works Association and the Bylaws and Governing Documents and Policies of the Texas Section AWWA.
3. Call at least two meetings of the Board of Trustees of the Section.
4. Preside at all business meeting of the Section, the governing Board and the Executive Committee, and at the general session of the Annual Conference.
5. Report to the member at the Board meetings, reviewing the activities of the Section during the past year.
6. Make timely appointments, including any new committees as needed.
7. Review the activities of the Section staff.
8. Consult from time to time with the Division and Committee Chairs to review the existing membership and to insure that the divisions/Committees are function adequately.
9. Send copies of all correspondence to the Chair-elect, Vice-Chair and the Executive Director/Secretary Treasurer.
10. Write a letter of invitation to the membership for the Annual Conference for inclusion in the meeting announcements.
11. Invite the AWWA official representative to the Annual Conference, provide for their participation in the program; consult with the Section's AWWA Director on plans for hosting the visiting AWWA official representative. The invitation letter shall include information of specific events and activities and weather considerations, plus specific dates of arrival and departure.

The Section Chair will work closely with the Section Director to insure all arrangements are made for the travel and attendance of the AWWA representative at the Section Annual Conference.

12. Preside at dinners and other social functions at the Annual Conference and manage other protocol functions.

After conferences or meetings, send appropriate letters of appreciation to local dignitaries and other honored guests

13. Attend the annual meeting of the American Water Works Association without expense to the Section, unless otherwise approved by the Board.
14. In general, shall perform all duties incidental to the office of Chair.

## **PAST CHAIR**

The Past Chair's term of office begins with close of his term as Section Chair and ends with the close of the succeeding Annual Conference.

The **Past Chair** shall:

1. Assist as necessary in the transition to the new Chair, providing all necessary and relevant information of Section Activities, and consult with the new Chair concerning Division/Committee Chairs and members.
2. Be responsible for coordinating the activities of the George Warren Fuller Award Committee.
3. Serve as the Chair of the Nominating Committee.
4. Shall assist other members of the Executive Committee as necessary and act in any other officer position when so required by the Board of Directors.

## **CHAIR-ELECT**

The **Chair-Elect** shall:

1. Acquaint himself with the Chair's duties as soon as possible in order to perform the duties of the Chair in the latter's absence.
2. Develop plans for the following year's activities to provide continuity of the Section activities upon becoming Chair.
3. Act as the Chair of the Conference Oversight Committee representing the Section when needed on the Local Arrangements Committee.
4. Serve as Chair of the Bylaws Committee, responsible for advancing necessary changes in the Bylaws, Governing Documents or General Operating Polices of the Section
5. Serve as Chair of the Strategic Planning Committee.
6. Supervise and Coordinate the activities of the Manufacturers Associates Committee and the serve as a member of the Joint Site Section Committee.

## **THE VICE-CHAIR**

The **Vice-Chair** shall:

1. Familiarize himself with and perform the duties of the Chair-Elect in the latter's absence, and such other duties as may be assigned to him by the chair or Chair-Elect.
2. Serve as Co- Chair of the Program Committee, solicit for abstracts, develop themes, and prepare the program for the Joint Annual Conference.

## **EXECUTIVE DIRECTOR/ SECRETARY-TREASURER**

**The Executive Director shall serve as the Secretary/Treasurer.** The Executive Director's duties, including those of Secretary/Treasurer, include:

1. Under the direct supervision of the Section Chair and acting for the Board, insure that the policies and directives established by the Board are followed.
2. Serving as a non-voting member of the Executive Committee and, therefore, the Board.
3. Serving as the Fiscal Officer of the Section and shall in general perform all duties incident to the Office of the Secretary/Treasurer. In addition, the Executive Director will be responsible for all Section financial records and bookkeeping procedures. The Executive Director as Secretary/Treasurer shall, whenever so required by the governing Board, render, or cause to be rendered, a detailed account analysis.
4. Promptly depositing all Section funds in its name in depositories wherein such funds are insured by a branch of the United States Government, and shall pay from funds of the Section the legitimate debts incurred by the Section its Officers, Divisions or Committees provided that such debts are in accordance with the approved budget of the Section.
5. Maintain the financial records of the Section in accordance with professional business practices and current 501 (c) (3) non-profit requirements.
6. Preparing and submitting a preliminary budget in a timely manner for approval at the fall meeting to the Financial Planning Committee.
7. Prepare a report on the current financial condition of the Section for presentation at each regular Board meeting. Prepare and present a summary financial report to Section members at the annual business meeting.
8. Preparing or cause to be prepared and sign all necessary financial reports and submit them to the appropriate agencies.
9. Directing all purchasing done by the Section and execute all contracts of the Section.
10. Hiring, directing, evaluating and supervising Section employees.
11. Establish and insure that the most efficient and effective official polices, procedures and use of materials and equipment are utilized in carrying out the responsibilities of the Section office.
12. Maintain an annual calendar displaying significant dates such as: meetings and conferences; Board of Trustees and Executive Committee agenda deadlines; press

- deadlines; due dates for reports and other documents needed by Divisions & Committees, other officials, the Board, and the membership. The calendar should always include the coordination of Section and National AWWA events, enabling the Section to act as a clearinghouse for information regarding complete schedules. And, as far as practical, the calendar should also include other dates of importance to members and Section official, including dates furnished by other cooperating water oriented organizations.
13. Maintaining other records as necessary.
  14. Work closely with the Local Arrangements Committee to ensure that arrangements and contracts negotiated are adequate for all conference activities and events, as established by the Executive Committee.
  15. Serving on the Joint Conference Site Selection Committee. The Board, prior to execution of contracts, must approve all sites.
  16. Monitor expenditures of the Conference Local Arrangements Committee.
  17. Monitoring proposed legislation and regulations, provide information to Section leadership and the Water Utility Council, and coordinate analysis, representation and necessary response of Section.
  18. Representing or coordinating representation before regulatory agencies in Texas and coordination of information and representation before other water organizations in Texas.
  19. Recommend items for short term and long range planning to promote the professionalism and growth of the Section.
  20. Attend all Section meetings and conferences and the AWWA Convention. Make arrangements for, send out necessary notices, attend and reports to all business meetings of the Section, its Executive Committee and the Board, record the proceedings thereof and distribute copies of the minutes to the necessary officials. Carry out other actives and programs as approved by the Board of the Executive Committee.
  21. Review and execute contracts as designated by the Board. Insure that the Board has established the policy (or guidelines) for such contracts and report as requested on the status of such contracts. The Executive Director will insure that all contracts are in compliance with AWWA Official Documents, the Section Bylaws and Governing Documents , and Policies and Procedures.
  22. Maintain copies of the latest amended Section Bylaws, Governing Documents and Polices and Procedures, the most recent AWWA Official Documents, contracts to which the Section is a signatory, and the minutes for the Board, and, when requested,

- advise Section officials concerning such documents. The Governing Documents may be updated for clarity by the Executive Director provided the intent is not changed. Policies may be changed by the Executive Director with approval of the Executive Committee.
23. Review all mailings of Section Divisions/Committees to insure conformity to Section Policies.
  24. Explaining Section Policies and Practices to the Divisions and Committees. Act as a clearinghouse for Division and Committee problems and when necessary channel them to the appropriate officers and the Board.
  25. Become acquainted with the purpose and qualifications or eligibility requirements of all awards and citations with special attention to the: Life Member Awards, Gold Water Drop Awards, Past Chair Awards and Plaque, and George Warren Fuller Award, and assumes a leadership role in insuring the awards program is sufficiently carried out each year.
  26. Complete and transmit the official report to AWWA immediately following the close of each conference.
  27. Maintain a list of all past Officers, Award winners and Chairs of Division and Committees.
  28. Report as necessary at the Annual Meeting on activities since the last meeting.
  29. Maintain a healthy relationship with AWWA Headquarters and maintain sufficient communications between relevant AWWA staff and the Section.
  30. Maintain the Section Calendar of Events, meetings, etc. and act as a clearinghouse for Section events and coordination of AWWA events to maximize Section participation and avoid conflicts.
  31. Performing any other duties contained in the Job Description of the Executive Director.

## **Director**

### **Duties and Responsibilities**

The Director is the Section's representative on the AWWA Board of Directors. The Director is also a voting member of the Section's Board of Trustees. As a voting member of both bodies, the Director shall act to coordinate and unify the actions of both.

He shall attend all meeting of the AWWA Board of Directors taking action in accordance with the instructions received from the Section Board of Trustees, or when no instructions prevail, taking such actions as in his considered opinion, are in the best interest of the water utility profession, the public it serves, and particularly the Texas Section's area of jurisdiction.

He shall attend meetings of the Section Board of Trustees and the Section's Business Meetings to report on pertinent actions of the AWWA Board of Directors and other matters of interest, which are under consideration.

### **Term of Office**

#### **Director-Elect**

In preparation for assuming the duties of Director, the Section shall elect its future Director, to be known as the Director-Elect, at the Section's Annual Conference in the year prior to the date when he would rise to position of Director.

Any candidate for the Director position must have served through the Texas Section Chairs.

The Director-Elect shall not be entitled to a voting position on the Section Board of Trustees while Director-Elect, unless he is serving in another position with voting powers on the Board at the time of his election to Director-Elect. Additionally, the Director-Elect will not have a position on the AWWA Board of Directors until he assumes the position of Director.

#### **Director**

The Directors three year term office shall begin with the last day of the Section Annual Conference following his election by the Section to the position of Director, and shall be completed at the close of the AWWA Annual Conference Banquet three years later.

## **Trustees/Deputy Trustees**

### **Purpose:**

Trustees and Deputy Trustees serve as voting members on the Board of Directors of the Section and represent the Section membership. One Trustee and one Deputy Trustee shall represent each Region.

### **ASSIGNMENTS FOR TRUSTEES**

#### **Responsibilities:**

1. A Trustee/Deputy Trustee shall represent the members by their thoughtful consideration of agenda items and issues in advance of any meetings, and take such action as will promote the best interests of the membership, the water utility profession and the publics they serve.
2. A Trustee/Deputy Trustee attends all Board meetings, reporting to the Board on any activities assigned to his position, or handled since the last meeting.
3. A Trustee/Deputy Trustee shall study the meeting agenda before each meeting and, as a member of the Board, participate in establishing the policies of the Section, and oversee the execution of all Section activities, in accordance with the AWWA Governing Documents, the Section Bylaws and these Governing Documents. .
4. A Trustee/Deputy Trustee is an active member of the Membership Committee, carrying out the activities of the Committee in their respective geographical area. A Trustee/Deputy Trustee shall promote membership in the Association and the Section and maintain liaison with other water utility groups and associations in his area. Whenever possible, the Trustee/Deputy Trustee should attend meetings of other organizations in his area to promote communication.
5. The Chair shall assign Trustees/Deputy Trustees as liaison to Divisions and Committees to insure greater communication between the Board and other segments of the Section organization.
6. The Chair may appoint, from among Trustees/Deputy Trustees, liaison persons to the active local water associations in our Section's geographical area. Such liaison persons will establish regular information exchanges, offer Section aid of various kinds to the local groups, encourage membership and participation in AWWA, and offer Section aid in creation of new local associations.
7. A Deputy Trustee shall attend all board meetings, but only have voting power as proxy for the Trustee from his region in the event of that Trustee's absence from the meeting.

## **COUNCILS, DIVISIONS AND COMMITTEES**

### **Appointments**

All Council, Division and Committee chairs and committee member appointments must conform to these criteria:

1. The best-qualified, experienced members with a record of continued interest in the water supply industry and AWWA in particular should be selected.
2. Council, Division and Committees shall represent members from all classifications and geographic areas of the Section; committee appointments should not place undue burden on any one utility or member.
3. All qualified members should be able to participate.

### **Water Utility Council**

The purpose of the Water Utility Council (WUC) shall be to develop action programs to initiate, to evaluate, respond and comment, within the framework of Section and Association policies on legislative, regulatory and other matters which directly affect water utilities and to encourage provision of better water service to the consuming public. The WUC shall also bring to the attention of other councils and committees within the Section and the association, those policies, procedures and matters that may fall within their areas of interest. In particular, the Texas Section Water Utility Council shall cooperate with the AWWA Water Utility Council in responding to and implementing the programs of the latter.

### **Membership**

The Council should be comprised of 11 members, each of whom shall be a representative of the utility members of the Section; including one member who shall be an officer or Trustee of the Section.

### **Terms of Office**

1. The term of office of the utility members shall be three years on a staggered basis and each member shall be eligible to succeed himself for one additional term of three years.
2. The term of office of the Section Officer/Trustee member shall be one year and, as long as he remains a Section officer or trustee, he shall be eligible to succeed himself for unlimited number of terms of one-year each.
3. The terms of newly appointed members and officers shall begin at the conclusion of the Sections annual meeting

4. The officers of the Council shall be a Chair and Vice-chair. The Section Chair shall appoint the Water Utility Council Chair. The Vice-Chair shall be elected from the membership of the WUC. The election shall be held annually at the same time as elections are held for Section officers.
5. The term of office of the Council Chair shall be one year and he shall be eligible to succeed himself without limit at the discretion of the Section Chair. The chair of the WUC shall represent the Council on the Section Board and the General Policy Advisory Committee and with any other organization where the WUC's membership is included.
6. The term of office of the WUC Vice-Chair shall be one year and he shall be eligible to succeed himself without limit. The Vice-Chair shall not automatically succeed to the Chair.
7. In the event a WUC Chair is unable to complete his term, the Vice-Chair shall act as Chair until the Section Chair appoints a successor. Vacancies occurring in other offices shall be filled by appointment of the Section Chair for the unexpired term, and all such appointees shall be eligible for reelection to a full term.

### **Voting**

Each member of the WUC will have one vote. A majority of the WUC membership will constitute a quorum. Members may vote on issues by FAX or telephone polling when deemed necessary by the WUC Chair.

### **Meetings**

The WUC shall hold at least one meeting per year at the Section Annual Conference. Other meetings can be held as deemed necessary by the Chair and can be conducted by electronic means.

### **Committees**

The WUC Chair may appoint standing and ad hoc committees as deemed necessary. Section members who are not members of the WUC are eligible to serve on WUC committee

### **Special Funds**

In addition to Section budgeted funds, the WUC may, upon approval of the Executive Committee, solicit funds from utility members when necessary to respond to legislative or regulatory issues. Any funds collected will be sent to the Section offices and administered by the Executive Director.

### **Reporting**

Upon the request of the Board of Trustees or the Executive Director, the WUC Chair shall provide a report to the Board on WUC activities. These reports will be presented at least

once a year at the Section Annual Meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

## **DIVISIONS**

### **Section 1. Organization**

The Board shall establish and supervise the management of the following Divisions to promote the efforts of the Section necessary for the fulfillment of the objectives of the Texas Section, and to assist the Water Utility Council to develop and provide support for federal, state and local public policies that advance water conservation and reuse

- a. Education Division
- b. Management Division
- c. Regulatory Division
- d. Water Distribution Division
- e. Water Quality Division
- f. Water Resources Division
- g. Water Conservation and Reuse

Each Division shall be responsible to the Section Chair and the Board of Trustees and shall conduct its business in accordance with the Bylaws, Governing Documents and Policies of the Texas Section AWWA.

The Executive Director, acting for the Section Chair and/or the Executive Committee, shall guide, monitor and coordinate the activities of each Division including budget preparation, plans for new or expanded programs, seminars, and reporting of current Division activities and long range planning at both the Annual meeting held just prior to the Annual Conference and at the Mid-Year Board meeting.

### **Reporting**

Each Division shall, through the Division Chair or their designee, report to the Board in a written form and timely fashion established by the Executive Director, at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

### **Section 2. Divisions and Their Objectives**

#### **2.1 – Objectives**

- a. **Education Division** - to promote and encourage training, upgrading and certification of water plant operators, managers, and other utility personnel; and to promote and encourage water education in public schools. The Division is responsible for evaluating training needs and recommending specific programs. It shall assist in their implementation as required.

- b. **Management Division** - To advance and disseminate knowledge and information tending to improve water utility practices with regard to financing, management, commercial and accounting procedures, and other related matters.
- c. **Regulatory Division** - To advance and disseminate knowledge regarding federal, state and local regulations as they impact design, construction and operation of water utilities and the products used in the water supply industry.
- d. **Water Distribution Division** - To advance and disseminate knowledge and information tending to improve practices in the development of pumping, transmission and distribution systems, customer services and metering of the public water supply, as well as the design, construction, maintenance and operation of these related facilities in the area of the water utilities industry.
- e. **Water Quality Division** - To advance and disseminate knowledge and information of development and improvement of the science of water treatment by: (1) stimulating research in physical, chemical, bacteriological and biological analysis of water, the advance knowledge of the causes and effects of pollution and of methods of treatment; and (2) promoting progress in the design, construction and operation of water production facilities.
- f. **Water Resources Division** - To advance and disseminate knowledge and information tending to improve the practice of investigation, development conservation and protection of surface and ground water resources.
- g. **Water Conservation and Reuse Division** - To advance and disseminate knowledge and information of the practices and benefits of water conservation and reuse. To encourage the development of integrated water resource plans that include an appropriate mix of water conservation, reuse, and supply side conservation options. To identify and stimulate research that will advance water conservation and reuse as viable water resource management options.

## 2.2 Membership In Divisions

Any member of the Texas Section in good standing may be a member of and participate in the activities of such Divisions as he may designate, in a manner as set out in the Bylaws.

## 2.3 Terms of Appointment

The terms of the Chair and other officers of the Divisions shall be for approximately two years. Generally, no appointed member of the Divisions, including the Chair, shall serve more than three consecutive terms, or six years total. Filling the unexpired term of a previous member does not limit a person to his or her own period of three terms. The Board may consider extensions of terms of office if deemed necessary.

The term of each Division Officer shall commence and the term of his predecessor shall end at the last scheduled session of the last day of the Annual Conference. In the event that no Annual Conference is to be held, the Board shall fix the conclusion and commencement of such terms. The Chair of the Division shall fill any vacancy.

## **2.4 - Officers of the Divisions and Their Appointments**

The officers of a Division shall consist of a Division Chair and Vice-Chair. The Section Chair shall appoint the Chair of each Division.

## **Section 3 - Duties and Responsibilities**

### **3.01 - Responsibilities**

The Division Officers shall plan and implement at least one technical program in its field to be presented during the Annual Conference.

The Division shall review, consider and administer matters referred to it by the Board and when appropriate, shall offer recommendations to the Board.

The Division Officers, through the Division Chair may recommend to the Board subjects for study and investigation by other Divisions and Committees of the Board.

The Division Officers may undertake studies and investigations related to its field of responsibility and appoint the necessary working committees.

The Division shall supervise the planning, functioning, and coordination of the activities of its working committees, which shall report at least annually to the Division.

The respective Divisions shall recommend to the Board the action it should take on the Division's findings at regularly scheduled Board meetings.

The Divisions shall discharge their working committees which may have completed their assignments, or which are unable to complete their assignments.

The Division Officers shall have general supervision over all of the affairs of the Division. They shall represent the Division in all matters, except to the extent that it specifically delegates this representative function to others. The Division Officers shall attend Division meetings and, in addition to its regular duties, shall be responsible for arranging the Divisions technical programs to be presented during the Annual Conference.

### **3.02 - Meetings**

The Division shall meet at least twice a year including once during the Annual Conference of the Association. The Chair, who shall notify the members of the time and place of the meeting, shall call these meetings.

### **3.03 - Quorum for Meetings**

The Chair, or Vice-Chair, if the Chair is unable to attend the meeting and three voting members shall constitute a quorum for the transaction of Division business at the meeting of the Officers. In the event of a tie vote, the vote of the Chair, or in the Chair's absence, that of the Vice-Chair shall prevail.

### **3.04 - Annual Conference**

The Division shall hold at least one technical session during the Annual Conference of the Association. Additional separate sessions of the Division, joint sessions with other Divisions or Committees, general sessions on subjects of interest to the Division, or a business meeting may be scheduled.

### **3.05 - Decisions by Vote**

Actions at a Division meeting shall be decided by majority vote of the members present.

### **3.06 - Scope of Division Authority**

No action shall be taken at a meeting of the Division that may be deemed to express an attitude or action of the Association. However, resolutions or recommendations expressing such attitudes or actions may be forwarded for consideration by the Board.

### **3.07 - Duties of the Division Chair**

The Division Chair shall supervise and coordinate all the activities of the Division and preside, whenever possible, at the business meetings of the Division and at least one technical session of the Division during the Annual Conference. The Chair of the Division shall be a member of the Association's Program Committee and shall cooperate with the Chair of that committee in the final preparation of the Division's technical program for the current conference year.

(NOTE: Invitations to speakers to appear on the Division's program are issued by the Chair of the Association's Program Committee. The Program Chair also issues Notes of thanks to speakers who have participated in the Division's Technical Program.)

The Division Chair shall exercise general supervision over the preparation of the Division's Technical Program, as well as the operations of working committees, and shall present, or have the Secretary present, a report to the Board of the status of their work during regularly scheduled Board meetings.

### **3.08 - Duties of Division Vice-Chair**

The Division Vice-Chair shall perform the duties of the Chair in the latter's absence.

## **COMMITTEES**

### **Section 1. Organization and Reporting**

The Board has established and will supervise the management of the following Committees to promote the efforts of the Section necessary for the fulfillment of the objective of the Texas Section.

Each Committee shall be responsible to the Section Chair and the Board of Trustees and shall conduct its business in accordance with the Bylaws, Governing Documents and Policies of the Texas Section AWWA.

The Executive Director, acting for the Section Chair and/or the Executive Committee, shall guide, monitor and coordinate the activities of each Committee including budget preparation, plans for new or expanded programs, seminars, and reporting of current Committee activities and long range planning at both the Annual meeting held just prior to the Annual Conference and at the Mid-Year Board meeting

The Board will create new Committees only when the function, or task, cannot reasonably be assigned to an existing committee. All committee objectives shall be broad enough to allow for future assignments of additional related functions without interfering with existing committee "charges". New committees are established on an ad hoc basis for one year to allow for evaluation of the need before being elevated to full committee status if deemed appropriate by the Board of Trustees.

The Board establishes programs and activities that are beneficial to the water profession and which the Section members desire. While required to retain control and guidance over these activities, the Board will try to allow as much freedom to the various committees as possible to attain the Section's objectives.

In order to limit the number of committees activities reporting directly to the Board of Trustees, committees shall, when practical, will be directed to report to a Section Officer, a Trustee, a Division, or the Executive Director as shown on the Section Organization Chart. The Section Chair shall determine to whom the committee shall report in order to provide the most effective liaison between the committee and the Board.

Ad Hoc Committees shall be established to handle specific situations or tasks. Ad hoc committees are established by the Board of Trustees who will assign the specific charge of the committee, the extent of investigation required, the manner in which the solution is to be presented and when the report is due. After such a report, the Ad Hoc Committees are generally disbanded unless given new direction or permanent status by the Board of Trustees. The Ad Hoc committee will report to the Section Chair or his designee.

Every Committee shall have a Chair and a Vice-Chair. The Section Chair shall appoint the Chair; the Committee shall select its Vice-Chair. Any liaison with other Committees or Divisions shall be between the Chairs.

The Executive Committee shall have the power to limit or expand the size of any committee, subject to review by the Board of Trustees.

All committee members must be members of AWWA, though from time to time, non-AWWA members may be present in an advisory role or in the case of joint committees operating for similar goals related to other Section joint operations.

### **Reporting**

Each committee shall, through the Committee Chair or their designee, report to the Board in a written form and timely fashion established by the Executive Director, at the Annual Board meeting held just prior to the Annual Conference and the mid-year board meeting.

Oral reports may be given as supplements to written reports and/or at the request of the Board of Trustees or the Executive Director.

#### **1. Audit**

The Audit Committee of the Section shall consist of a past Chair of the Section, one member of the Board serving his second year in office, and one Section member-at-large. The Executive Director/ Secretary Treasurer shall be an ex-officio member of the committee. It shall be the duty of the Audit Committee to secure an audit of the books and accounts of Section at the close of the fiscal year and to submit an audit report to the Board at each annual conference of the Section.

#### **2. Awards**

The Awards Committee shall consist of a Chairman appointed by the Section Chair. The Committee will be responsible for the coordinating, purchasing and awarding of various Section awards presented at the Section Annual Conference. This includes working with other Divisions and Committees to insure awards of these Divisions and Committees are integrated into the awards ceremonies with all pertinent information. In addition, the Committee should insure award recipients are notified of when awards will be given, arrangements made for their attendance at the award ceremony, and their names published in the Section newsletter following the close of the Section Annual meeting.

#### **3. Bylaws Review**

The Bylaws Review Committee of the Section shall consist of the Chair-Elect of the Section, the Immediate Past-Chair of the Section, the immediate Past

Director of the Section and one member-at-large appointed by the Section Chair. The Section Chair-Elect shall be the Chair of the Bylaws Review Committee. The Bylaws Review Committee shall be responsible for maintaining the bylaws of the Texas Section.

#### **4. Customer Service**

The Customer Service Committee shall include members of the Section whose primary responsibility deals with customer service, utility billing, metering services, collections and field customer service functions. It shall be concerned with the management/administrative, operations and maintenance issues related to customer service.

The Section Chair shall appoint the Committee Chair.

#### **5. Diversity**

The Diversity Committee shall develop and implement an awareness effort and appropriate training/information materials to effectuate Diversity at all levels of the water profession and in support of and consistent with the Section and AWWA goals.

#### **6. Executive Committee**

There shall be an Executive Committee of the Section composed of the Section Chair, Section Chair-Elect and Vice-Chair of the Section, plus the current Past Section Chair and the Chair of the General Policy Advisory Committee and the Chair of the Water Utility Council. The Section Chair shall be Chair of the Executive Committee, which shall be empowered to act for and on behalf of the Section in all matters affecting the Section.

#### **7. Financial Planning**

The Financial Planning Committee shall consist of the following Section officers: the two immediate Past Chairs, the Chair, the Chair Elect, and the Vice-Chair. The most senior immediate Past Chair shall chair the committee. It shall be the duty of this committee to review the Annual Budget prepared and submitted by the Executive Director. The committee shall make its recommendations to the Board of Trustees.

#### **8. Fuller Award Committee**

The five members of the Fuller Award Committee shall be the past five Fuller Award recipients. One new member shall be appointed each year, and each member shall be the Committee Chair during his fifth year on the Committee.

The Committee shall establish the criteria to determine the annual awardee based on

“Their distinguished service in the water supply field in commemoration of the sound engineering skill...the brilliant diplomatic talent...and the constructive leadership which characterized the life of George Warren Fuller.”

and using guidance from previous years when necessary.

## **9. General Policy Advisory Committee**

There shall be a General Policy Advisory Committee (GPAC) composed of the following members:

- a. The second most recent living Past Section Chair.
- b. The immediate Past Section Chair.
- c. One Past Section Director – AWWA
- d. The Section Director - Board Representative
- e. Two members-at-large
- f. Chair of the Water Utility Council
- g. Chair of the Exhibitors' Advisory Committee
- h. Section Chair
- i. Section Chair-Elect
- j. Section Vice Chair (Non-Voting)
- k. Executive Director/ Secretary-Treasurer (Non-Voting)
- l. All Past AWWA Presidents residing within the Section area.

### **9.1 Nominations to the GPAC**

The Section Chair shall appoint the GPAC Chair, the Past Director member and Members at Large.

The committee shall elect a Vice-Chair of the Committee, who is not a representative of the Board or other committees. The Committee Vice-Chair shall be elected for an one-year term. The Chair shall not vote except to break a tie vote.

The Executive Director/ Secretary-Treasurer of the Section shall serve as Secretary of the Committee. He shall not be a voting member of the committee.

### **9.2 Terms of Members**

The terms of the Chair of the Committee and other non-officer members of the Committee shall be for approximately two years. No appointed member of the Committee, including the Chair, shall serve more than three consecutive terms.

The terms of new members of the Committee shall commence and the terms of their predecessors shall end, at the conclusion of the last scheduled session of the last day of the Section's Annual Conference. In the event no annual conference is to be held, the Board shall fix the date during such year that the terms of office shall conclude and commence.

An appointee of the Section Chair shall fill any vacancy. Any persons appointed to fill a vacancy shall fill the unexpired term of his/her predecessor. And then may serve no more than three additional consecutive terms as described above.

### **9.3 Meetings**

The Committee shall meet at the call of the Committee Chair and shall also meet once before the annual mid-year Board meeting and once before the pro-convention Board meeting held during the Annual Conference.

### **9.4 Responsibilities**

The General Policy Advisory Committee shall have these responsibilities:

- a. The Committee shall be responsible to the Board for the overview of broad aspects of the Section's activities, particularly related to all matters pertaining to the advancement of the Section.
- b. Conduct evaluation and planning studies of Section objectives, organization, policies and programs for improving the present and future effectiveness of the Section in meeting the needs of the water supply industry, and make reports to the Board regarding such studies.
- c. Periodic review and consideration of needs for revision of current policy statements or for the development of new policy statements concerning the internal or external affairs of the Section.
- d. Consideration of all policy philosophies or statements that may be referred to it by the officers and the Board of Trustees.
- e. Appointment of Ad Hoc Committees for review of the development of policy statements and for conducting studies.
- f. Review of the content of all policy statements and transmittal to the Board with recommendations.

The Committee shall refer matters under consideration, which also fall within the purview of another committee to that committee for study and recommendation. In the event that the recommendation of the General Policy Advisory Committee and the other committee are in disagreement, the General Policy Advisory Committee shall report both recommendations to the Board of Trustees.

## **9.5 Voting**

All matters requiring action by the Committee may be determined by the majority vote of a quorum of committee members or by unanimous letter ballot. A quorum of the Committee shall consist of a majority of its members.

## **9.6 Procedures**

Committee operations shall be conducted in accordance with procedures as may be adopted by the Board.

## **10. Growth Systems**

The Growth Systems Committee (formerly Small Systems) shall consist of members from smaller to medium municipal and rural water systems. The Committee will work with the AWWA Small Systems Committee in developing a technology transfer network for smaller systems. In addition, the Committee will implement operator and management training programs to meet the specific needs of Growth Systems both during the year and at the Section Annual Conference.

## **11. International Relations**

The International Relations Committee shall implement programs to assist water utilities and operators along the US/Mexico border including the acquiring grant funding and grant management/implementation or training programs to assist utilities along the border and in Mexico. The Committee Chair will work with AWWA to establish and maintain relations through the Mexico Section AWWA and work with other Associations and State and Federal Agencies providing similar training programs in border areas and in Mexico. The Section Chair shall appoint the Committee Chair.

## **12. Joint Conference Oversight**

A Joint Conference Oversight Committee will be appointed by the Section Chair to oversee and review annual conferences. The Committee will work with the Local Arrangements Committee to provide advice and to help insure a successful annual Conference. The Committee will work with the Exhibitors' Manufacturers Associates Committee on selection of the time and place of future conferences. The Conference Oversight Committee is to report to and make recommendations for improvement of conferences to the Board of the Texas Section AWWA

## **13. Joint Site Selection**

The Joint Site Selection Committee will work with its Water Environment Association of Texas (WEAT) counterpart to make all necessary site determinations, contract negotiations and arrangements for the Joint Annual Conference. Members

of the Committee shall be the Section Chair, the Section Vice-Chair, Chair of the Manufacturers Associates Committee, and the Section Executive Director.

The Committee should generally work five years forward to select cities with adequate facilities and hotel space for the conference. The Committee is charged to negotiate the most favorable rates prevailing at the time and is to provide all information to the Section Board and the Local Arrangements Committee in each city when requested. The Committee is to consider among other details, set-up time, event locations, hotel costs, exhibit facility rental costs, conflicts with other events and needs of exhibitors when determining dates and negotiating contracts.

The Committee is to work openly and cooperatively with the WEAT members of the Committee, sharing workload and decision-making responsibilities. Any issues that cannot be resolved at the committee level are to be referred to Texas Section AWWA Chair and WEAT President for resolution.

The Committee has the authority to enter into contracts for the Section and WEAT upon consultation with the Section Executive Director, the Section Chair and the WEAT President.

The Committee will contract under the name *Texas Water* \_\_\_\_\_<sup>sm</sup>, with the appropriate year in the blank, for any and all contracts. The Committee shall be guided by the **Joint Participation Agreement Between the Texas Section of the American Water Works Association (TAWWA) and the Water Environment Association of Texas (WEAT)**, as amended.

#### 14. Legislative Committee

The Legislative Committee is a subcommittee of the Water Utility Council and will seek input and direction from the WUC on legislative matters. The Legislative Committee's role is to advance legislative issues that the Section supports, including when necessary, meeting with legislators, proposing legislation, tracking legislation, testifying before legislative committees or any other activities within the scope of the Section's legislative interests. In addition, the committee shall cooperate with the AWWA Water Utility Council in responding to and implementing the programs of the latter.

#### 15. Local Arrangements

The Local Arrangements Committee is a joint committee established by the Texas Section and WEAT to manage all arrangements for the Joint Annual Conference held by the two organizations, Texas Water \_\_\_\_\_<sup>sm</sup>, with the appropriate year in the blank.

The Texas Section will appoint a Co-Chair for the Committee and provide a list of potential volunteers from the area of the conference to serve on the committee. The

Co-Chair shall be appointed no later than twenty months prior to the Annual Conference in the designated city to allow the Co-Chair to participate in the planning of the Conference in the year just prior to the Conference in his designated city.

#### **16. Manufacturers Associates Committee**

The Manufacturers Associates Committee shall consist of a Chair and five members who are representatives of manufacturers or suppliers to the water utility industry. The Chair of the Committee shall hold office for a two-year term, beginning at the close of the Annual Conference at which a successor is chosen. Members shall select from their number a Chair-Elect who shall succeed the outgoing Chair, subject to Board approval. The Immediate Past Chair of the Committee shall be an Ex-Officio Member of the Committee.

The Committee Chair shall be the Exhibitor's representative to the Section Board. No member of this Committee shall serve more than two consecutive terms as Chair of the Committee. The Chair shall make a report to the Board at each official Board meeting.

The Committee Chair shall serve as a member of the Joint Conference Site Selection Committee.

The Chair of the Manufacturers Associates Committee shall be a voting member of the General Policy Advisory Committee and voting member of the Texas Section Board.

#### **17. Membership**

The Membership Committee of the Section shall consist of a Chair and four members appointed by the Section Chair with concurrence of the Board. In addition, the Trustees and Deputy Trustees shall serve as members of the Membership Committee under the guidance of the appointed Membership Chair. It shall be the duty of the Membership Committee to establish procedures for obtaining new members and to encourage, promote and retain individual, organization and utility memberships in the American Water Works Association throughout the geographical area of the Texas Section. The Chair of the Membership Committee may hold three consecutive three-year terms of office (total of nine years). Board approval may be obtained for more than three consecutive terms if the Section Chair and Membership Chair wish to serve more three terms for the post.

## 18. Nominations

### Organization

The Section Chair shall appoint the Nomination Committee and include the Immediate Past Chair as the Committee Chair, and include as members of the Committee:

- The Director
- The Water Utility Council Chair
- One other Past Section Chair
- Two members at large

The Committee shall be appointed at least 60 days prior to the beginning of the Annual Conference. The Committee will report directly to the membership at the Section's Annual Conference Business Meeting.

### Nominees

The Board of Trustees has established the following criteria to give guidance in governing the selection of nominees:

The best qualified, experienced members with a record of continued interest in the water utility industry, and AWWA in particular, should be selected.

1. The selection should provide for fair distribution of assignment throughout the geographic area of the Section.
2. The nominees should provide a fair representation of all classes of membership.
3. Nominees for Chair, Chair-Elect, Vice-Chair, and Director shall have been active members of the Association for at least five years.
4. Nominees for Trustees may have served on several Section Committees.
5. All nominees shall be Active, Life or Honorary members of the American Water Works Association or the specifically designated representative of the utility member, or of a State of Texas Board, Commission or Agency, residing within the geographical area of the Section.

It is the stated policy of the Board of Trustees to elect members to office who are active in the water utility management, operation, supervision, or training activities in the water utility profession. This policy is intended to assist in the growth and development of the local

water utility personnel in addition to strengthening the Section in the public image.

### **Interim Nominations**

Periodically, a vacancy may occur or a normally elected position may become or remain vacant. The Executive Committee is empowered to make all efforts to find individuals, who in their judgment, are qualified to serve as interim appointees to vacant positions. The Executive Committee may appoint qualified members to serve as interim appointees and present these names for ratification at the next called board meeting. These interim appointees may then be presented during the normal nomination process at the Section annual meeting along with any additional nominations.

### **19. Program**

The Chair of the Program Committee is the Section Vice-Chair with the Chairs of Divisions and Committees as members of the Committee, plus additional members at large as needed. The Committee shall solicit abstracts and program ideas following the most recent annual conference for the next annual conference. The deadline for abstracts and the Committee Chair shall establish program development jointly with his counterpart in WEAT and the Joint Local Arrangements Committee.

The Committee Chair should manage all Section program related correspondence regarding the program, both before and after the Annual Conference.

### **20. Public Information/Publications**

The Public Information/Publications Committee shall be comprised primarily of the public information professionals representing utilities and other members in the Section. The committee will be responsible for all Section level press activities and other efforts to promote the Section and the water industry to the public, legislators, and regulatory agencies. The Committee will support all other Section activities when necessary. In addition and with close consultation with the Executive Director, the Committee will manage the Sections publications including the Section newsletter, Directory and other publications the Section may engage in. The Committee shall be responsible for contract management for publications, style approval, advertising and rate recommendations, and strategic planning for Section communications. The Section Chair shall appoint the Committee Chair

### **21. Rates and Charges (ad hoc)**

The Rates and Charges Committee will prepare and present information regarding water rates and other financial issues of interest to the Section membership and water

utilities in general. The Committee will strive to inform and educate on rate issues, utility financial management and capital funding matters in the water industry.

## **22. Regional Activities**

The Regional Activities Committee shall promote, encourage, coordinate and serve as a liaison to the Board for Chapters. In this role, the Committee will assist in the development of Chapters, encourage Trustees to actively participate in Chapter development and operation, and advise the Board on strategies of Chapter and Regional membership activities and development.

Trustees, Chapter Officers and officers of the Young Professionals Committee are members of the Regional Activities Committee.

The Committee Chair is appointed by the Section Chair.

## **23. Research Committee**

The Research Committee works to advance and disseminate knowledge regarding needs for the water utility industry and to encourage basic and applied research endeavors by water utilities, educational institutions, industry, and other appropriate agencies.

## **24. Resolutions**

The Resolutions Committee shall determine and prepare all resolutions as approved by the Section Board of Trustees or membership at the annual Business Meeting. Resolutions shall generally be prepared in regard to the death of an active member, expressions of sympathy regarding the health or other related matter of an active member, and to commend members and others who have made outstanding and exceptional contributions to the Texas Section.

The Chair shall appoint the Chair of the Committee.

## **25. Safety**

The Safety Committee is responsible for promoting and providing training in practices, means, methods and processes adequate to insure that water utilities are safe places of employment.

The Committee Chair is appointed by the Section Chair and should have a strong background in planning and implementing a safety program in a water utility. The Committee shall also be responsible for coordinating with the Awards Committee for the presentation of AWWA Safety Awards to Section member utilities at the Section Annual Conference.

## **26. Scholarship**

The Scholarship Committee shall consist of three members, with the Committee Chair appointed by the Section Chair. The Committee Chair shall select additional members of the Committee. The Executive Director/ Secretary-Treasurer shall serve as an ex-officio member of the committee to assist in the management of the scholarship funds. The Executive Director/ Secretary-Treasurer shall have investment authority and signature of the funds along with a member of the Executive Committee.

The Scholarship Fund Committee shall , develop rules, with the approval of the Board, for the selection of scholarship awardees, and further shall have the responsibility for selection of the scholarship awardees each year. In addition, the Committee will promote memorial and other donations to the fund each year.

## **27. Strategic Planning**

The Section shall have a standing Strategic Planning Committee consisting of the following Section officials: Chair-Elect (Chair of the Committee), Vice Chair, Immediate Past Chair, Executive Director/ Secretary, Treasurer, the National Director.

The plans and operations of all Divisions, Committees and other elements of the Section shall be modeled to follow the Strategic Plan.

Members observing need for change in the Strategic Plan may write suggestions to the Executive Director so that the Strategic Planning Committee may consider them.

Each year, commencing in June, the committee shall review the plan. They shall recommend to the Board of Trustees, at its October meeting, such modifications or additions, as appear warranted. The Plan shall be made broadly known in order to encourage membership activity in support of objectives.

## **28. Water for People**

Water For People is a nonprofit, charitable organization in the United States and Canada that helps people in developing countries obtain safe drinking water. The Committee works with local partner organizations to provide financial and technical assistance to communities, depending on their needs. The WFP commitment is to help people help themselves.

The Section WFP committee promotes WFP, raises funds for projects and programs, and provides other volunteer support. The Section Chair appoints the WFP Committee Chair. The Texas Section WFP Committee has a commitment to support projects along the Texas/Mexico border area when possible.

The Section Chair appoints the WFP Committee Chair.

**29. Young Professionals**

The Young Professionals Committee is to develop programs of interest to young professionals in the drinking water industry and to promote the benefits of membership in AWWA by increasing opportunities for participation and career development. Officers of this committee are members of the Regional Activities Committee.

The Section Chair appoints the Committee Chair.

## **Section 2. Establishment or Dissolution of Committees**

The Board shall establish the Committees deemed necessary under normal voting procedures and shall dissolve committees in the same manner. Committees shall be established in an ad hoc form for one full year before consideration can be made to vote the committee as a full standing committee. Committees can be dissolved at any Board meeting following normal voting procedures.

### **2.1 Membership In Committees**

Any member of the Texas Section in good standing may be a member of and participate in the activities of such Committee.

### **2.2 Terms of Appointment**

The terms of the Chair and other officers any Committee shall be for approximately three years. No appointed member of the Committee, including the Committee Chair, shall serve more than three consecutive terms. The Section Chair shall appoint the Committee Chair. The term of each Committee Officer shall commence and the term of his predecessor shall end at the last scheduled session of the last day of the Annual Conference. In the event that no Annual Conference is to be held, the Board shall fix the conclusion and commencement of such terms. The Section Chair shall fill any vacancy. Any member appointed to fill a vacancy shall fill the unexpired term of his/her predecessor and then may additionally serve full term as a new appointee.

### **2.3 - Officers of the Committee and Their Appointments**

The officers of a Committee shall consist of a Committee Chair and Vice-Chair. The Section Chair shall appoint the Chair of the Committee.

## **Section 3 - Duties and Responsibilities**

### **3.01 - Responsibilities**

#### **3.01a – Standing Committees**

**The following Committees are designated as Standing Committees:**

- 1. Audit**
- 2. Awards**
- 3. Financial Planning**
- 4. International Relations**
- 5. Legislative Committee**
- 6. Manufacturers Associates**

- 7. Regional Activities**
- 8. Research**
- 9. Resolutions**
- 10. Scholarship**
- 11. Strategic Planning**
- 12. Water for People**

### **301.b Working Committees.**

The following committees are designated as working committees. Aside from their specific duties and responsibilities, the Officers of the following Committees shall plan and implement at least one program in their field to be presented during the Annual Conference. These Committees are also encouraged to plan and present a workshop each year in their field other than during the Annual Conference. Coordination of these events shall be through the Executive Director.

- 1. Customer Service**
- 2. Diversity**
- 3. Growth Systems**
- 4. Membership**
- 4. Public Information/Publications**
- 5. Rates and Charges (ad hoc)**
- 6. Safety**
- 7. Young Professionals**

### **3.01c – All Committees**

Committees shall review and consider administrative matters referred to it by the Board and when appropriate, shall offer recommendations to the Board.

The Committee Officers, through its Committee Chair may, recommend to the Board subjects for study and investigation by other Divisions and Committees of the Board.

The Committee Officers may undertake studies and investigations related to its field of responsibility and appoint the necessary working committees.

The Committee shall supervise the planning, functioning, and coordination of the activities of its working committees, if applicable, which shall report at least annually to the Committee.

The respective Committees, through their Chair or Secretary, shall recommend to the Board the action it should take on the Committees findings at regularly scheduled Board meetings.

The Committees shall discharge their working committees which may have completed their assignments, or which are unable to complete their assignments.

The Committee Officers shall have general supervision over all of the affairs of the Committee. They shall represent the Committee in all matters, except to the extent that it specifically delegates this representative function to others. The Committee Officers shall attend Committee meetings and, in addition to its regular duties, shall be responsible for arranging the Committees technical programs to be presented during the Annual Conference.

### **3.02 - Meetings**

The Committee Officers shall meet twice a year and at least once during the Annual Conference of the Association. These meetings shall be called by the Committee Chair, who shall notify the members of the Committee of the time and place of the meeting.

### **3.03 - Quorum for Meetings**

The Chair, or Vice-Chair, if the Chair is unable to attend the meeting and three voting members shall constitute a quorum for the transaction of Committee business at the meeting of the Officers. In the event of a tie vote, the vote of the Chair, or in the Chair's absence, that of the Vice-Chair shall prevail.

### **3.04 - Annual Conference**

Committees may submit abstracts or requests to hold at least one session during the Annual Conference of the Association. Additional separate sessions of the Committee, joint sessions with other Committees or Technical and Professional Committees, general sessions on subjects of interest to the Committee, or a business meeting may be scheduled.

### **3.05 - Decisions by Vote**

Actions at a Committee meeting shall be decided by majority vote of the members present.

### **3.06 - Scope of Committee Authority**

No action shall be taken at a meeting of the Committee that may be deemed to express an attitude or action of the Association. However, the Board may forward resolutions or recommendations expressing such attitudes or actions for consideration to the Executive Director.

### **3.07 - Duties of the Committee Chair**

The Committee Chair shall supervise and coordinate all the activities of the Committee and preside, whenever possible, at the business meetings of the Committee and/or at least one session of the Committee during the Annual Conference. The Chair of the Working Committee shall be an ex-officio member of the Association's Program Committee and shall cooperate with the Chair of that committee in the final preparation of the Committee's program for the current conference year.

(NOTE: Invitations to speakers to appear on the Committee's program are issued by the Chair of the Association's Program Committee. The Program Chair also issues Notes of thanks to speakers who have participated in the Committee's Program.)

The Working Committee Chair shall exercise general supervision over the preparation of the Committee's Program, as well as the operations of working committees, and shall present, or have the Secretary present, a report to the Board of the status of their work during regularly scheduled Board meetings.

All Committee chairs are to prepare a written report of the Committee's activities for each Board meeting. This report shall be submitted to the Executive Director at his request.

Committee chairs are also to prepare a budget submission when requested by the Executive Director for inclusion in the Section Budget for Board approval.

### **3.08 - Duties of Committee Vice-Chair**

The Committee Vice-Chair shall perform the duties of the Chair in the latter's absence.

## **CHAPTER ORGANIZATIONS**

### **Section 1. Establishment of Chapter Organization**

In order to further the knowledge of the operation and management of utilities rendering water service to the public and the other objectives as listed of the Section and to further interest in the American Water Works Association, the Section may create Chapters.

The Section Board shall create or dissolve Chapters by a majority vote of the Board.

### **Section 2. Goals**

The goals of the Chapters are to:

- Promote membership in AWWA.
- Provide a variety of quality educational programs.
- Provide chapter members with information on Section and National AWWA activities.
- Assist the Section with membership retention by providing a means for more members to participate in TAWWA activities.
- Provide outreach to high school and college students to create interest in the water industry.
- Assist members with becoming involved in TAWWA through the regional Trustee.

### **Section 3. Geographical Area**

The geographic area of the Section shall be created into such Chapters as the Board may determine. The boundaries of the Chapters may be established or altered by the Board to best meet the convenience of the members living therein.

### **Section 4. Chapter Operation and Guidelines**

#### **4.1 General Operation including Chapter Officers**

Chapters are to be supervised by the Chair of the Regional Activities Committee. They are to operate in a similar fashion as the Section Board, electing a Chair or President, plus officers, including, at a minimum, a Vice-chair or President, Treasurer and Secretary.

#### **4.2 Requirements of Operation and non-profit status**

Chapters are to follow the Bylaws of the Texas Section of the American Water Works Association and are extended the benefits of the Associations non-profit status and indemnity. Any Bylaws of the Chapter must not conflict with the Bylaws of the American Water Works Association or those of the Texas Section AWWA. Bylaws must be reviewed by the Section Executive Director and approved by the Board before they can be accepted.

### **4.3 Financial Records and Reporting**

Chapters are to submit a copy of their financial records, bank accounts and minutes of their meetings to the Section Executive Director at anytime requested, and at least once a year in a timely fashion to the meet the Section's tax filing and budget deadlines.

### **4.4 Funding**

The Section may provide funding for Chapters of certain activities as prescribed by and approved by the Board of the Texas Section AWWA.

### **4.5 Joint Chapters**

Upon approval and with guidance from the Section Board and the Executive Director, Chapters may operate jointly with other Chapters of similar Associations within the geographic boundaries of the TAWWA Chapter.

## **Section 5. Board Representation**

The Chapters shall be represented by the regional Trustees at the TAWWA Board of Directors. Chapter officers will be notified of all Board meetings and are encouraged to attend. Through their Region Trustee, Chapter officers may place items on the agenda and present information at the meetings. The regional Trustee and Deputy Trustee shall be notified of all Chapter officer's meetings and one of them shall attend them as an ex-officio member. It is recommended that Trustees solicit input from the chapter(s) in their region on Trustee candidates and forward the information to the TAWWA Nominating Committee.

## **Section 6. Communication**

The Trustee and/or Deputy Trustee shall be encouraged to attend each chapter meeting and provide information on AWWA activities. The Trustee shall encourage chapter members to participate in TAWWA committees and assist members with section level contacts so that they can be appointed to committees. The Chapters are not authorized to act as the representative of AWWA before any council, regulatory, or legislative body without first receiving permission from the Board of Directors of TAWWA.

## **Section 7. Education**

The Chapters should try to provide quality educational programs at meetings. The programs should be selected so that the diverse interests of members in the region are served. It is recommended that a link be established with the Education Division such that the chapters provide local assistance with seminars, teleconferences and other Section and National conference events. Chapters should seek TNRCC approval for training credit hours for their meetings whenever possible.

## **Section 8. Fund Raising Activities**

The Chapters may sponsor or co-sponsor local events for the purpose of raising money to support their activities. The schedule for such activities shall be coordinated with the Vice-Chair of TAWWA so that there is no conflict with TAWWA or national AWWA functions. Examples of activities that could be supported by local fund raising are:

- Purchasing science fair prizes
- Buying meals for student attendees at Chapter meetings
- Mailing costs
- Water For People
- Subsidizing Chapter meeting costs
- Contribution to Section scholarship fund

The Section shall assume no financial liability for the unprofitability of Chapter sponsored events unless the Section is involved as a sponsor.

## **Section 9. Committees**

Each chapter should develop committees to maintain the involvement and interest of the membership. The following committees are recommended as a minimum:

- Program
- Membership
- Special Activities

## **Section 10. Student Outreach**

It is recommended that the chapters act as a local outreach agent for high school and college students to promote interest in careers in the water industry. Two suggested means of outreach are participation in local high school science fairs and contact with local university professors to invite their student participation in chapter meetings and to promote student membership and participation in AWWA.

## **Section 11. Chapter Scholarships**

### **Chapter Scholarship Policies and Procedures (Adopted April 1, 2003)**

Chapters or subsections of the Texas Section AWWA are able to raise funds for scholarships to be awarded to students who live in their geographical area. The following policies and procedures have been adopted to ensure a uniform and nondiscriminatory process for the awarding of Chapter Scholarships.

1. All Chapter scholarship processes must follow the Texas Section AWWA scholarship process. This includes using the Section Scholarship Application, application and award time periods, review process, award process and payment procedures.
2. All funds acquired or solicited as scholarship funds, and/or designated as scholarship funds, must be kept in separate bank accounts from other Chapter funds. Once funds have been raised as

scholarship funds or deposited into the scholarship account, they may never be used for any other purpose. If the Chapter is dissolved, or no longer wishes to participate in the Scholarship process, then Chapter scholarship funds will revert to the Texas Section's AWWA Scholarship funds.

3. In addition to following all Section policies, Chapters must follow the Section financial and investment policies as written and periodically amended and found in the Section's ***Governing Documents***.
4. Each Chapter that intends to provide scholarships for students in their geographical area will designate one representative to serve on the Section Scholarship Committee.
5. The Scholarship application process for the Section and Chapters will begin and end on uniform dates each year as designated by the Chair of the Section Scholarship Committee.
6. Chapters will use the same application form as the Section Scholarship Committee. All applications will all be sent to the Section Scholarship Committee in care of the Section offices and are subject to the same criteria and deadlines as all Section Scholarship Applications.
7. The Texas Section Scholarship Committee, including a representative from each Chapter having an active scholarship program serving on the Committee, will review all applications. Texas Section Scholarships will be awarded first, followed by Chapter Scholarships. The Texas Section AWWA will fund Section Scholarships; Chapter scholarships will be funded by each Chapter that has raised funds for the students in their area. Only Chapters that have raised funds are able to participate in the Chapter Scholarship process. Funds raised in Chapters will only be used for Scholarships within that Chapter unless the Chapter chooses otherwise or if funds revert to the Section Scholarship funds (see #2 above)
8. Chapters will follow the same Scholarship application and award procedures and timelines as the Texas Section. Scholarships can only be awarded to full time students satisfactorily enrolled in institutions of higher learning. Evidence must be provided at the beginning of each semester of enrollment before funds will be issued.
9. Chapters are to provide the Section on an annual basis a simple summary of all income and expenditures, and a copy of year-end bank statements for all accounts managed by the Chapter. These reports are to be provided no later than January 31 of each year for the previous calendar year. This information will be incorporated into the Section's annual financial summary for approval by the Board of Trustees at the annual meeting in April of each year.
10. These policies and procedures governing Chapter Scholarships are periodically subject to change upon approval of the Board of Trustees. Chapter officers are always able to comment on future changes to these policies prior to their adoption and are responsible for making themselves aware of any future changes.

# Texas Section AWWA Policies and Procedures

## **MEETINGS, CONFERENCES, SEMINARS AND WORKSHOPS**

### **MEETINGS**

As per the Section Bylaws, the Section Board of Trustees will meet at least once a year. If only one meeting is to be held, then it will be at the Section Annual Conference. The meeting generally is held just prior to the beginning of the Conference. The Section Chair will set the specific date after consultation with the Executive Committee.

The Executive Director will notify the members of the Board of Trustees at least two weeks prior to the meeting via the most efficient manner, generally by telefax.

The Section Business Meeting will be held at the Section Annual Conference. The Business Meeting is generally held on the first day of the Conference. The membership will be notified of the Section Business meeting by publication in the Section Newsletter in the issue most near the meeting date.

The Section Chair generally will call a second Board of Trustees Meeting, the Mid-year Board Meeting, in the fall, generally mid to late October. The Section budget for the next fiscal year shall be approved at this meeting.

The Executive Director will notify the members of the Board of Trustees at least two weeks prior to the meeting via the most efficient manner, generally by telefax.

All members of the Board of Trustees are expected to attend both of the Section Board meetings.

Executive Committee meetings shall be scheduled at anytime as needed to conduct Section business in an efficient manner.

### **CONFERENCES, GENERAL**

The Section will hold an Annual Conference, generally in late March or early April. Sites for the Section Annual Conference are proposed by the Joint Site Section Committee and approved by the Board of Trustees at least three years in advance of each conference. It is preferred that sites be determined at least five years in advance.

Since 1996, the Section has been holding its Annual Conference jointly with the Water Environmental Association of Texas (WEAT), the Water Environment Federation

affiliate in Texas. A contract has been executed by the chairs of both TAWWA and WEAT that outlines the basic responsibilities of each organization regarding this Joint Annual Conference.

Members of each organization also serve on the Joint Site Selection Committee with the authority to determine sites with sufficient exhibit facilities and hotel accommodations, seek approval of the sites from each organizations governing Board, negotiate facility and hotel contracts, and generally act in behalf of both organizations in making advance arrangements for future conferences.

Generally, TAWWA will ask a local utility to sponsor the local arrangements for the Joint Annual Conference. The utility shall be requested to name a Section member in its employ to act as the co-chair of the Local Arrangements Committee. In some cases, the co-chair may not be an employee of the local utility.

WEAT shall also select a co-chair to serve on the Local Arrangements Committee, either from the local utility, or from a WEAT member in the community.

Volunteers from both organizations shall, in as equal manner possible, be asked to serve on the Local Arrangements Committee. In the event that any person chosen is unable to carry out the duties, the utility or the respective Association must choose a successor at once.

Complete responsibilities of the Local Arrangements Committee are outlined in the Joint Conference Guidelines, a separate manual from these documents.

## **SEMINARS AND WORKSHOPS**

No Division or Committee, or any other group is permitted to claim that the Section approves a workshop, seminar, or similar event unless approved by the Executive Director and/or the Executive Committee.

The Section shall not be liable for damages arising from the failure of any member or non-member to secure prior Section approval, whether such liability claim is against participating committee members, or others.

The Executive Director shall provide all committees that plan to conduct seminars and workshops, other than at the Joint Annual Conference, with guidance from the Executive Director as to available dates and logistical support. Generally, programs must generate enough revenue to support program costs. All contracts must be reviewed, approved and signed by the Executive Director.

As a matter of financial policy, the Section does not generally offer refunds to registrants who fail to attend a seminar or workshop.

**For the information of Section members involved  
with workshops and seminars**

1. The Section's insurance coverage:

A. A Texas Section member is covered for bodily injury, property damage, and personal injury liability including defense, and blanket contractual liability. Guest speakers are not covered personally for libel or slander. In order to be covered, the function must have the approval of the Executive Director. The host liquor liability is only valid when the Section is not involved in the sale of liquor.

B. A Texas Section member is covered for crime to exclude loss where the insured has knowledge of any prior dishonest act.

C. A Texas Section member or employee is not covered under any type of Worker's Compensation insurance.

2. The following procedures will guide those conducting seminar and workshops:

A.

1. A Division or Committee Chair or the Executive Director must approve a seminar or workshop.
2. A complete list of all registrants must be made and attendance must be formally noted on this list.
3. All paper work and money (checks, money orders) from an event must be returned to the Section office with 10 working days of the close of the event.
4. Events that have been pre-approved for TNRCC hours must have the name and social security number of each registrant added to an official TNRCC form, in alphabetical order, last name first, submitted to the Section office within 10 working days of the close of the event.
5. Cash accepted at events shall be converted to a check or money order before forwarding to the Section office.
6. Payments for Seminars and workshops will be sent directly to the Section office.
7. The Section office, upon receipt, will make deposits of funds.
8. A final recap sheet of on-site monies collected should be prepared by the committee member responsible for the seminars income and expenses on-site, and reviewed and signed as "appearing" correct by another participating committee member.
9. The Section office will prepare a final recap of all income and expenses associated with the event.

B. Payment of as many expenses as possible shall be made by Section check or credit card. To accomplish this:

a. The Section has established credit with hotels throughout its area and with reasonable advance notice, will do so with others.

b. Expenses should be within the established budget for the event.

c. Where other large expenditures are contemplated, the Executive Director must be consulted to arrange for direct Section payment.

d. Any contracts for meeting space, etc. shall be executed and signed by the Executive Director.

C. Reimbursements for any budgeted or approved expenses associated with Seminars or Workshops shall be paid upon submission of receipts or other forms of proof of payment to the Executive Director. Reimbursements will be processed upon receipt.

## SECTION CONTRACTING POLICY

The Board of Trustees has the sole power to approve entering into contracts on behalf of the Section. However, the Executive Director is generally authorized by the Board to execute all contracts on behalf of the Section, reviewing them to insure conformity with the Section Bylaws and AWWA Official Documents. The Executive Director shall oversee the negotiation and execution of contracts. Copies of all executed contracts are kept at the Section office and the Executive Committee and Board of Trustees shall be kept informed through their agendas when contracts have been executed.

When contracts of a repetitive nature have been approved once, the Executive Director, without prior approval of the Board of Trustees, may sign continuing or successive contracts. The Executive Director ensures that they do not contain changes in the basic intent first approved by the Board, and that funds have been budgeted for the amounts involved.

This Policy specifically includes the following for contracts of a continuing nature:

1. The Executive Director enters into contracts for hotels, other meeting centers, entertainment, and music necessary for proper handling of Meetings and Conferences.
2. After a Meeting or Conference budget has been adopted, and circumstances indicate that attendance will be greater or less than estimated, the Executive Director, may adjust income and expenditure items, without review, to achieve a balanced budget. Also, no review is necessary on adjustment of fine items to meet unforeseen special needs of the event, including the use of the contingency item.

## **FINANCIAL POLICY**

### **Fiscal Year**

The Section's Fiscal Year is from January 1 until December 31.

### **Revenue**

The Section is entitled to an annual allotment from Association funds, based on all Membership dues received by the Association, exclusive of any Section Assessment.

The Section also receives from AWWA funds collected as an Assessment from each member assigned to the Texas Section.

The Section also receives funds from various training workshops and seminars and from other sources such as grants, etc. as well as from advertising revenue.

The Section also receives direct donations from outside sources and/or members or their families. Some of these funds are for specific uses while others are for general Section program use.

### **Budget**

The Section makes all expenditures based on an annual budget approved by the Board of Trustees, generally at the fall mid-year Board meeting.

The Section shall maintain a minimum of nine months of operating expenses at all times.

The Section will follow all generally accepted accounting principals.

An independent financial review will be conducted annually.

### **Authorized uses of Section Funds**

Association funds allotted to the Section will only be used to conduct activities consistent with the objectives of the Association as set forth in the Articles and Bylaws of the Association and the Bylaws of the Section. In questions of consistency, the Board of Trustees shall be the final judge, and it may, from time to time, revise the Policies to cover various aspects of this subject. All other funds will be used consistently for Section approved uses.

Fees set for Section meetings and conferences and seminars/workshops shall be sufficient to cover all costs, unless an exception is granted by the Executive Director. Meeting, seminar, workshop and conference fees shall be higher for nonmembers.

## **BUDGET POLICY**

The Executive Director shall prepare a preliminary annual budget for review by the Financial Planning Committee prior to submission of the final budget to the Board of Trustees at their regular meeting during the Joint Annual Conference. It shall be based on the prior annual budget, current and projected income and expenditures, and written, documented requests, received by August 1, from Section officials who seek additional funds in the next budget year.

After adoption of the budget, any request for additional funds shall be directed to the Executive Director who shall determine whether funds are available. The Executive Director may approve additional funds if they are available in the current annual budget following consultation with the Section Chair and/or the Executive Committee. If approved, the budget shall be amended to reflect such changes.

Funds budgeted for a project may, upon approval of the Executive Director, be transferred in whole or in part to another budgeted project or to the contingency item.

## INVESTMENT POLICY

The investment responsibility of the Section rests with the Board of Trustees. However, the Executive Director is authorized to make the day-to-day decisions within this investment policy. Funds to be invested include the Section's operating accounts and scholarship or other long-term investments. The Executive Director/ Secretary Treasurer will provide a written report to the Board annually on all investment activities. For each investment type, the report shall include:

- A. Description
- B. Amount
- C. Purchase Value
- D. Yield
- E. Report of all securities bought, sold and matured, and
- F. Recommendations concerning investment policy and strategy

The Board of Trustees shall review the investment report to ensure that all investments have been made in accordance with applicable laws and regulations as well as within this investment policy. The review of the investment report shall be a matter of record in the minutes of each board meeting.

Invested maturities will be staggered to ensure that the Section has access to the funds. However, in the event of an unforeseen need, investments may be liquidated prior to maturity.

Safety of the principal shall prevail in all investment decisions. Yield will be maximized by reviewing rate of return and length of deposit required. Investments providing maximum return while meeting safety requirements will be selected.

Approved investments are as follows:

1. US Treasury Securities
2. Federal Agency Securities
3. Investments in the State of Texas
4. Domestic Bank Certificates of Deposit or Money Market Accounts.
5. Federal Funds

No common stock, preferred stock, or real estate, for investment purposes, will be purchased.

Operating funds, checking or savings account may be kept at an institution that is convenient to the Section's place of business.

**Safekeeping and Section internal controls:**

1. Negotiable certificates and securities shall be stored in an off-premises safe deposit box. Access to the box shall require the presence of at least two of the Section's authorized signatories.
2. Investment transactions will be formerly documented by correspondence between the Section Chair and the Executive Director.
3. Proceeds from sales, interest payments and principle payments shall be promptly deposited in a Section bank account and not held as cash or transferred to any second party.

## OFFICE POLICY

1. The Section shall maintain a full-time office and storage spaces as determined by the Board of Trustees. Administration of the office and staff is the responsibility of the Executive Director.
2. All Section business, such as AWWA seminar/ workshop approvals, purchase and expenditure commitments etc., to and from AWWA and other organizations shall be transacted through the Section office. While discussion between concerned persons may be necessary, no expenditure commitments may be made on behalf of the Section without approval of the Executive Director, whose duties include determining that proposed expenditures are included in the Section budget. The Executive Director shall, from time to time, remind Section officials and other interested parties of this policy.
3. The Executive Committee shall recommend the wages and fringe benefits of the Executive Director. The Executive Director shall recommend, to the Executive Committee, suggested annual increases, bonuses, and incentive programs for Section staff.
4. The Executive Director shall establish appropriate office policies and procedures for the orderly and business like operations of the Section' s offices.

## TRAVEL POLICY

Only certain situations allow for the Section to reimburse for travel expenses.

In these certain and preapproved situations, travel is only reimbursed if the volunteer's employer will not cover the travel expenses.

The one overriding principle is that volunteers are requested to minimize, within reason, the expenses incurred in meeting attendance

1. It is requested that you or your employer help TAWWA by paying your expenses at all AWWA and TAWWA approved meetings (tax deductible).
2. If you or your employer are unable to assume full expense for your participation due to the number of meetings attended or other circumstances, then TAWWA *may* share those expenses with you as indicated in this policy.
3. If you or your employer are unable to share any cost, TAWWA *may* reimburse expenses as provided for in this policy.
4. When air travel is reimbursable, it shall be reimbursed at the "economy" or "coach" rates.
5. Volunteers and staff will be required to plan meetings over weekends, ensuring lowest fares and hotel rates (and allowing reimbursement only at that level).

### Eligibility for Reimbursement

Generally, only those listed below are eligible for travel reimbursement by the Section. If others believe they may be eligible for travel reimbursement, they may contact the Executive Director and the Section Chair. Funds must be available in the Section budget before any travel can be reimbursed.

### Officers

#### **Chair, Chair-Elect, Vice-Chair, Director, Executive Director/Secretary-Treasurer**

Officer travel is budgeted and generally reimbursed if the officer's employer or the officer is unable to pay the travel expenses of the officer as provided for in this policy.

#### **Director**

Additionally, TAWWA will reimburse for travel to the AWWA Winter Board meeting above the amount reimbursed by AWWA to TAWWA for this travel. The Section will also reimburse travel expenses for the Director's spouse when traveling together to the AWWA winter Board meeting.

### **Executive Director**

All business related travel of the Executive Director is fully reimbursed.

### **Grants/Special Funding**

If special funding such as grant or other fund sources specifically allow for travel reimbursement, then travel for those participating in these programs *may* be reimbursed for certain individuals as provided for in this policy.

### **Others**

Travel expenses of other volunteers *may* be paid, upon request and with the approval of the Executive Director and the Section Chair on a case-by-case basis. These reimbursement requests should be for extraordinary circumstances and may only be paid if Section funds are available.

### **Travel Procedures for those Volunteers Eligible for Reimbursement**

#### 1. Traveler's Responsibility

The traveler should submit a standard expense report to the Executive Director within 15 working days. Original receipts for accepted air travel, hotel, and other costs over \$25 must be attached, except taxi cab receipts must be submitted for charges over \$10. A copy of the itinerary is not an adequate substitute. The original airline ticket receipt must be submitted.

#### 2. Reimbursement Policy

TAWWA will reimburse expenses that are actual, reasonable, and necessary. Airfare will be reimbursed only at the lowest (advance purchase) rates unless the Executive Director authorizes an exception. TAWWA is responsible for paying all approved expenses within 10 working days after receiving a properly completed expense report form. Failure to attach required receipts may result in delay of processing.

#### 3. Ground Travel

##### a. Personal Automobiles: Out-of- Town Use

If a volunteer elects to use a personal automobile in lieu of air transportation, reimbursement will only extend to the cost of air travel as presented elsewhere in this policy. Volunteers are required to properly insure personal vehicles and are not covered by the Association's insurance.

b. Ground transportation should be utilized in the following order:

1. Use complimentary hotel shuttle when available.
2. Use commercial shuttle when available.
3. Use taxi with others attending the same meeting when possible.
4. Use taxi alone as last resort. All taxi charges in excess of \$10 must include a receipt.

c. Auto Rental

Rental cars may be used when it is determined to be the most cost effective or efficient form of transportation. Preapproval by the Executive Director is required. The least expensive car to fulfill business needs should be rented. Receipts must accompany all rental car charges, including any gas or oil charges. A corporate rate discount must always be requested. Traffic or parking violations while using a rental car on Association business are not reimbursable. Insurance is provided through AWWA, so rental agency collision and liability damages waiver payments are not reimbursable expenses.

- e. Accidents: If a traveler is involved in an accident in a rental car, all forms required by the rental agency should be completed. If a traveler is involved in an accident in a personal car, the cost involved for damages or claims is the traveler's responsibility.

2. Accommodations

- a. Lodging arrangements for volunteers on official TAWWA business will be made through the Section Office unless otherwise directed.
- b. Lodging cancellations: TAWWA is required to guarantee payment for all "no show" reservations. TAWWA may notify the traveler of the cancellation deadline for hotel rooms, and the traveler may be responsible for canceling the reservation. All no show charges must be included and explained in the travelers expense report.

3. Meals

- a. Actual, reasonable cost for meals may be reimbursed. Reimbursement must be documented by a receipt, but may include a 15% gratuity. Staff has the flexibility to choose restaurants with reasonable rates (casual and informal).

- b. TAWWA may reimburse volunteers for meals for themselves and other volunteers on official TAWWA business only. This does not include spouses or other guests who are not on official TAWWA business.
- c. Group meals paid by TAWWA staff are the business benefit of TAWWA. Other guests may be invited only after authorization from the Executive Director. Other guests, such as spouses or friends, may be included at the expense of the inviting volunteer.

4. Incidentals

- a. Nonreimbursable expenses are those that are not authorized. These include: in-room movies; in-flight alcoholic beverages, earphone and movie rentals; life and additional travel insurance beyond that routinely available through the traveler's credit card. Also not reimbursed are alcoholic beverages, except when served as part of a TAWWA function or as part of a meal sponsored by TAWWA. Alcoholic beverage cost limits with the meal may be imposed.
- b. Reimbursable expenses *may* include:
  - Reasonable porter services.
  - Tolls and parking for reimbursable personal and rental cars.

- 5. Entertainment is not an authorized expenditure for volunteers on official TAWWA business unless preapproved.
- 6. Vacations - Combined Business and Personal Trips: Only business expenses may be reimbursed.

## **CREDIT CARD POLICY**

1. The Section maintains one credit card in the name of the Executive Director for use for Section business. The Section pays any fees including annual fees.
2. The Section may reimburse employees and volunteers, who qualify for expense reimbursement, for expenses incurred on their personal credit card.

Expense reports must be submitted within 10 working days for reimbursement. Copies of charge slips must be attached along with other supporting documentation as requested by the Executive Director.

## SECTION POLICY STATEMENTS

- A. In accordance with the AWWA Governing Documents, whenever the AWWA has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the AWWA statement.
- B. Whenever the Section has issued a statement of policy on any matter, no officer or member of this Section may issue a Section policy statement that differs with the Section statement, and all their official Section actions shall be accordance with AWWA and/ or Section policy statements. If an interpretation of these statements is needed, the matter shall be referred to the Executive Director who may seek interpretation from the AWWA or the Section Executive Committee, as appropriate.
- C. In matters relating to Texas Section, the Section Chair or a person specially designated by him to handle a specific assignment shall be the official spokesperson.
- D. When the Section has adopted a policy statement on any matter, no officer or member of this Section may attribute to the Section a policy statement that differs with the Section's statement.
- E. In the absence of approved AWWA or Texas Section Policy the Chair may move to present the Section membership's knowledge on a subject in the Section's name.
- F. The Section recognizes the individual right and duty of all citizens to express their views to legislators, and any other entity, and recognizes that divergent views will exist. But any party so taking action must do so as an individual and not as a representative of the Section.
- G. This Section composed of professionals in the water industry, was formed to serve the interests of all of the people of Texas and, primarily as an educational and training organization. Section policy is to refer citizens' inquiries pertaining to local regulations and/or legislation to the local water agency or appropriate government official and/or agency. The Section will not take an official position on local or area matters.
- H. AWWA and Texas Section Policy Statements shall be compiled by the Executive Director and issued to members of the Board of Trustees.
- I. For the information of its members, the Section may, from time to time, publish information on regulatory or legislative matters (whether proposed or existing).

- J. With respect to individual Texas legislative and regulatory matters, when, in the opinion of the Chair, time does not permit deliberation and/or response by Section committees usually charged with the responsibility, the Chair may determine the most immediate and considered process for the purpose of immediate consideration and recommendation on Section action. Such determination will be made after consultation with the chair of the committee(s) usually involved including the Water Utility Council.

The Chair shall report on these activities to the Board.

## **AMENDING SECTION GOVERNING DOCUMENTS**

### **DEFINITIONS:**

Amendment - an addition, deletion or modification of a Section regulation.

Emergency - an urgent requirement due to unforeseen circumstances that arises after the deadline for publishing the agenda, and/or cannot be practically postponed until the next regularly scheduled meeting of the Board.

### **METHOD:**

1. Submit the proposed amendment for publication in the official Board meeting agenda.
2. Approve by a vote of a simple majority of the entire Board of Trustees. (Not a majority of the Board of Trustees members present).

### **EMERGENCY EXCEPTION:**

1. Submit the Proposed amendment to the Board Chair prior to 10:00 AM of the day of a scheduled Board Meeting.
2. Added to agenda if approved by a majority of the Board of Trustees members present.

Note: Approval of the emergency amendment still requires a simple majority vote of the entire Board of Trustees.

## **AWARDS, CITATIONS AND MEMORIAL RESOLUTIONS**

The Board of Trustees has the sole power to create and issue Awards, Citations and Memorial Resolutions on behalf of the Section or its programs, divisions and committees or to issue Resolutions memorializing service or achievement. The Section Awards Committee administers the Section Awards Program on behalf of the Board of Trustees.

### **AWWA AWARDS**

Some National Awards such as the 'George Warren Fuller' allow considerable Section discretion. Others such as 'AWWA Honorary Member' have rigid requirements. The listings and requirements are published in the AWWA Awards Handbook available for review in the Section office.

### **SECTION AWARDS**

When a new Section Award is to be established, approval by the AWWA must be obtained, as specified in the AWWA Awards guidelines. The selection of candidates for such awards is usually delegated to a specific sub-committee.

The Board issues appropriate, standard printed citations to other Section officials as they leave office, to speakers at our Meetings and Conferences, and upon action

### **SECTION CITATIONS AND PLAQUES**

The Board has approved the issuance of plaques to a limited number of non-members and to Section officials upon completion of their term of office. These are: the Local Official welcoming us to Meetings and Conferences, principal Guest Speakers, the Local Arrangements Chair, retiring Trustees. The retiring Section Chair also receives a suitable gift.

From time to time, the Board may issue a plaque or gift for special or unusual service to the Section over an extended period.

### **CHAIR'S CITATION**

Each year, the Chair may issue up to ten citations for outstanding or unusual service during his/her term of office. A special citation shall be issued to each awardee. If an award is made to a Program, Division or committee, duplicate awards shall be given to the Program or Division officers or to the committee members. Such awards shall not conflict with other authorized recognition programs, nor duplicate other Section awards.

## **MEMORIAL RESOLUTIONS**

Memorial Resolutions are limited to those for previous Section Chairs and other officers and officials designated by the Board of Trustees.

The Board or the Executive Committee may authorize issuance of a special resolution, honoring other Section members who have, over many years, made outstanding contributions to the Section, and the water works industry.

## **AWARD PRESENTATIONS**

A special time shall be scheduled in the Joint Annual Conference Opening Session, Joint Annual Conference luncheon, Box Lunch or Conference Closing Dinner for the presentation of all National and Section awards. The Executive Director shall be responsible for coordinating the awards presentation with the Section Executive Committee and the counterparts from WEAT.

The Section Chair conducts all award ceremonies.

The National AWWA Officer assists in the presentation of the following awards:

1. George Warren Fuller Award. The AWWA Officer reads the citation while previous winners locate the new awardee.
3. Life Memberships
4. Gold Water Drop

The National officer presents other significant AWWA awards as the need arises.

The Section Chair presents the following awards:

1. Chair's Awards
2. "Doc" Ballard Award

The passing of the Chair's gavel and award presented to the outgoing Chair take place at the Joint Annual Conference Dinner.

The Section office has the responsibility of obtaining all necessary awards and citations and ensuring their availability at the awards ceremony.

## **Proxy Policy**

To insure a quorum for meetings, any voting member of the Board of Trustees who is unable to attend a scheduled meeting of the Board may submit a proxy statement to authorize the designated Board members to act on their behalf.



## **Texas Section of the American Water Works Association**

### **MEETING NOTICE AND CALL FOR PROXIES**

If you are a voting member of the Board of Trustees and are unable to attend the meeting, please prepare and return the Proxy Statement form below to Mike Howe, TAWWA Executive Director, by fax at 512-238-0496 before the close of business on (date) in order that we may be assured of a quorum.

### **PROXY STATEMENT**

I hereby appoint and authorize (name of Section Chair, Section Chair-Elect and Section Vice-Chair) acting together or severally, as my proxy (ies) for the Board of Trustees Meeting of the Texas Section of the American Water Works Association (TAWWA) to be held (date), to register my vote on any item(s) that may be acted upon by the Board that, in the opinion of the named Board Members, will work to the benefit of TAWWA, as I might have voted in person had I been present.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_