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POLICIES & PROCEDURES

FOR THE

SOUTHWEST SECTION

OF THE

AMERICAN WATER WORKS ASSOCIATION

Revised

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Section 1. Establishment

Section 1.11  Basis of Establishment
1.11.1 These Policies and Procedures of the Southwest Section of American Water Works Association (Section) are issued pursuant to Article III, Section 3.02, of the Bylaws of the Section.

Section 1.12  Legal Force of Policies and Procedures
1.12.1 All actions of members, committees, and officers of the Section shall be in accordance with these Policies and Procedures.

Section 1.13  Procedures for Amending Policies and Procedures
1.13.1 Origination of proposal – Changes or amendments to these Policies and Procedures may be proposed by any member of the Section. All proposed changes or amendments shall be submitted to the Section Board for consideration. Proposals submitted to the Board shall be in writing and signed by the individual making the request. Proposed changes or amendments presented to the board may be provided to the General Policy Advisory Council for its review and consideration.

1.13.2 Adoption – Final adoption of any revision or amendments to these Policies and Procedures shall be by a two-thirds vote of the Section’s Board of Trustees at Board’s next scheduled meeting. Publication of any revision or amendment shall take place within 60 days after the Board’s approval.

Section 2. Membership

Section 2.11  Basis of Membership
2.11.1 Membership in the Section shall be pursuant to Article IV, Sections 4.01 and 4.02, of the Bylaws of the Section.

Section 2.12  Member Directory
2.12.1 The Section shall produce, each year, in electronic format only, a member directory that will include, from the AWWA member database, the member’s name, mailing address, work phone number and membership type. The member directory shall be provided only to Section members having a valid email address in the AWWA database.

Section 2.13  Provision of Registration Information
2.13.1 The Section will provide a pre-registration only list to sponsors and exhibiting vendors, upon request, and the list will include the name, address, city, affiliation, and e-mail address of the registrants.
Section 3. Executive Committee

Section 3.11 Composition

3.11.1 The Executive Committee is defined as consisting of the Section Director, Executive Director, and Section Chair.

Section 3.12 Duties

3.12.1 The Executive Committee shall make determinations, as needed, as to whether the Section will participate in the presentation of AWWA Seminars and other events held within the boundaries of the Section. The Executive Committee shall make other determinations, as needed, as described elsewhere in this policy manual.

Section 4. Manufacturers/Associates Council

Section 4.11 Establishment of Manufacturers/Associates Council

4.11.1 The Manufacturers/Associates Council is established for the purpose of providing responsible representation for, and involvement of, associate members of the Section, which include manufacturers, manufacturer reps, contractors, and professional service providers.

Section 4.12 Membership

4.12.1 The Manufacturers/Associates Council shall be composed of nine (9) members, three (3) from each state in the Section. Each Council member shall be a Section member who is a representative or employee of a Service Provider member or Section member who is a representative or employee of a company that routinely exhibits at the Section’s Annual Conference. The chair and chair elect, respectively, will appoint a representative from their state to serve the remainder of any vacancy in their state’s position. The vice chair will appoint one or more representatives from his or her state to fill expired appointments or vacancies in his or her state’s positions.

Section 4.13 Duties

4.13.1 The Council shall develop programs and activities for its members and encourage their participation in the Section and AWWA activities.

4.13.2 The Council shall serve as the liaison between the Section and the exhibitors and sponsors at the Annual Conference & Exposition

4.13.3 The Council shall advise the Board and the Local Host Committee Exhibits Chair on any changes needed to improve the experience of exhibit hall attendees and the exhibitors at the Annual Conference & Exposition.
Section 5. Water Utility Council

Section 5.11 Establishment of a Water Utility Council.

5.11.1 There is hereby established a Water Utility Council (the “Council”), the purpose of which shall be to develop action programs to initiate, evaluate, respond and comment, to the extent permissible under sections 501(c)(3) and 509(h) of the Internal Revenue Code and 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 Council shall also bring to the attention of other councils and committees within the Section and the Association those policies, procedures and matters which may fall within their areas of interest. In particular, the Council shall cooperate with the Association’s Water Utility Council in responding to and implementing the programs of such latter Council.

Section 5.12 Members

5.12.1 The Council shall consist of ten (10) members, three (3) each from the States of Arkansas, Louisiana, and Oklahoma, and the Section’s AWWA Director.

Section 5.13 Initial Members

5.13.1 The Section Board of Trustees shall appoint the initial members of the Council. Three (3) members shall be appointed for a term of one (1) year; three (3) members shall be appointed for two (2) years; and three (3) members shall be appointed for three (3) years. The term of the Section Director shall run concurrent with the term as Director. As used herein, the terms of “one year”, “two years”, and “three years”, respectively, shall be construed to mean a term extending from the date of appointments until the conclusion of the third succeeding annual meeting/conference of the Section, respectively.

5.13.2 The term “member of the Section” shall mean an individual who is an active member of the Section and who resides within the geographic area of the Section.

Section 5.14 Subsequent Members.

5.14.1 The Chair shall, with input from the Chair-Elect and Vice-Chair, appoint three (3) members to the Council to be approved by the Board of Trustees. The appointments shall be made at the Mid-Year Board Meeting, to be effective at the start of the following annual conference of the Section.

5.14.2 Each Council member shall be a Section member who is a representative or employee of a Utility member or a Section member who is employed by a utility located within the Section’s boundaries.

5.14.3 The Section’s AWWA Director shall be a standing member of the Council. The term(s) of the Section’s AWWA Director shall be for three (3) years,
and coincide with the term of Section AWWA Director. Except as herein-before
provided for initial members, the term of office of the Council members shall be
three (3) years on a staggered basis and both initial members and subsequent
members shall be eligible to succeed themselves for one (1) additional term of
three (3) years. A member completing his / her second consecutive term may
continue to serve until a successor is appointed. The terms of newly
appointed/elected members and officers shall begin, and those of their
predecessors shall end, at the conclusion of the Section’s annual
meeting/conference.

Section 5.15  Council Officers

5.15.1 The officers of the council shall be a Chair and Vice-Chair. Elections
shall be held annually during the Annual Conference and at the conclusion of the
Post Conference Board Meeting.

Section 5.16  Terms of Office and Vacancies

5.16.1 The term of office of the Chair shall be one (1) year and shall be
eligible for successive terms without limit.

5.16.2 The terms of office of the Vice-Chair shall be one (1) year and shall be
eligible for successive terms without limit. The Vice-Chair shall not automatically
succeed to the Chair.

5.16.3 In the event the Chair is unable to complete his/her term, the Vice-
Chair shall act as Chair until the next Council meeting at which time a new Chair
shall be elected. Vacancies occurring in other offices shall be filled by
appointment of the Chair and all such appointees shall be eligible for election at
the next scheduled election to a full term in office.

5.16.4 Vacancies occurring in the membership of the Council shall be filled by
appointment of the Section Chair and all such appointees shall be eligible for
election to a full term in office at the next scheduled Council meeting.

Section 5.17  Voting

5.17.1 Each Council member shall have one vote. A majority of the
membership of the Council shall constitute a quorum. An affirmative vote of a
majority of those members present and voting at any Council meeting shall be
required to authorize action on any matter.

5.17.2 Letter ballots may be sent to Council members when a decision is
needed on a Council position or proposed Council action and the question
cannot be deferred until the next schedule Council meeting. Each letter ballot
shall contain a summary of the issue to be voted on, any attachments necessary
to allow members to examine the issue in depth, a response date and provision
for a three-option (yes, no, abstain) answer. An affirmative vote of a two-thirds
majority of the Council shall be required for passage of a letter ballot issue.
Comments on an issue raised in a letter ballot will be welcomed, but will not be
substituted for an answer.

Section 5.18  Meetings.

5.18.1 The Council shall hold at least one (1) meeting each year, coincident with the annual meeting of the Section. The Section's Secretary (Executive Director) shall serve as Secretary (Executive Director) for the council at all meetings. Other meetings may be held upon call of its Chair at such times and places as may be specified.

Section 5.19  Special Funds.

5.19.1 If, in the opinion of the Council, legislative or regulatory matters arise which require expenditures beyond funds available to the Council, the Council, with the concurrence of the Board of Trustees of the Section, shall be authorized to solicit funds from utility members of the Section specifically to respond to the matters in question.

Section 5.20  Reports.

5.20.1 At least sixty (60) days prior to each annual meeting of the Section, the Chair shall present a written report on Council activities to the Board of Trustees of the Section.

Section 6. Officers

Section 6.11  General

6.11.1 Responsibility

(a) Each officer is expected to read and become thoroughly familiar with the Articles of Incorporation, Bylaws, and Policies and Procedures of the Section. A copy of the Articles of Incorporation, Bylaws, and Policies and Procedures shall be furnished by the Chair to each officer of the Section and to each newly elected officer.

(b) Because all meetings of the Section are conducted generally in accordance with Robert's Rules of Order Newly Revised, each officer is expected to familiarize themselves with these rules so that they may preside accordingly.

(c) Each newly elected officer or committee chair shall be provided shall be supplied with the information, data, and procedures pertinent and necessary for the proper performance of their duties.

6.11.2 Officers

(a) Chair

(b) Chair-Elect
Section 6.12  

**Terms of Office**

6.12.1 The term of office for the Treasurer shall be five (5) years. The Treasurer may be reappointed to successive terms at the discretion of the Board.

6.12.2 The term of offices for the Secretary and the Manufacturer and Associates Council Representative are at the discretion of the Board.

6.12.3 The terms of office for all other Board positions are one year, as defined in the Section Bylaws.

Section 6.13  

**Contacting Dropped / Late Utility Members**

6.13.1 From time to time, the Section is notified by AWWA Membership that an AWWA Utility Member, located in the Southwest Section, has dropped its membership or is late in renewing its membership. The Chair of the Membership Committee, after consultation with the Executive Committee, may request that a specific Board member visit that utility’s manager for the purpose of retaining the utility as a Utility Member.

6.13.2 The Section shall, upon request by that Board member, reimburse the Board member for travel expenses incurred as a result of the retention visit. Such reimbursement shall be in accordance with the Section’s Travel Reimbursement Policy as stated in Section 10.

6.13.3 Any reimbursements made under this Section shall be charged against the budget of the Membership Committee.

Section 6.14  

**Recruiting new members at conferences**

6.14.1 The Executive Director routinely attends the annual conferences of the state water organizations affiliated with the Southwest Section, where the Executive Director operates a Membership Booth. If Board members or other
knowledgeable Section members located in the vicinity of such conference are willing to operate the Membership Booth in lieu of the Executive Director, the Executive Committee, in consultation with the Membership Chair, may authorize them to do so.

6.14.2 The Executive Committee, in consultation with the Membership Chair, will decide at which additional meetings the Section operates a Membership Booth, and who will staff the booth.

6.14.3 Any Board member or other Section member who attends such a conference and assists in operating the Membership Booth may request reimbursement for any additional travel and registration expenses the member incurred as a result of his or her assistance with the Membership Booth.

6.14.4 Any reimbursements made under this Section shall be charged against the budget for the Executive Director’s Conference Travel. The total reimbursements for any particular meeting should not exceed the costs that would have been reimbursed if the Membership Booth had been operated by the Executive Director.

6.14.5 The Board and Section members operating the Membership Booth shall maintain a contact list of prospective members from each conference, and provide that list to the Executive Director and Membership Committee Chair following the conference.

Section 7. Committees

Section 7.11 Establishment

7.11.1 The Section’s Board may create and dissolve committees for the purposes of conducting business and programs for American Water Works Association and/or the Section.

7.11.2 Committees shall convene in accordance with the Policies and Procedures of the Section. All committee meetings should be conducted in accordance with the latest edition of Roberts Rules of Order.

7.11.3 Ad Hoc committees may be established by the Board from time to time as the business of the Section may require. Ad Hoc committees shall function for such a period, have such authority, and perform such duties as defined by the Board. Ad Hoc committee responsibilities shall be in writing and clearly defined by the Board.

7.11.4 The following standing committees shall represent the Section: Auditing, Awards, Communications, Education, Fuller Award, Kellogg Award, Membership, Miller Award, Nominating, Performance Evaluation, Program, Scholarship, Time & Place, Water for People, and Young Professionals. The Chair of each Committee shall provide quarterly reports of committee activities to the Chair.

7.11.5 Unless specifically stated otherwise, committee members may serve more than one term and serve on more than one committee.

7.11.6 All committees, unless otherwise specified in that committee’s section
of this policy manual, will consist of at least one member from each state, appointed for a three-year term. The chair and chair elect, respectively, will appoint a representative from their state to serve the remainder of any vacancy in their state’s position(s). The vice chair will appoint one or more representatives from his or her state to fill expired appointments or vacancies in his or her state’s positions.

(a) The Section Chair is authorized to appoint additional Southwest Section members to committees for which membership is defined by Section 7.1.6, including Southwest Section members residing in another Section.

(b) In the case of a vacancy in a committee chair position, by resignation, death, ineligibility to serve or other reason, the Section Chair shall appoint, within 15 days, an acting committee chair from eligible Section members. The acting committee chair will serve until a replacement committee chair is appointed to serve out the remainder of the vacated term.

(c) When a committee chair vacancy occurs in a committee having a chair serving a four-year term, within 30 days of the creation of the vacancy, the Section Chair shall recommend to the Board an eligible Section member to complete the term of the previous chair.

(d) If the Board does not have a meeting scheduled within 45 days of the creation of the vacancy, the Board shall convene in a conference call meeting scheduled to coincide with the next regularly scheduled monthly Board conference call.

7.11.7 This section shall apply to the following committees:

(a) Awards, Auditing, Education, Membership and Water For People

(b) The Chair shall recommend a committee chair for approval by the Board, to serve for a period of four years. It is recommended that the committee chair position rotate among the three states.

Section 7.12 Removal of a Committee Member

7.12.1 Any appointed committee or Council member may be removed by the Executive Committee, if, by a unanimous vote, the Committee determines that it is in the best interest of the Section. The Chair shall notify the removed committee or Council member by letter of his / her removal and the reasons there for. The vacancy so created shall be filled in accordance with current policy for vacancies.

7.12.2 The removed member may appeal his / her removal to the Section Board by filing a letter with the Executive Director stating why he / she should not be removed. The Board shall consider the appeal in a Board meeting no sooner than seven days, nor more than twenty-one days, following the receipt of the appeal.
Section 7.13 **Expenditure of Funds by Committees**

7.13.1 Committee chairs may expend or authorize the expenditure of funds in accordance with a Committee Budget Plan, submitted by the Committee chair, and as approved or modified by the Board. The Committee Budget Plan must be submitted to the Executive Director at least 30 days prior to the Annual Conference for inclusion with the draft annual budget.

7.13.2 Committee expenditures shall be reimbursed upon receipt of a reimbursement request, including purchase receipt, on the Section reimbursement form, signed by the Committee chair.

Section 7.14 **Committee Reports**

7.14.1 Annual Conference Business Meeting

(a) Each Committee Chair shall present a written report to the Executive Director prior to the Annual Conference giving a summary of the committee’s activities during the course of the year, and if present at the Annual conference, present the report at the Business Meeting.

7.14.2 Mid-Year Board Meeting

(a) Each Committee Chair shall present a written report to the Executive Director prior to the Mid-Year Board Meeting. Each Committee Chair is welcome to attend the Mid-Year Board Meeting and make the presentation in person.

(b) When circumstances dictate, the Chair may request that a Committee Chair attend the Mid-Year Board Meeting in person to address a particular agenda item. In such cases, the Section will reimburse the Committee Chair for travel expenses in accordance with Section policies. If the Committee Chair is unable to attend in person, an effort shall be made to allow the Committee Chair to participate in the agenda item by conference call or webinar service.

Section 8. **Appointments**

Section 8.11 **Appointments to be made at pre-conference Board meeting**

8.11.1 At least forty-five days prior to the Annual Conference, the Secretary (Executive Director) shall notify all persons nominated for Section office by the Nominating Committee of any committee or council appointments which will be their responsibility upon election. The Secretary (Executive Director) shall notify the nominees to be prepared to make the nominations or appointments at the pre-conference Board meeting.

Section 8.12 **Information to be provided**

8.12.1 Officers making appointments shall provide the following information to the Chair and the Secretary (Executive Director):
Section 8.13  Miscellaneous Appointments

8.13.1 EPA Environmental Excellence Awards Selection Committee

(a) When such a program is conducted by EPA, the Southwest Section will participate in the selection process for winners of the Region VI EPA Environmental Excellence Awards by having a member of the section serve on EPA's Environmental Excellence Awards Selection Committee.

(b) The Chair shall appoint, subject to confirmation by the Board at the post-conference board meeting, the Southwest Section's participant on EPA's Environmental Excellence Awards Selection Committee. The appointment shall be for a term of four years. It is recommended that any appointment to fill an uncompleted term in this position be a Section member from the same state as the most recent appointment.

Section 9. Annual Meeting & Seminar Policies

Section 9.11  Complimentary Individual Registrations

9.11.1 The following complimentary registrations are authorized for each annual conference.

9.11.2 The AWWA national officer & spouse/guest are automatically granted complimentary full registrations. The Director insures that the local host has the necessary information to process the complimentary registrations.

9.11.3 Members who are scheduled to receive their Life Member Award are offered full complimentary registrations by the Secretary (Executive Director). (This complimentary registration is for the member only, and does not include spouses or other family members.)

9.11.4 The Newsletter Editor and Treasurer are offered complimentary full registrations, lodging and travel expenses when those positions are performed by a person who is not employed full time in the drinking water industry, or when the individual's employer will not reimburse the cost of registration, lodging and other travel expenses.

9.11.5 Local Host Committee members who would not normally attend
Section meetings may be offered full registration or a one-day registration plus any event tickets for that day. (A guideline for local host complimentary registrations is one complimentary registration for each paid local host registrant.)

9.11.6 Speakers at the Section’s annual conference must be registered attendees who have not registered for the Conference will be offered registration and event, but will be offered a $50 on the registration fee for either the full conference for the day of their presentation.

9.11.7 The host city is authorized to give out up to ten (10) complimentary one-day Conference registrations to prospective new members.

9.11.8 Any other requests for complimentary individual registrations may be granted only with the unanimous approval of the local host chair and the Executive Committee.

Section 9.12 Complimentary Booth Registrations

9.12.1 The following groups will be granted complimentary booth space upon request. Complimentary booths are for space only. Personnel operating the booth must have paid conference individual registrations.

(a) The Water For People Committee of the Southwest Section will be provided complimentary booth space. If available, two adjacent booth spaces are needed when raffles or silent auctions are being conducted.

(b) The Southwest Section Membership Committee will be provided complimentary booth space.

(c) The Local Host for the next year’s Annual Conference will be provided complimentary booths space.

(d) Any other requests for complimentary booth space may be granted only with the unanimous approval of the local host chair and the Executive Committee, provided that all paying exhibitor requests have been fulfilled.

9.12.2 State drinking water professional organizations may be offered complimentary booth space and registration, on the condition that they are willing to provide reciprocal space and registration at their annual conferences.

Section 9.13 Procedures for complimentary registration & booth requests

9.13.1 All requests for complimentary registration and booth space shall be made in a formal written letter to the Section Chair, stating specifically what items are being requested in the complimentary registration or booth space. If granted, such requests shall receive a written response from the Section Chair stating specifically what items are being granted in the complimentary registration or booth space.

Section 9.14 Water Taste Contest

9.14.1 Eligibility

(a) The Water Taste Test is open to the most recent winners of taste tests
(the previous year's winner if they hold their contest after the SW Section ACE, the current year's winner if they hold their contest before the SW Section ACE, from the Arkansas Water Works & Pollution Control Association, the Louisiana Conference on Water Supply, Sewerage, and Industrial Wastes, and the Oklahoma Water & Pollution Control Association. Also eligible to participate are the Section’s previous year’s winner; the current and immediately past local hosts, and next year's local host. All entries must have incurred no state or federal drinking water violations (MCL, monitoring, recordkeeping, etc.) during the previous calendar year.

9.14.2 Requirements

(a) Personal attendance is required for the competition. If a representative from a State’s winning water system will not be attending the SW Section ACE, the director of the system may appoint an alternate representative from the Section to submit their sample and attend the contest on their behalf.

(b) Two samples should be sent, each in a 1-liter container. Glass containers are preferable, but utilities can use the container of their choosing. Each sample should be clearly identified with the name of the water system and water system it represents. Each sample must represent water that is routinely produced by the system for discharge to the distribution system, and the sample shall not have undergone any additional treatment.

(c) Samples must be delivered to the location specified by the date specified.

(d) Samples will be served at room temperature, to help the judges better judge each sample.

(e) All entries must have incurred no state or federal drinking water violations (MCL, monitoring, recordkeeping, etc.) during the previous calendar year.

9.14.3 Contest Judging.

(a) The panel will be a mix of local public figures and flavor profile analyzers (if available).

(b) Samples will be judged on a 10-point scale from Good (1) to Best (10).

(c) Scores will be tabulated and the winner will be announced immediately following the contest.

(d) Only the winning sample will be announced - samples will not be ranked, nor will scores be released.

Section 9.15 Differential Rates for Non Members

9.15.1 For seminars, conferences and other training events, the registration fee for non-members of the Southwest Section shall be the member rate plus 20%, with a minimum additional amount of $25, rounded to the nearest $5. For the Section Annual Conference, the additional amount shall be equal to the AWWA membership fee and section assessment for one year.
Section 9.16  Fees for cancellations

9.16.1 A fee shall be charged when an individual or company cancels their registration at a Section event. The fee shall be deducted from the registration fee and the balance shall be refunded to the registrant. The fee shall be $10 for registration fees of $100 and less. The fee shall be $25 for registrations of more than $100. No refunds will be given for cancellations within one week of the event. (The cancellation fee is 100% of the registration fee.) The Executive Director can waive the cancellation fee with documentation of extenuating circumstances.

Section 9.17  Exhibits-Only Passes

9.17.1 Exhibits-Only passes are only available to utility staff, regulatory staff, students, and Life Members. The fee for the Exhibits-Only pass shall be set so that the fee at least covers the cost of that day’s meal.

Section 9.18  Disposition of Annual Conference Golf Tournament Net Proceeds

9.18.1 The net proceeds of the Annual Conference Golf Tournament shall be utilized to supplement the Scholarship Fund interest income.

9.18.2 Such funds shall be utilized in the year following the Annual Conference (at which the funds were raised) to fund, when combined with Scholarship CD interest income, as many full scholarships of $1000 each as possible.

Section 10.  Travel Reimbursement Policy

Section 10.11  Expense Reimbursement

10.11.1 Section staff, Board members and committee members are eligible for reimbursement for travel expenses, including meals and lodging for approved travel. Travel not specifically approved by the Board, other than travel associated with the Mid Year Board Meeting and the Regional Meeting of Section Officers, must be approved in advance by the Chair.

Section 10.12  Transportation Reimbursement

10.12.1 When traveling by commercial airlines, the traveler shall make every effort to obtain tickets at the cheapest rates available for flights suitable for the traveler’s schedule. Tickets should be purchased at least twenty-one days in advance to obtain discounted rates.

10.12.2 Private vehicle mileage shall be reimbursed at the rate as established by AWWA. Reimbursement for private vehicle mileage shall not exceed the amount of the cheapest airfare (including the costs of airport parking and hotel transfers) available under the twenty-one day advance discounts, unless prior approval is obtained from the Chair.
Section 10.13  **Meals & Lodging Reimbursement**

**10.13.1** Reimbursement for meals and lodging shall be for actual expenses, subject to the maximum amounts indicated by the current GSA rates for the city or county where the expenditure occurs. For current rates, see the web site listed below.

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC).

**10.13.2** For meals, the maximum GSA rate may be exceeded when the expense is for a meal provided by the sponsor of the meeting or conference as an optional registration item. (For example, the Fuller Award Breakfast at AWWA’s Annual Conference.) No reimbursement will be provided for meals provided as part of the basic registration fee.

**10.13.3** For lodging, the maximum GSA rate for the location may be exceeded when the expense is incurred at a hotel associated with the conference or meeting, when a group rate is in place. (For example, the meeting hotel at the Regional Meeting of Section Officers.)

**10.13.4** In order to be reimbursed for the actual expense of breakfast on the first day of travel, the traveler must embark on the trip prior to 7:00 AM.

**10.13.5** In order to be reimbursed for the actual expense of dinner on the last day of travel, the traveler must arrive home after 6:00 PM.

**10.13.6** Approval of the Chair shall be obtained before incurring a meal or lodging expense in excess of the GSA rate.

Section 11.  **FINANCIAL PROCEDURES MANUAL**

**Section 11.11  GENERAL**

**11.11.1** The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Director and reviews operations and activities.

**11.11.2** The Executive Director has management responsibility including financial management.

**11.11.3** Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.

**11.11.4** Under normal circumstances, financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts; etc. However, since the Southwest Section – AWWA has a single employee, many normally segregated duties must be performed by the single employee. In circumstances such as this, oversight by the Chair and Treasurer are required to meet the intent of the paragraph.

**11.11.5** Insurance against Executive Director professional liability is provided through blanket coverage by AWWA.
11.11.6 The Executive Director will maintain a current and accurate log of the chart of accounts, job accounts and accounting classes.

11.11.7 The Southwest Section fiscal year coincides with the calendar year (January 1 through December 31).

Section 11.12 CASH RECEIPTS (includes checks)

11.12.1 The Executive Director receives checks or cash and those are recorded in the Section’s accounting system within five working days.

11.12.2 The Executive Director will endorse all checks by rubber stamp to read as follows, or equivalent for other accounts:

Southwest Section, AWWA
FOR DEPOSIT ONLY
(Bank Name)
(Account Number)

11.12.3 The account number on the stamp will specify into which corporate account (savings, checking) the deposit will be made.

11.12.4 A report will be printed that includes the source and amount of the receipt as well as the total daily deposit amount. The bank deposit receipt shall be attached to the deposit report.

11.12.5 The Executive Director will prepare deposit slips using the Section’s accounting system. Receipts and deposit slip will be placed in an envelope for deposit at the bank.

11.12.6 The Executive Director will verify deposited funds prior to making the deposit.

11.12.7 Documentation for all receipts (a copy of check, check stub, letter, etc.) will be filed chronologically.

11.12.8 All receipts will be deposited intact. No disbursements will be made from cash or check receipts prior to deposit.

11.12.9 Cash shall be locked in a secure location until taken to the bank.

Section 11.13 CREDIT CARD RECEIPTS

11.13.1 CHARGES PROCESSED THROUGH WEBSITE SHOPPING CART (On line registration)

(a) These charges are automatically processed by a web site – PayPal API. No action is required by the Section. The Executive Director receives an email from PayPal confirming that payment has been received into the Section’s PayPal account.

11.13.2 CHARGES PROCESSED THROUGH PAYPAL VIRTUAL MERCHANT (Card information received by fax, email, or paper form).

(a) Log in to https://www.paypal.com/ See Critical Information document
for this information. Enter transaction information in Virtual Terminal and print receipt as needed. The PayPal receipt confirming the transaction can be forwarded to the payee on request.

(b) Delete all credit card information from the source documents by cutting off and shredding that portion of any paper submittals. Use Adobe Acrobat to redact credit card information from pdf files submitted by fax or email. Save redacted file to the appropriate SW Section computer folder. Delete the original email or fax transmittal, or save the redacted version with the email or fax.

11.13.3 TRANSFER OF CREDIT CARD RECEIPTS FROM PAYPAL TO SECTION MASTER ACCOUNT

(a) Transfer monthly or as needed to maintain an account balance between $1,000 and $7,500 due to concerns about Internet tampering with the PayPal account. Log in to https://www.paypal.com/ using PayPal SW user name and password.

(b) Under the My Account tab, click on the Withdraw link. Under Withdraw, click on Withdraw funds to your bank account. Enter the amount of funds to be withdrawn. Be sure to specify an amount that represents the net proceeds of all the transactions for the specified month or other shorter period.

Section 11.14 DISBURSEMENTS

11.14.1 CHECK AUTHORIZATION

(a) All invoices will be immediately forwarded to the Executive Director who will review all invoices for mathematical accuracy, validity, conformity to the budget (or other board authorization) and compliance with bid requirements.

(b) Prior to payment, all invoices will be approved (indicated by initialing) by the Executive Director, who will code the invoice with an appropriate expense or other chart of accounts line item number, class and job number (where applicable).

(c) By approving an invoice, the Executive Director indicates that it has been reviewed by the Executive Director and authorizes a check. Committee Chairs can also authorize payments for Committee activities up to budgeted amounts.

(d) The Executive Director will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts. The Executive Director is responsible for timely follow-up on discrepancies and payment.

(e) Approved invoices will be entered into the Section’s accounting system using appropriate accounting procedure/s.

(f) The Executive Director will prepare checks normally on a weekly basis.
(g) Authorized signers on the Southwest Section - AWWA accounts include the Executive Director, Director and Treasurer of the Board. This action will enable these officers to authorize disbursements in the event the Executive Director or one of the other signatories is unable to do so.

11.14.2 CHECKS

(a) The Executive Director will be responsible for all blank checks.

(b) All checks, including payroll checks (with the exception of direct deposit payroll items) will be signed by the Executive Director or designated members of the Board of Directors.

(c) All expense reimbursement checks made payable to the Executive Director shall be signed by the Treasurer, after satisfactory review of the documentation for the check.

(d) Payroll checks or bonus checks will be administered by the professional accounting services firm hired by the Southwest Section to execute these duties. The firm shall provide to the Executive Director documentation to show that the transaction has been executed, and the Executive Director shall enter that transaction into the Section’s accounting software.

(e) The Executive Director will generate checks for approved invoices through the accounting system.

(f) Voided checks will have "VOID" written boldly in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file. Any checks that cannot be saved shall have documentation in the paper record showing the check number, date and a brief explanation of the reason for voiding the check number.

(g) In no event will:
   1) invoices be paid unless approved by an authorized signer
   2) blank checks (checks without a date or payee designated) be signed in advance
   3) checks be made out to "cash", "bearer", "petty cash", etc.
   4) checks be prepared on verbal authorization, unless approved by the Executive Director.

(h) In the event that it is necessary to issue a duplicate check for checks in an amount over $15, a stop payment will be ordered at the bank on the original check, unless the original check is in the possession of the Section and marked VOID.

Section 11.15 FINANCIAL ACCOUNT STATEMENT RECONCILIATIONS

11.15.1 PREPARATION OF MONTHLY CREDIT CARD TRANSACTION REPORT

(a) Log in to PayPal. Under the My Account tab, click on Reports. Under Reports, click on Merchant processing statement. Select the month of the report.
(b) When report appears, print the file and reconcile with the PayPal Holding account. File the electronic documents in the SWAWWA/Treasurer folder.

11.15.2 POSTING CREDIT CARD TRANSACTIONS TO SECTION ACCOUNTING SYSTEM AND RECONCILIATION

(a) Prior to reconciling bank statement, complete the posting of all credit card receipts and charges to Section accounting system.

(b) Open the Section’s accounting system using Administrator password.

(c) Prepare the Deposit to the PayPal Holding Account, entering all sales using the appropriate monthly transaction report. Enter each sale as an individual item in the deposit. Enter any refunds as separate negative value.

(d) Enter the sum of all credit card transaction fees as a check without a check number, and do not print the check. Enter the fee for Virtual Merchant as a separate check in a similar fashion.

(e) Reconcile the PayPal Holding Account.

(f) Print the reconciliation report as a pdf file and save as reconciliation.pdf in the Treasurer/CreditCard folder.


(h) Forward the completed report to the Chair for review and signature.

11.15.3 RECONCILIATION OF THE MASTER BANK ACCOUNT

(a) Bank & PayPal statements will be received electronically by the Executive Director.

(b) The Executive Director will reconcile the master bank account statement and the PayPal statement monthly.

(c) A copy of the combined reconciled statement files shall be forwarded to the Treasurer for review. After reviewing, the Treasurer will print and sign the first page of each of the files and transmit them to the Executive Director for attachment to the paper copy of the combined reconciliation files.

(d) On all checks outstanding over 90 days, the Executive Director should take appropriate action.

11.15.4 SECTION FINANCIAL RESERVE

(a) A Section Financial Reserve Fund is established by calculating expenses in the Operating Budget, subtracting Annual Conference expenses and Water For People collections. That balance becomes the basis for the Reserve Fund. The Reserve Fund is calculated as:

(b) Reserve = Balance in Section Operating Account – (Annual Operating Budget Expenses – Annual Conference expenses – Water For People
expenses)) x 0.30

(c) The Executive Director will create a separate interest-earning, liquid, FDIC-insured account to hold this Section Reserve, and the amount in the Reserve will be reviewed at the annual Audit Committee and during the Post Conference Board Meeting, in conjunction with the annual budget adoption.

11.15.5 DETAILED RECONCILIATION PROCEDURES

(a) When the physical bank statement is received, scan that statement as a pdf document and save in the SWAWWA/Treasurer folder as “YYYYMM <Bank Name> Statement.pdf.”

(b) Produce a detailed reconciliation report from the Section’s accounting system and save as “YYYYMM <Bank Name> Reconciliation.pdf” in the Treasurer/Master Account folder.

Section 11.16 PURCHASING

11.16.1 PURCHASES OR LEASES UNDER $5,000

(a) All purchases or leases over $1,000 must be approved in advance by any member of the Section Executive Committee or the Section Treasurer.

(b) The Executive Director is responsible for determining if the item ordered is within the budget and guidelines.

(c) If purchase or lease is less than $1,000, persons authorized by the Executive Director for immediate purchase and delivery can make the purchase.

11.16.2 PURCHASES OR LEASES OVER $5,000

(a) Purchases or leases over $5000 will be required to solicit and receive competitive proposals or quotes as appropriate.

(b) All proposals or quotes will contain clear specifications and will not contain features which unduly restrict competition.

(c) The Executive Director will be responsible to ensure that all conditions and specifications of a proposal or quotes or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.

(d) The Executive Director will obtain at least 3 proposal or quotes wherever possible unless prior approval by Board has been obtained.

(e) Purchases or leases of over $5000 will not be fragmented or reduced to components of less than $5,000 to avoid the competitive proposal or quotes process.

Section 11.17 PAYROLL

11.17.1 TIME SHEETS (Non-Exempt Employees)
(a) Each hourly employee will be responsible for completing a time sheet on a biweekly basis.

(b) Completed time sheets will be dated and signed by the employee, time cards will be stapled to the back, and both will be submitted to the Executive Director at the end of the last working day of each pay period.

(c) No payroll checks will be issued without a completed time sheet and time card if required.

(d) Incomplete time sheets and cards will be returned to the employee for correction.

(e) The Executive Director will verify the accuracy of the time sheets and addition.

(f) Employees will be paid every two weeks, and deductions are itemized on each paycheck.

11.17.2 PAYROLL

(a) Payroll checks or bonus checks will be administered by the professional accounting services firm hired by the Southwest Section to execute these duties. The firm shall provide to the Executive Director documentation to show that the transaction has been executed, and the Executive Director shall enter that transaction into the Section’s accounting software.

(b) Voluntary terminations will be paid at regular pay date. Involuntary terminations will be paid on day of separation.

11.17.3 PAYROLL TAXES

(a) The professional accounting services firm will electronically pay required federal and state payroll taxes from the Section’s master account, including those withheld from the employees’ payroll. The firm shall provide to the Executive Director documentation to show that the transaction has been executed, and the Executive Director shall enter that transaction into the Section’s accounting software.

1) Federal FICA (employee)

2) Federal FICA (employer)

3) Federal Medicare (employee)

4) Federal Medicare (employer)

5) Federal Income Tax (employee)

6) State Income Tax (employee)

(b) The professional accounting services firm will prepare and transmit the payroll tax reports, W-2 forms, W-3 forms, 1099 forms and state withholding and unemployment insurance reports in compliance with federal and state deadlines.

11.17.4 BENEFITS
(a) Payroll will be prepared in accordance with the personnel policies and benefit plan.

Section 11.18  TRAVEL & EXPENSES

11.18.1 Each employee and volunteer will complete an expense voucher if any approved or required traveling is done. Voucher should include all expenses for which the traveler is requesting reimbursement from the Section. Voucher will reflect reimbursement sources other than the Southwest Section - AWWA.

11.18.2 The expense voucher will be submitted within 60 days of actual expense for payment, with a total, signed by the employee or volunteer, authorized for payment by the Executive Director.

11.18.3 Reimbursement will be based upon current travel policies. Receipts must be attached to the expense voucher for lodging and common carrier transportation.

11.18.4 Incomplete expense vouchers will be returned unapproved.

11.18.5 Section staff, Board members and committee members are eligible for reimbursement for travel expenses, including meals and lodging for approved travel. Travel not specifically approved by the Board, other than travel associated with the Mid Year Board Meeting and the Regional Meeting of Section Officers, must be approved in advance by the Section Chair.

   (a) Board members, excluding the Executive Director (as paid staff), are not eligible for reimbursement for expenses associated with attending Board meetings conducted as part of the Section's Annual Conference, unless specifically approved by the Board or as stated in the Section's policy manual.

11.18.6 When traveling by commercial airlines, the traveler shall make every effort to obtain tickets at the cheapest rates available for flights suitable for the traveler's schedule.

11.18.7 Private vehicle mileage shall be reimbursed at the rate as established by the IRS. Reimbursement for private vehicle mileage shall not exceed the amount of the cheapest airfare (including the costs of airport parking and hotel transfers) available, unless prior approval is obtained from the Section Chair. Expenses for additional meals and lodging incurred while travelling by privately owned vehicle, beyond those that would be covered if travelling by air, shall not be reimbursed without the prior approval of the Section Chair.

11.18.8 Reimbursement for meals and lodging shall be for actual expenses, subject to the maximum amounts indicated by the current GSA rates for the city or county where the expenditure occurs. For current rates, see the web site listed below.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

11.18.9 For meals, the maximum GSA rate may be exceeded when the expense is for a meal provided by the sponsor of the meeting or conference as an optional registration item. (For example, the Fuller Award Breakfast at
AWWA’s Annual Conference.) No reimbursement will be provided for those meal periods when a meal is provided as part of the registration fee.

11.18.10 For lodging, the maximum GSA rate for the location may be exceeded when the expense is incurred at a hotel associated with the conference or meeting, when a group rate is in place. (For example, the meeting hotel at the Regional Meeting of Section Officers.)

11.18.11 In order to be reimbursed for the actual expense of breakfast on the first day of travel, the traveler must embark on the trip prior to 7:00 AM.

11.18.12 In order to be reimbursed for the actual expense of dinner on the last day of travel, the traveler must arrive home after 6:00 PM.

11.18.13 Approval of the Section Chair shall be obtained before incurring a meal or lodging expense in excess of the GSA rate.

Section 11.19 CONSULTANTS

11.19.1 Consideration will be made of internal capabilities to accomplish services before contracting for them.

11.19.2 Written contracts clearly defining work to be performed, terms and conditions will be maintained for all consultant and contract services.

11.19.3 The qualifications of the consultant and reasonableness of fees will be considered in hiring consultants.

11.19.4 Consultant services will be paid for as work is performed or as delineated in the contract.

11.19.5 The Board of Directors will approve all contracts.

11.19.6 The professional accounting services firm will prepare 1099 returns for Audit Committee review prior to signature.

Section 11.20 PROPERTY

11.20.1 EQUIPMENT

11.20.2 Equipment shall be defined as all items (purchased or donated) with a unit cost of $500 or more and a useful life of more than one year.

11.20.3 The Executive Director will maintain an inventory log; which shall list a description of the item, date of purchase or acquisition, price or fair value of the item and its location.

11.20.4 A depreciation schedule shall be prepared at least annually for the audited financial statements.

11.20.5 The Executive Director will record all equipment in the accounting system.

11.20.6 An entry must be made whenever property is disposed of or acquired.
Section 11.21 LEASES

11.21.1 REAL ESTATE

(a) The Executive Director will review leases prior to submission to the Board of Directors for approval.

(b) All leases, clearly delineating terms and conditions, will be approved by the Board of Directors and signed by the Section Chair.

(c) The Executive Director will keep a copy of each lease on file.

(d) The professional accounting services firm will be notified of each lease and lease specifications, and will make proper general journal entries for same.

11.21.2 EQUIPMENT

(a) All leases clearly delineating terms and conditions shall be reviewed, approved and signed by the Executive Director.

(b) The Executive Director will keep a copy of each lease on file.

(c) The professional accounting services firm will be notified of each lease and lease specifications, and will make proper general journal entries for same.

Section 11.22 INSURANCE

11.22.1 Reasonable, adequate coverage will be maintained to safeguard the assets of the corporation. Such coverage will include property and liability, worker's compensation, employee dishonesty and other insurance deemed necessary.

11.22.2 The Executive Director will carefully review insurance policies before renewal.

11.22.3 The Executive Director will maintain insurance policies in insurance files.

11.22.4 Insurance policies will correspond to the calendar year whenever possible.

Section 11.23 COMMUNICATIONS

11.23.1 The Board shall authorize a monthly payment of a fixed amount to the Executive Director to offset the provision by the Executive Director of internet access and cellular phone access from his/her personal account to the benefit of the Section.

Section 11.24 BOOKS OF ORIGINAL ENTRY

11.24.1 Southwest Section - AWWA will utilize Quick Book Pro (Non-Profit) or equivalent for accounting for all funds.

11.24.2 Adequate documentation will be maintained to support all general entries.
11.24.3 At the end of each quarter, the Executive Director will prepare a Balance Sheet, P/L, Budget vs Actual that will be reviewed by the Treasurer.

11.24.4 Southwest Section - AWWA will maintain its accounting records on the accrual basis in a manner that facilitates the preparation of audited financial statements conforming to generally accepted accounting principles.

Section 11.25 GRANTS AND CONTRACTS

11.25.1 The Executive Director will carefully review each award and contract.

11.25.2 Compliance with all financial and programmatic provisions. The Executive Director will maintain originals of all grants and contracts in a file. The Consulting Accountant will prepare initial entries as appropriate to record each award.

11.25.3 The Executive Director will prepare and maintain on a current basis a Grant/Contract Summary form for each grant or contract awarded to the Southwest Section - AWWA. This form shall include the name, address, contact person, and phone number for the funding organization; the time period applicable to expenditures; all significant covenants (such as bonding or liability insurance requirements) and restrictions on expenditures; all require financial and program report and due dates; and the chart of accounts line item number for the revenue deposited.

11.25.4 Payments for projects for which Southwest Section - AWWA serves as fiscal agent shall be paid out within one week.

11.25.5 The Consulting Accountant will prepare financial reports to funding sources as required.

11.25.6 The Executive Director will review and approve all reports to funding sources.

11.25.7 It will be the responsibility of the Executive Director to ensure that all financial reports are submitted on a timely basis.

Section 11.26 BUDGETS

11.26.1 The Executive Director, with input from the incoming Chair and the Treasurer, will prepare the financial budget.

11.26.2 The Executive Director will ensure that budgets are on file.

11.26.3 The Board of Directors must approve proposed changes in the budget, should they exceed $1,000 more than the approved line item. Budget changes less than described above may be approved by the Section Chair.

Section 11.27 OTHER

11.27.1 NON-PROGRAM INCOME

(a) Donations of cash and non-program related income will be separately
11.27.2 ACCOUNTS RECEIVABLE
(a) Documentation will be maintained for accounts receivable.
(b) Accounts receivable will be recorded in the books and collected on a timely basis.

11.27.3 FINANCIAL PROCEDURES
(a) Financial policies and procedures will be reviewed annually by the Audit Committee. The Board of Directors must approve changes to the financial procedure manual prior to implementation.

11.27.4 FORM 990
(a) The professional accounting services firm will prepare the Form 990 tax return. Form 990 will be signed by the Executive Director.
(b) Copies of Form 990 will be filed in the Executive Director’s files, and a copy of the Southwest Section – AWWA’s Form 990 shall be located on the Section’s web site for public inspection and/or copying.

11.27.5 AUDITS
(a) The Board of Directors shall, upon a frequency of their determination, but not less than once every five years, contract with an independent auditing firm for a full audit or review of the books, to be completed prior to the next scheduled Audit Committee meeting.
(b) The Section’s Audit Committee shall audit the Section’s books annually.

11.27.6 PERSONNEL FILES
(a) The Executive Director will maintain a personnel file for each employee, containing appropriate documents, such as the signed compensation agreement, approval of changes in compensation, an I-9 immigration form, and withholding forms for taxes, benefits, deferred compensation, and charitable contributions.

11.27.7 RECORDS RETENTION
(a) Electronic financial records will be maintained permanently. Electronic financial records shall be automatically backed up regularly via a subscription or cloud service. Paper financial records like bank statements and other financial records shall be maintained for four years, after which they can be disposed.

11.27.8 Critical Information
(a) A record shall be maintained of all critical data, including, at a minimum, the following:
1) Each bank account number and the name and location of the financial institution
2) Each certificate of deposit number and the name and location of the financial institution
3) The user id and password for each banking account on-line access
4) The account number and personal identification number (PIN) for each Section bank card
5) www.swawwa.org web site account number, user id, and password
6) www.swawwa.org internet name registration account number, user id, and password
7) Credit Card Processing Company accounts, websites, user ids, and passwords
8) IRS tax payment web site, user id and password
9) The location of all computer files
10) The location of all financial documents, such as Certificates of Deposit

(b) The Treasurer and Director shall be provided with a new copy of the critical information each time the information is updated

(c) The critical information shall be safely guarded to prevent online theft.

Section 12. OFFICER’S GUIDE

Section 12.11 CHAIR

12.11.1 The Chair shall have general supervision over all of the affairs of the Section.

12.11.2 Summary of Duties and Responsibilities, General

(a) General supervision over the affairs of the Section.

(b) Preside at all meetings of the Board

(c) Supervise all Section activities.

(d) Report to the Section members, reviewing the activities of the Section during the year.

(e) Review the activities of the Secretary (Executive Director) and of the Treasurer.

(f) Be familiar with policies and procedures of the Section and with the duties of each officer and committee member.

(g) Have communication with Section Director on a monthly basis, or whatever timetable necessary.

(h) Visit and participate in each State’s Annual meetings.

(i) Become acquainted with National programs and be ready to help the Director in getting all pertinent information to all officers and trustees.
(j) Select representative to EPA Award of Excellence review in Dallas (usually April-May).

(k) Attend Regional Section Officers meetings.

(l) Request a quarterly activities and financial reports from the Secretary (Executive Director) and Treasurer.

12.11.3 Summary of Duties and Responsibilities, Committees

(a) Act as ex-officio member of all committees.

(b) Ensure that all committee appointments have been made.

(c) Monitor committee progress and activities through coordinating Section Officer.

(d) At the Post-conference Board meeting, the newly-elected Chair shall assume the prescribed duties. Immediately following this meeting, it is recommended that the Chair, Chair-Elect, and Vice-Chair meet to discuss committee assignments and related committee activities for the upcoming year.

12.11.4 Summary of Duties and Responsibilities, Meetings

(a) Preside at all meetings of the Section, including:

1) Annual business meeting

(b) All Meetings of the Board of Trustees:

1) Post-conference Board meeting

2) Mid-year Board meeting

3) Pre-conference Board meeting

(c) Upon receiving the gavel from the Past-Chair, the Chair shall preside over the Post Conference Board meeting. Prior to the meeting, confer with the Secretary (Executive Director) to prepare agenda. Review activities of previous year and conference meeting to determine any unfinished business or any actions agreed, but not followed through on or completed. The Chair should be very familiar with the Section’s Articles of Incorporation, Bylaws, and Policies and Procedures.

(d) Mid-year Board Meeting

1) Chair should present an agenda to the Secretary (Executive Director), for the upcoming year’s activities at least 6 weeks prior to Mid-year Board meeting.

12.11.5 Committee Assignments

(a) Serves on the Performance Evaluation Committee

12.11.6 Annual Conference
(a) The Chair should reside in the same state where the Annual Conference is held so that all planning and preparation may be closely coordinated with the Local Host Committee.

(b) The Chair should be directly involved in Annual Conference planning activities.

(c) The Chair should, prior to the conference, request reports from all section committee Chairs for presentation at the annual meeting.

(d) The Chair should preside at the Opening Session, Presidents Luncheon and the Banquet of the Annual Conference.

(e) Conference Meeting Responsibility

1) Meet with Local Host Committee as often as possible
2) Verify the Section awards to be presented
3) Confer with Section Secretary (Executive Director) to verify that all is in order for Conference Meeting
4) Set agenda for Pre-Conference Board Meeting
5) Assist in seating for Head Tables at various functions
6) Verify AWWA Representative for Annual Meeting
Section 12.12  **CHAIR-ELECT**

12.12.1  The Chair-Elect shall perform duties of the Section Chair and serve as temporary Chair of the Section, in any event that the Section Chair is unable to do so.

12.12.2  Summary of Duties and Responsibilities

(a)  Be familiar with the Section’s Bylaws, Policies & Procedures and with the duties of each officer and committee member.

(b)  Maintain routine communication with the Section Chair so as to support the operations of the Section.

(c)  Attend Regional Section Officers meetings.

(d)  Serve as Coordinating Section Officer of the following Section Committees:

1)  Auditing
2)  Awards
3)  Customer Service
4)  Education
5)  Public Information
6)  Publications
7)  Resolutions
8)  Safety
9)  Small Systems
10)  Water for People

(e)  Monitor the progress and activities of the committees listed above and report same to the Section Chair.

(f)  At least fifteen days prior to the Annual Conference, provide to the Secretary (Executive Director) the names of prospective nominees for each committee position for which the Chair will make an appointment upon election.
Section 12.13 **VICE-CHAIR**

12.13.1 The Vice-Chair shall perform the duties of the Chair-Elect and serve as temporary Chair-Elect, in any event that the Chair-Elect is unable to do so.

12.13.2 Summary of Duties and Responsibilities
   (a) Be familiar with the Section’s Bylaws, Policies & Procedures and with the duties of each officer and committee member.
   (b) Maintain routine communication with the Section Chair so as to support the operations of the Section.
   (c) Attend Regional Section Officers meetings.
   (d) Serve as Coordinating Section Officer of the Membership Committee.
   (e) Provide membership information from AWWA to the Trustee and Deputy Trustee from each state to support committee responsibilities.
   (f) Monitor the progress and activities of the membership committee and report same to the Section Chair.
   (g) At least fifteen days prior to the Annual Conference, provide to the Secretary (Executive Director) the names of prospective nominees for each committee position for which the Chair Elect will make an appointment upon election.

Section 12.14 **VICE CHAIR NOMINEE**

12.14.1 Summary of Duties and Responsibilities
   (a) Become familiar with the duties of the position of Vice Chair
   (b) Identify willing member(s) to serve in each committee position for which the Vice Chair will make an appointment upon election.
   (c) At least fifteen days prior to the Annual Conference, provide to the Secretary (Executive Director) the names of prospective nominees for each committee position for which the Vice Chair will make an appointment upon election.

Section 12.15 **PAST CHAIR**

12.15.1 The Past-Chair’s duties shall be to coordinate the activities of the General Policy Advisory Council.

12.15.2 Summary of Duties and Responsibilities
   (a) Be familiar with the Section’s Bylaws, Policies & Procedures and with the duties of each officer and committee member.
   (b) Maintain routine communication with the Section Chair so as to support the operations of the Section.
   (c) Attend Regional Section Officers meetings.
(d) Serve as Chair and Coordinating Section Officer of the General Policy Advisory Council.

(e) Provide Bi-Monthly reports to the Section Chair as to the activities of the Advisory Council.

(f) Serve as ex-officio member of the MAC Council.

(g) Serve as Chair of the Nominating Committee.

Section 12.16  DIRECTOR

12.16.1 The Director Representing the Section on the Board of Directors of the American Water Works Association shall represent each Board in the deliberation of the other and shall act to coordinate and unify their actions. He shall make a report at the annual meeting of the Section of the activities of the parent association.

(a) Summary of Duties and Responsibilities The Director from the Southwest Section is an individual who is and has been a member of the Section. This person, when contacted by the Nominating Committee, consents and volunteers to serve a three-year term. The Committee shall give preference to candidates that are Past Chairs of the Section, especially those candidates from the State which has not produced the last two Directors.

(b) He should be willing to devote a lot of personal time to AWWA business.

(c) The Director works with and along side of the Chairman of the Section. He should assist and offer help in any way he can.

(d) Serves as the communication link between the AWWA National Officers and staff in Denver and the Officers and membership of the Southwest Section. Much of the communication between the Director and the National office of AWWA pertains to the AWWA position on issues as they meet with Congress.

12.16.2 Term of Office

(a) The term of office for the Director is three years. This individual takes office during the AWWA National Conference and Convention, which is normally held in the middle of June. Once he has served for three years, his successor (elected at the Southwest Section Annual Conference in the previous year) will take office during the National Convention.

(b) Presently, there are 46 Directors from the various sections with staggered terms of office.

12.16.3 National Responsibilities

(a) The Director is expected to attend the National Conference and
Convention. AWWA does not cover expenses. At this annual conference, there are generally two meetings the Director is required to attend.

(b) The incoming Director is required to attend an orientation meeting (normally held on the Saturday prior to the convention). The first Director's meeting (normally held on the Monday the convention starts) is generally about eight hours. At this pre-conference meeting, he will sit and observe along side fellow Directors and Officers of AWWA. The newly elected officers of AWWA officially take office during the banquet (normally held on Wednesday night).

(c) The newly elected Director takes office at the second Director's meeting (normally held on Thursday morning) when the present Director goes off and the newly-elected AWWA officers take office. At this meeting, reports are given by the various AWWA committees. This meeting usually lasts about 4 hours, beginning at 7:00 a.m. and normally is completed at 11:00 a.m. Enough time is allotted for all business and allows the opportunity for the Directors to leave that afternoon.

(d) The Board of Directors are encouraged to participate through active discussions, work groups and panel discussions. The vote of the Directors affects the entire membership of AWWA.

12.16.4 AWWA Committee Involvement

(a) As the Director becomes more familiar with the way AWWA functions and when he expresses an interest to participate and become involved, he may be called upon to serve on one or more active and functioning AWWA committees. The time required and commitment to serve on a committee may vary from three to six years.

12.16.5 Southwest Section Responsibilities

(a) The Director is called upon to make two reports each year to the Officers and membership of the Southwest Section. These reports are given at:

1) Mid-year Board Meeting
2) Annual Conference
3) Reports by the Director include information concerning AWWA activities from the Denver office, activities that had occurred since the previous Section Board meeting, summary of actions at the previous Directors' meeting, and a report on the upcoming Regional Officers' Meeting (if applicable).

(b) Expenses incurred while attending the mid-year Board meeting are covered by the Southwest Section. Expenses to the Southwest Section Annual Conference are not covered by the Section.
(c) The Director is a member of the Water Utility Council of the Southwest Section. He sits on the Council for three years during his term as Director. He also becomes the contact person for the AWWA Water Utility Council and the Office of Government Affairs in Washington, D.C. As the contact person, he is able to funnel all AWWA correspondence to the members of the Water Utility Council of the Southwest Section, thereby keeping the Section apprised of legislative happenings between AWWA and Congress. The Director can expect to receive correspondence at least three times per week.

(d) The Director represents the Southwest Section on the Awards Selection Committee for the Public Water Supply Excellence Award by The U.S. Environmental Protection Agency Region 6. Applications for this award are received from water utilities in the Southwest Section, Texas Section and New Mexico.

12.16.6 Annual Conference Responsibilities

(a) During the Southwest Section Annual Conference, the Director and his/her spouse/guest are responsible for entertaining the National AWWA Immediate Past President or other AWWA National Officer and his/her spouse/guest. The Director is contacted by AWWA a month or two before the conference for details pertaining to the visit. The Director takes care of all local travel arrangements (i.e., to and from the airport). He also confirms with the Local Arrangements Committee the hotel accommodations and assists with all activities at the conference that pertain to the visit.

(b) AWWA National will provide details concerning the officer who will attend our annual meeting. The notice from AWWA can be expected well in advance of the conference. A photograph and resume of the official are sent for use at that time.

(c) In some cases hosting can be assigned to several people. In any case, it is the responsibility of the Director to make certain that the officer and his wife are fully advised of all events, hosted entertainment and transportation schedules.

(d) Points to consider:

1) Write the officer when you learn that he will be attending the meeting.

2) Tell him/her about his/her part on the technical program (i.e., when, where, how much time, subject). Let him/her know the functions he/she and his/her spouse/guest will attend. Give him/her the details about dress, seating, etc.

3) Ask him/her about hotel reservations, times of arrival and departure and make the hotel reservations with confirmation directly to him/her. Advise him/her regarding the availability of a suite.
4) Send him/her a copy of the program from the last conference and the proposed program for the current conference. Tell him about special arrangements made with respect to television and/or radio interviews, if applicable.

5) Pre-register the officer and his/her spouse/guest at the hotel and for the conference.

6) Be helpful during the meeting by acting as host and/or guide.

7) Officer's needs and desires will vary with each individual. Some will want a full accompanied schedule from arrival to departure, whereas others may prefer a more flexible schedule with some free time. The key to a successful visit is an early discussion between the officer and host to assure that arrangements are comfortable.

12.16.7 Regional Officers Meeting
   (a) Each year in the spring (April or May), AWWA sponsors the Region IV Section Officers Regional Meeting. Region IV is comprised of the following sections: Alabama-Mississippi, Kansas, Missouri, Texas, Mexico and Southwest. Officers, Secretaries and Trustees from these sections are invited to attend, discuss issues and activities that pertain to the individual sections and AWWA. Expenses for this meeting are paid by the Section.

12.16.8 Other Meetings
   (a) Periodically, AWWA may ask for a meeting to be held within the Southwest Section. The meeting could be a Regional Officers Meeting, the AWWA Officers/Directors Annual Mid-year Board Meeting, Membership Meeting or other function. It is the responsibility of the Director to coordinate these functions with the AWWA meeting staff. The Director may provide assistance in selecting a hotel, contacting individuals or in other capacities.

12.16.9 Committee Assignments
   (a) Serves on the Performance Evaluation Committee
Section 12.17  TRUSTEE

12.17.1 The Trustees, one from each of the three states, shall take part in the actions of the Board and shall have equal voting powers with that of other members of the Board. The Trustee shall coordinate his/her activities with that of the Deputy Trustee from their state.

12.17.2 Summary of Duties and Responsibilities

(a) Trustees or past trustees who are being nominated for Vice Chair should submit a list of proposed committee assignments to the Chair Elect at least 30 days prior to the annual conference.

(b) Serves as a member of the Membership Committee.

(c) Arranges for participation of Section Chair in each state’s operator organization’s annual conference.

(d) Represents the Section at Section sponsored Satellite Teleconferences and other training sessions within the trustee’s state.

(e) Attends the regional officers meeting, if possible.

(f) Attends mid-year, and pre and post conference board meetings.

(g) Arkansas: Presides over AWW&WEA’s Water Luncheon, including selecting dignitaries to sit at head table. Section officers present at the conference will normally be seated at head table, along a representative of the drinking water regulatory agency.

(h) Louisiana: To be determined by Louisiana officers.

(i) Oklahoma: To be determined by Oklahoma officers.
Section 12.18  **DEPUTY TRUSTEE**

12.18.1 The Deputy Trustees, one from each of the three states, shall take part in the actions of the Board and shall have equal voting powers with that of other members of the Board. The Deputy Trustee shall assist and coordinate his/her activities with that of the Trustee from their state.

12.18.2 Summary of Duties and Responsibilities

(a) Serves as a member of the Membership Committee.

(b) Represents the Section at Section sponsored Satellite Teleconferences and other training sessions within the trustee’s state.

(c) Attends the regional officers meeting, if possible.

(d) Attends mid-year, and pre and post conference board meetings.

Section 12.19  **MANUFACTURERS/ASSOCIATES REPRESENTATIVE**

12.19.1 The Manufacturers/Associates Representative shall serve as Chair of the Manufacturers/Associates council. The council Chair shall provide general supervision of the affairs of the council, call for and preside at all council meetings. The Manufacturers/Associates Representative shall work with the Exhibitors Chair throughout the conference year to encourage participation by associate members and with the Time and Place Committee Chair to ensure that the future meeting sites proposed will support the conference activities.

12.19.2 Summary of Duties and Responsibilities

(a) Surveys exhibitors concerning adequacy of exhibit facilities, schedule, and layout.

(b) Recommends changes in operation of exhibits based on exhibitor input.

(c) Coordinates exhibitor input with local host exhibit committee.

Section 12.20  **EXECUTIVE DIRECTOR (Acting as Secretary)**

12.20.1 The Secretary (Executive Director) shall attend all meetings of the Section and of the Board and duly record the proceedings thereof. This does not include committee or council meetings unless specified elsewhere in this manual. He/she shall be the custodian of all the records of the Section. The Secretary (Executive Director) shall perform all the duties laid down for the Section Secretary (Executive Director) in Article IX of the Bylaws of the American Water Works Association and perform such other duties as the Board may direct.

12.20.2 Summary of Duties and Responsibilities

(a) Attend all meetings of the section
(b) Prepare meeting minutes
(c) Provide electronic copies of revised bylaws, policies, committee assignments, meeting agendas, and draft meeting minutes to Section Webmaster.
(d) Review all contracts, including proposed annual conference contract(s), with Chair and Treasurer, and sign on behalf of Section as appropriate.
(e) Direct the purchasing of section envelopes and supplies. Contract for all services as needed, including printing and mailing.
(f) Maintain copies of the latest amended section Bylaws, contracts to which the Section is a signatory, and the minutes of the Board meetings.
(g) Explain section policies and practices to new members
(h) Become acquainted with the purpose and qualifications or eligibility requirements of all awards and citations.
(i) Complete and transmit the section report to AWWA within one month from the date of the annual Section meeting.
(j) Draft all proposed section bylaws amendments
(k) Maintain membership records and meeting attendance
(l) Make notices of meetings to members
(m) Coordinate with the Scholarship Committee in the selection and award of annual scholarships. He/she shall advertise the fund, receive applications, verify eligibility and forward eligible applications to the Scholarship Committee for their consideration and selection. He/she shall provide scholarship applications and rules to all those who make request for them. He/she shall inform the Treasurer of the names of the applicants and the rankings assigned by the Scholarship Committee. Upon receipt of approval from the Treasurer, the Secretary (Executive Director) shall prepare and remit the payments to the scholarship winners along with a congratulatory letter.
(n) Maintain records of deaths of members and notify AWWA headquarters
(o) Supply appropriate plaques, pins, ribbons and awards to be presented at the annual section meeting, including but not limited to, the following;
   1) Officer Ribbons (Automatically provided by AWWA)
   2) Fuller Award Pin (ordered from AWWA)
   3) Kellogg Award Plaque
   4) Membership Award Plaque
   5) Life Member Award Pins (automatically forwarded by AWWA)
   6) Gold Drop Award Pins (automatically forwarded by AWWA).
7) Flag Ribbons recognizing Local Host Committee members, Exhibitors, Past Chairs and Committee Chairs

8) Chair Plaque (ordered from AWWA)

9) Chair Gavel

12.20.3 Meetings

(a) The gavel passes to the new Southwest Section Chairman at the Annual Conference. There are three (3) regularly scheduled Board meetings held each year. These business meetings are normally held as follows:

1) Pre-conference
2) Annual business meeting
3) Post-conference
4) Mid-year Board meeting

(b) Pre-Conference Meeting

1) The Pre-conference meeting is held at the site of the Annual Conference. The Local Arrangements Chairman for the Annual Conference will make the meeting room arrangements. Since this meeting is held immediately prior to the Annual Conference, the Southwest Section Board of Trustees will meet on the day immediately prior to the Opening Session

(c) Annual Business Meeting

1) The Annual Business Meeting is held at the site of the Annual Conference. The Local Arrangements Chairman for the Annual Conference will make the meeting room arrangements. This meeting is held prior to the start of the technical program.

(d) Post-conference Meeting

1) The Post-conference meeting will be held at the site of the Annual Conference. The Local Arrangements Chairman for the Annual Conference will make the meeting room arrangements. This meeting is held on the last day of the conference.

(e) Mid-year Meeting

2) The Mid-year meeting is held at the site of the Annual Conference. The Local Arrangements Chairman for the Annual Conference will make the meeting room arrangements.

12.20.4 Agenda

(a) The agenda preparation is a form outline of items to be covered at the Board of Trustees’ meeting. Coordinate and verify items placed on the agenda with the Chairman and/or Chairman-Elect. Some correspondence is directed to these Board members; therefore, additional subjects may be included at their request.
(b) APPROVAL OF MINUTES (item 1) will always include approval of the minutes of the previous meeting(s).

(c) Prepare additional copies of the agenda to take to the meeting for visitors.

(d) A copy of the agenda with cover letter should be sent approximately one (1) month in advance of the meeting to the following:

1) Officers  
2) Trustees  
3) Committee Chairs  
4) AWWA – Section Liaison

(e) Minutes of each Board meetings are to be taken by the Secretary (Executive Director). Each Board meeting shall be recorded.

(f) A copy of the original reports need to be maintained for backup. The draft minutes shall be submitted to the Board for review. Following any corrections made as a result of the Board’s review, the draft minutes shall be posted to the Section’s web site. Draft Minutes of all meetings are to be distributed to the following individuals:

1) All Board Members  
2) Committee Chairs

12.20.5 Files

(a) All documents specific to the Southwest Section shall be retained in electronic or paper form, and filed according to topic. All electronic files shall be backed up at a remote location, and the Treasurer and Director shall be provided access to the backup files.

12.20.6 List of Committees:

(a) At least forty-five days prior to the Annual Conference, the Secretary (Executive Director) shall notify all persons nominated for Section office by the Nominating Committee of any committee or council appointments that will be their responsibility upon election. The Secretary (Executive Director) shall notify the nominees to be prepared to make the nominations or appointments at the post-conference Board meeting.

(b) Officers making appointments shall provide the following information to the Chair and the Secretary (Executive Director):
<table>
<thead>
<tr>
<th>1) Committee/Council Name</th>
<th>7) Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Appointee Name</td>
<td>8) Work Phone</td>
</tr>
<tr>
<td>3) P. O. Address</td>
<td>9) Work Fax</td>
</tr>
<tr>
<td>4) Street Address (for UPS, etc.)</td>
<td>10) Email Address</td>
</tr>
<tr>
<td>5) City</td>
<td></td>
</tr>
<tr>
<td>6) State</td>
<td></td>
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</tbody>
</table>

(c) One of the first tasks following the Annual Conference is to compile a list of all the committees. The list needs to include:

1) Committee member names
2) Designation of Chairperson
3) Addresses of each committee person
4) Telephone numbers and FAX numbers

12.20.7 Incoming Director Appointment

(a) At the Annual Conference Post-Conference Board Meeting that occurs during the second year of the Director’s term of office, the Secretary (Executive Director) shall notify the Board of the need to elect an Incoming Director at the next Annual Conference. This will enable the Incoming Director to attend one AWWA Board meeting as a guest, prior to assuming the position of Director.

12.20.8 Stationery and Envelopes

(a) Immediately following the Annual Conference, the Secretary (Executive Director) needs to prepare new electronic stationery for the Section to show the new officers, director, trustees and their respective addresses. In addition, changes in the location of the Annual Conference are to be shown at the bottom of the stationery.

(b) Stationery and envelopes are always blue printing on white bond paper. Printing of the new supply is done at a location selected by the Secretary (Executive Director).

(c) NOTE: Distribute the electronic stationery to all Board members, and envelopes to each Board member upon request.

12.20.9 Membership

(a) The Chairman of the Membership Committee of the Southwest Section is responsible for most functions concerned with membership. There are some functions that are handled through the Secretary (Executive Director)
that need to be discussed, however.

(b) Application Forms

1) Periodically, the Secretary (Executive Director) will be asked to supply a membership application form to a possible member. Three forms are used for this purpose (i.e., Individual, Organization and Utility).

(c) Membership Reports

1) Membership reports of various types are available to the Section through the Section database maintained by AWWA. The Secretary (Executive Director) shall make the Board aware of the various types of reports that are available, and prepare reports from the database as requested by any Board member.

(d) Deceased Member Report

1) A copy of the Deceased Member Report, prepared for the September 1 through August 31 time frame, needs to be sent to the Chairman of the Resolutions Committee of the Southwest Section prior to September 15th. A resolution is made for each member on the list.

(e) Southwest Section Member Contact Information

2) The Southwest Section Member Contact Information is periodically used by committee chairs or other persons in the Section. The Secretary (Executive Director) shall provide such lists upon request. Approval of the Chair is required if the requestor is not a Board member or a Committee Chair.

12.20.10 Reports and Forms

(a) The following reports or forms are to be completed by the Secretary (Executive Director):

(b) Annual Conference Reports and Forms

www.awwa.org/Membership/Content.cfm?ItemNumber=795&navItemNumber=1462

1) Section Annual Conference Information Form (6 weeks prior)
2) Section Award Order Form (6 weeks prior)
3) Section Future Annual Conference Schedule (1 month following)
4) Fuller Award Form (1 month following)
5) Section Insurance Information (1 month following)

(c) Financial Reports, Meeting Schedule and Minutes (forwarded to Section Services at AWWA)

1) Section Meeting Roster (upon request)
2) Section Financial Reports (Either the most recent audited financials or the last fiscal year-end balance sheet and income statement, as well as a copy of the most recent Form 990. (as soon as prepared)

3) Latest Board Meeting Minutes (upon request)

12.20.11 Committee Assignments:

(a) Assist Committee Chairs in scheduling conference calls and conduct conference calls through Section conferencing software when requested.

(b) Serve as Secretary of the Water Utility Council

(c) Serve as Chair of the Time & Place Committees

(d) Serve as Chair of the Communication Committee

Section 12.21 EXECUTIVE DIRECTOR (Acting for Treasurer)

12.21.1 The Executive Director shall perform all the duties laid down for the Section Treasurer in Article IX of the Bylaws of the American Water Works Association, as directed by the Section Treasurer. He/she shall perform such other duties as the Board may direct. The Executive Director shall see that all monies due the Section are collected and shall promptly deposit the same to the credit of the Section. He/she shall certify the accuracy of all bills and vouchers. He/she shall be the custodian of all the records of the Section.

12.21.2 Refer to latest version of Section 11 for specific policies and procedures.

12.21.3 Summary of Duties and Responsibilities, General

(a) Pay all section bills and obligations

(b) Process all credit card purchases and verify receipt of payment to the Section’s designated bank account.

(c) Coordinate the preparation of and submittal of the IRS 990 and/or 990T forms

(d) Present an annual report to the section of all monies received, expended and on-hand

(e) Prepare and submit the annual section budget

(f) Process all registrations and collect registrations fees other than those fees collected during on-site registrations.

(g) Provide start-up funding for the local host account, and replenish the account as needed to meet the obligations of the Section incurred by the local host for the Annual Conference.

(h) Monitor the on-site collection of fees at the Annual Conference
(i) Keep an electronic inventory of non-expendable section property
(j) Submit a financial report and inventory to the Section Board at the Mid-Year Board Meeting and the Pre-Conference Board Meeting.
(k) Obtain periodic audits of the books of the section as detailed in Section 11.
(l) Shall be responsible for the Scholarship Fund and shall prepare payments to the scholarship winners at the start of each semester in the amount of $500.00 each ($1000.00 scholarships), in accordance with the approved budget.

12.21.4 Expenses
(a) Keep records of all transactions for reimbursement by the Southwest Section. Reimbursements should be made at the convenience of the Executive Director.
(b) Only expenses for legitimate Section business, per Section 11.18, should be considered for reimbursement.

12.21.5 Requests for Checks
(a) Requests for payments of expenses to the Southwest Section AWWA should be initiated by appropriate committee chair and should include all required information on the reimbursement form.

12.21.6 Account Records
(a) All bank account records shall be maintained in the accounting software in an orderly manner corresponding to the accounting code system established by the approved budget. The Executive Director shall monitor all financial transactions conducted by the Local Host Committee in connection with the Annual Conference. The Executive Director shall submit all checks made payable to the Executive Director, other than payroll checks, to the Treasurer for review of documentation and signature.

12.21.7 Accounts
(a) An interest-bearing checking account, if available, should be established for the Section. Depending on the amounts of money to be maintained, establishing a savings account may be considered. The Executive Director shall be advised in all financial matters by the Treasurer and by the Board.
Section 12.22 **EXECUTIVE DIRECTOR (Other Duties)**

12.22.1 Prepare and deliver a report to the Board, when requested by the Chair, describing the activities of the Executive Director.

12.22.2 Attend committee meetings or special meetings when requested by the Board.

12.22.3 Set up and participate in Board conference calls and webinars when requested. Prepare reports of Board conference calls and webinars following the event.

12.22.4 Attend other association meetings and conferences, as directed by the Board, including the AWWA Regional Meeting of Section Officers (RMSO), AWWA Annual Conference and Exposition (ACE), and state water conferences for Arkansas, Louisiana, and Oklahoma.

12.22.5 Coordinate with Section annual meeting committee on details of the Annual Conference and Exposition, including but not limited to, registration, hotel space arrangements, social functions, shuttle service, guest programs, exhibits, etc.

12.22.6 Act as Satellite Conference Coordinator.

12.22.7 Promote annual and satellite conferences, specialty seminars, and workshops in an effort to increase attendance at these events.

12.22.8 Maintain phone service at the headquarters of the Section in order to be the point of contact for member calls.

12.22.9 Promote the Section to the water professional community and associated business community in an effort to increase membership of the Section.

12.22.10 Promote the Vision and Mission statements of the Section and promote activities supporting the Strategic Plan.

12.22.11 Keep upcoming officers aware of their required appointments and responsibilities.

12.22.12 Keep committees on task and aware of responsibilities.

12.22.13 Become familiar with the purpose and qualifications or eligibility requirements of all awards and citations.

12.22.14 Serve as content editor of Southwest Water Works Journal.

12.22.15 Maintain and update the Section Internet website, or provide for a Webmaster to perform such duties.

12.22.16 Perform such other duties for the Section activities and programs as may be approved and assigned by the Board.
Section 12.23  TREASURER

12.23.1 The Treasurer shall provide oversight of the Executive Director in all of the Section’s financial obligations and transactions. The Treasurer shall ensure that the Executive Director faithfully performs the duties listed under Executive Director (Acting for Treasurer).

12.23.2 Act as the primary signatory for all expense reimbursements checks made payable to the Executive Director. This excludes payroll.

12.23.3 Review and initial monthly Bank & PayPal statements.

12.23.4 Review the semi-annual financial reports showing all deposits, expenditures and transfers from one Section account to another, prior to presentation to the Board at the Mid Year Board Meeting and the Pre-Conference Board Meeting.

12.23.5 Review the draft budget for completeness and accuracy prior to presentation to the Board at the Post-Conference Board Meeting.

12.23.6 Attend the annual Audit Committee Meeting.

12.23.7 Serve as a member of the Performance Evaluation Committee.

Section 13. COMMITTEE & MISCELLANEOUS ASSIGNMENTS

GUIDE

Section 13.1  AUDIT COMMITTEE

13.1.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual.

13.1.2 Duties and Responsibilities

(a) The Auditing Committee shall conduct an annual audit of the Treasurer's books, including, but not limited to: (a) Check all entries for receipts and disbursements against checks written and bank deposits made. (b) Review the bank statement of the checking account, savings deposit book balance, and any other investments of the Section. (c) Determine the accuracy of the annual statement to be submitted to the Association’s national office. (d) Ascertain that proper bond and insurance have been acquired to protect the Secretary-Treasurer and the Association from any property or monetary losses.

(b) The audit shall be performed jointly by the committee members, preferably at a technical conference at which the Executive Director would be present. The Section may reimburse travel expenses for those who would not normally be in attendance at the selected conference. The audit shall be completed prior to the start of the Section Annual Conference.

(c) The Auditing Committee shall oversee the preparation and maintenance of a Section Accounting Manual, which shall be part of the Section Policy Manual. The Accounting Manual shall provide direction and
instructions for all aspects of the Section's financial operations.

**Section 13.2 AWARDS COMMITTEE**

**13.2.1** Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual. Additionally, at least one member shall have special knowledge of water production, treatment, and distribution operations.

**13.2.2** Duties and Responsibilities

(a) The Awards Committee shall function as the Operator's Meritorious Service Award Committee in any actions it takes relative to the selection of an awardee of the Operator's Meritorious Service Award.

(b) The Awards Committee shall make recommendations to the Board of the various citations and awards made by the Section. The committee shall study and make recommendations from time to time on the desirability of changes in, or creation of new Section awards.

(c) The Committee shall actively recruit nominations for the awards listed below, by placing notices in the December and March issues of the Southwest Water Works Journal, and by sending an email notice to members. The Committee shall provide the necessary nomination forms to the Section Webmaster for posting to the Section web site.

(d) The committee shall consider nominations each year, but is not obligated to make a selection, for the following AWWA awards:

1) The AWWA Heroism Award: The Heroism Award is recognition for an act of heroism on the part of an employee in the water utility industry wherein the rescuer must have risked his own life in the process of aiding some other person or persons. Nominations are made to the AWWA Heroism and Courageous Service Committee.

2) The AWWA Courageous Service Award: This award is used to recognize individuals who may not exactly fit the requirements of the Heroism Award, but are deserving of some type of recognition. These individuals may be credited with risking their own life by "staying at their post" in an effort to save their water supply. While these individuals may not have saved someone else, they certainly went "above and beyond" the call of duty. Nominations are made to the AWWA Heroism and Courageous Service Committee.

3) The AWWA Gimmick and Gadgets Award: The Gimmick and Gadgets Award is given in recognition of individuals that develop new methods and new techniques for solutions to common problems which will enable all those in the waterworks field to better serve their respective communities. The Committee shall recommend to its developer the submission of a new method or technique to Opflow to enable the developer to become eligible for this award.

4) The AWWA Operator’s Meritorious Service Award: To recognize special performance by operators for compliance with public health standards, plant maintenance, development of new ideas, training, outstanding
achievement beyond normal operating responsibilities, and consistent operation of distribution lines, pumps stations, and reservoirs.

5) The Awards Committee shall prepare or obtain from AWWA suitable awards and citations for all awards proposed by the committee. The Committee shall make all the arrangements in conjunction with the person in charge of the annual banquet or award luncheons for the presentation of awards, or nominations for awards, at the annual banquet or awards luncheon.

(e) Additionally, the Awards Committee shall consider any nominations received for the Section’s Heroism Award and the Section’s Courageous Service Award, which may be awarded when the nomination does not meet the eligibility criteria for the respective AWWA awards.

1) Southwest Section Courageous Service Award: To recognize individuals who may not exactly fit the requirements of the Southwest Section Heroism Award, but who are deserving of some type of recognition. These individuals may be credited with risking their own life by "staying at their post" in an effort to save their water supply. While these individuals may not have saved someone else, they certainly went "above and beyond" the call of duty.

2) Purpose of the Award: This award shall constitute official recognition of an act of courage on the part of an individual or group in the drinking water utility profession.

3) The Award: The type of award (plaque, medal, certificate, etc.) will be as determined by the Section with consideration to budget, membership, and other applicable factors.

4) Frequency: As deserved.

5) Eligibility for the Award: To be eligible for this award, the individual(s) must, as the result of extraordinary and/or catastrophic events, have demonstrated acts of dedication to their profession, so as to ensure and maintain the provision of water and wastewater services to the community(ies) they serve, in circumstances where they have placed the needs of said community above their own safety and well being. The award may be presented to any drinking water industry individual or group; however, priority will be given to those who hold membership in AWWA.

6) Entry Requirements: Recommendation by a Southwest Section AWWA member.

7) Nomination Procedure: Recommendation of the section member submitted to Southwest Section AWWA executive director on a completed entry form supplied by Southwest Section AWWA.

8) Nomination or Submission Deadline: Forty-five days before the Section Meeting.
9) Method of Selecting Award Recipient: The procedure for selecting an award recipient shall be as follows:

- The acts for which the nomination is made shall be brought to the attention of the section in the manner of a written report of the incident on an entry form supplied by Southwest Section AWWA.
- The acts for which the nomination is made shall be investigated by the Awards Committee and, if deemed worthy, shall be presented to the section board for approval.
- The Southwest Section Awards Committee shall consider and vote upon the application upon the basis of evidence given. In any event the decision of the Southwest Section AWWA Heroism and Courageous Service Award Committee shall be final.
- Nominations meeting the criteria for the national AWWA Courageous Service Award will be referred to the Section Board.

10) Presentation of the Award: If the award has been approved, Southwest Section AWWA shall make the award available for presentation by the AWWA official representative, Section officer or designee, as appropriate, at the next annual meeting of the section.

(f) Southwest Section Heroism Award

1) Purpose of the Award: This award shall constitute official recognition of an act of heroism on the part of an employee(s) in the water utility profession wherein the rescuer, in the process of aiding some other person or persons, must have placed himself/herself at great personal risk.

2) The Award: The type of award (plaque, medal, certificate, etc.) will be as determined by the Section with consideration to budget, membership, and other applicable factors.

3) Eligibility for the Award: To be eligible for this award the rescuer must have performed a significant rescue act either on or off the job toward saving another person or persons from loss of life or extreme injury, and in the process, must have placed himself/herself at great personal risk. The award may be presented to any water industry individual(s); however, priority will be given to those who hold membership in AWWA.

4) Entry Requirements: Recommendation by a Section member.

5) Nomination Procedure: Recommendation of the section member submitted to Section executive director on a completed entry form.

6) Nomination or Submission Deadline: Forty-five days before the Section meeting.

7) Method of Selecting Award Recipient: The procedure for selecting an award recipient shall be as follows:
- The act of heroism shall be brought to the attention of the section in the manner of a written report of the incident on an entry form supplied by Southwest Section AWWA.
- The act of heroism shall be investigated by the Awards Committee and, if deemed worthy, shall be presented to the section board for approval.
- The Southwest Section Awards Committee shall consider and vote upon the application upon the basis of evidence given. In any event, the decision of the Southwest Section Awards Committee shall be final.
- Nominations meeting the criteria for the national AWWA Heroism Award will be referred to the Section Board.

8) Presentation of the Award: If the award has been approved, Southwest Section AWWA shall make the award available for presentation by the AWWA official representative, Section officer or designee, as appropriate, at the next annual meeting of the section.

Section 13.3 COMMUNICATIONS COMMITTEE

13.3.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual, with the exception that the Executive Director shall serve as Chair of the Committee.

13.3.2 Duties and Responsibilities

(a) The Communications Committee shall provide oversight for the Southwest Water Works Journal and any news releases or other publications that the Section may choose to produce; work with the Board with regard to publication policies; prepare news items pertaining to members and member's activities for submittal to local newspapers and other publications to properly recognize members within their immediate locale; assist the Executive Director in developing and maintaining a media contact list; and provide the input from each state within the Section for Drinking Water Week.

(b) The Communications Committee shall make an effort to find, on a regular basis, contributors to provide Journal articles or information relating to Customer Service, Safety and Small Systems.

(c) The Communications Committee shall be responsible for developing or obtaining and submitting to the publisher sufficient materials to maintain a 60% non-advertising content in each Journal issue.

(d) The Communications Committee shall be responsible of determining the suitability of articles submitted for publication in the Journal, when so requested by the Journal Editor or a Board member.

(e) The Communications Committee shall prepare all necessary resolutions concerning Section and Conference activities for presentation at the Section Business Meeting. Standard resolutions required are for special recognitions, host appreciation, and for deaths of Section members.
Section 13.4  EDUCATION COMMITTEE

13.4.1  Appointments to this committee shall be made in accordance with Section 7.1.6 and 8.1.7 of the Policy Manual.

13.4.2  Duties and Responsibilities

(a) The Education Committee shall develop and promote sponsorship of training courses for water works operators in each of the states, and shall sponsor, or cooperate in sponsorship of the certification programs in each of the states.

(b) The Committee shall coordinate with state Operator Certification Program and state Primacy Agency to obtain targeted mailing lists for training course announcements.

(c) The Committee shall represent the Section at Section sponsored training sessions within the committee member's home state.

(d) The Committee shall assist the Executive Director with development and operation of training opportunities within the Section and each committee member's home state.

(e) The Committee shall assist the Executive Director in maintaining a lending library of media useful to the operation of the whole utility. The Committee should function as a clearinghouse for other training and informational documents to assist utilities of all sizes meet their operational needs.

(f) The Committee should assure all training needs (source water, treatment, distribution, small system, safety, customer service, etc.) within the Section are being addressed through the use of the Annual Conference, Section sponsored training sessions, distance learning opportunities, and the lending library.

Section 13.5  FULLER AWARD COMMITTEE

13.5.1  The Fuller Award Committee shall consist of the most recent living recipient and two other Fuller Award recipients appointed by the Chair of the Section, all from the state in which the conference is being conducted. The Senior Member of the committee shall be appointed by the Section Chair to serve as Chairman of this Committee.

13.5.2  Duties and Responsibilities

(a) It shall be the duty of the George Warren Fuller Award Committee to make a recommendation to the Board of Trustees each year concerning the selection of a recipient for the Award. The Committee is not, however, obligated to make an annual selection. The selection shall be based on:

1) Distinguished service to the waterworks field.

2) Sound engineering skill.

3) Constructive leadership in the Association.
(b) The Committee Chair shall notify all previous Fuller Awardees for which email information is available when soliciting nominations.

(c) The Committee shall coordinate the preparation and presentation of the award with the Awards Committee.

Section 13.6  **GLEN T. KELLOGG LEADERSHIP AWARD**

13.6.1 The Kellogg Award Committee shall consist of the most recent living recipient and two other Kellogg Award recipients appointed by the Chair of the Section, all from the state in which the conference is being conducted. The Senior Member of the committee shall be appointed by the Section Chair to serve as Chairman of this Committee.

13.6.2 Duties and Responsibilities

(a) The Glen T. Kellogg Leadership Award may be awarded annually and rotated between the States of Arkansas, Louisiana and Oklahoma. Rotation shall make the recipient in the State of the Section Chair. The name of the honoree selected by this committee shall be referred to the Fuller Award Committee for its review and presentation. If there is no nomination for the award, the eligible state loses its turn in the rotation. Qualifications of the nominee should be as follows:

(b) Willingness to serve the water works industry.

(c) Proven leadership in enhancing the image of water works personnel.

(d) No better way to evaluate the qualifications of the persons considered than to compare their accomplishments with Glen T. Kellogg's life, which was spent working for the water works industry and continuously leading the way in promoting a better image and position for the water works industry and its personnel.

(e) The Committee Chair shall notify all previous Kellogg Awardees for which email information is available when soliciting nominations.

Section 13.7  **MEMBERSHIP COMMITTEE**

13.7.1 The Membership Committee shall consist of the Trustee and the Deputy Trustee from each state plus a Committee chair recommended by the Section Chair and approved by the Board to serve for a term of four (4) years. In addition, the chair shall recommend two committee co-chairs for approval by the Board, for the states not represented by the Committee Chair. The term for the initial appointees shall be for terms of 1 year and 2 years. All successive terms shall be for four years.

13.7.2 Duties and Responsibilities

(a) The Membership Committee shall establish procedures for obtaining new members, and encourage, promote, and retain individual, organization, and utility memberships in the American Water Works Association throughout
the geographical area of the Section.

(b) Duties of the Chair

1) Track Recruitment and Retention statistics
2) Disseminate R&R information to committee members
3) Track committee member activities
4) Oversee Recruitment campaigns
5) Conduct and Lead Membership Appreciation Week activities.
6) Conduct Quarterly Conference Calls with committee members.

(c) Duties of All Members:

1) Assist the Executive Director in recruiting at the Section Booth, when attending conferences where the booth is operational.
2) Participate in Recruiting Campaigns.
3) Recruit new members at Section training events in the member’s state.

(d) Duties of State Co-Chairs:

1) Make contact with dropped members to get them to rejoin, or to determine reason for dropping.

(e) Duties of Trustees

1) Make contact with late members to get them to pay before they are dropped, or to determine reason for not paying membership dues.

(f) Duties of Deputy Trustees:

1) Make contact with new members by phone or email, following the sending of the welcome package by the Executive Director. Determine if they are interested in participating in any committees, and if so, forward that information to the Executive Director.

Section 13.8  MILLER AWARD COMMITTEE

13.8.1 The Miller Award Committee shall consist of the most recent living recipient from each state, the Section Chair, the Section Director, and the Section Secretary (Executive Director). The Senior Awardee on the committee shall act as Chairman of this Committee and concurrently serve as a member of the Awards Committee.

13.8.2 Duties and Responsibilities

(a) The award committee shall select a recipient from the list of candidates. Each year the committee shall determine if any candidates have helped advance the mission of Water For People over and above those efforts normally expected. It is emphasized that the performance of an awardee must be exceptional and extraordinary. The selection of the awardee shall require the vote of the committee to be unanimous. Otherwise no selection shall be made that year.
(b) The Committee shall coordinate the preparation and presentation of the award with the Awards Committee.

Section 13.9 NOINATING COMMITTEE

13.9.1 The Nominating Committee shall consist of the three (3) most immediate Past Chairs, one (1) from each state in the Section and three (3) members appointed by the Section Chair with equal representation from each state in the Section. The most immediate Past Chair shall serve as Chair of the Committee. The nominations shall be in accordance with the Bylaws and the Policies & Procedures of the Section.

13.9.2 Duties and Responsibilities

(a) The Section shall conduct an appropriate nomination and election process for the following members of the Governing Board: The Chair, the Chair Elect, the Vice Chair, the Past Chair, the Director and one (1) Trustee and one (1) Deputy Trustee from each state in the Section. The Nominating Committee shall serve for the purpose of nominating the aforementioned officers.

(b) The Director shall be nominated and elected in a manner consistent with the Bylaws of AWWA. The Committee shall give preference to candidates that are Past Chairs of the Section, especially those candidates from the State which has not produced the last two Directors.

(c) The Committee Chair shall submit a list of nominees to the Secretary (Executive Director) of the Section sixty (60) days prior to the Annual Business Meeting of the Section held at the annual conference.

Section 13.10 PEFORMANCE EVALUATION COMMITTEE

13.10.1 The Performance Evaluation Committee shall consist of the Past Chair, Chair, Chair-Elect, Vice Chair, Director and Treasurer. The Section Chair shall serve as the Committee Chair.

13.10.2 Duties and Responsibilities

(a) The Performance Evaluation Committee shall perform an annual review of the performance of the Executive Director and any other individuals or contractors that may be employed by the Section, during the month prior to the Mid Year Board Meeting.

(b) The Performance Evaluation Committee shall conduct the review with the Executive Director on the date of the Mid Year Board Meeting, or other such time as is suitable.

(c) The Performance Evaluation Committee shall include, as part of its deliberations, a review of the annual audit of the Section’s books, as well as a review of the Executive Director’s compensation including any cost of living changes.

(d) The Performance Evaluation Committee shall present the findings of the review to the full Board for adoption, rejection, or modification at an Executive Session of the Board during the Mid Year Board Meeting.
Section 13.11  PROGRAM COMMITTEE

13.11.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual.

13.11.2 Duties and Responsibilities

(a) The Program Committee shall be responsible for the Professional and Technical Programs for the annual conference that shall be coordinated with the Host City and the Local Arrangement Committee. The Section Chair with input from the Local Host will appoint the Chair of the Program Committee.

Section 13.12  SCHOLARSHIP COMMITTEE

13.12.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual.

13.12.2 Duties and Responsibilities

(a) The Scholarship Committee shall act as directed by the Board and to receive applications and select recipients of scholarships awarded by the Section.

(b) The Southwest Section AWWA approved the setting aside of funds earned from the 2015 AWWA Small Systems Training Grants in a scholarship fund account and to use these funds to fund two additional scholarships until these funds are exhausted. The intent is to provide scholarships to one student per state per year.

Section 13.13  TIME & PLACE COMMITTEE

13.13.1 The current Board members from each of the respective states shall constitute the Time & Place Committee for the next conference to be held in their state. The Executive Director shall be an ex officio member and serve as the committee chair.

13.13.2 Each committee will have completed its duty when the Board accepts an offer that includes a specific hotel and / or convention facility from a local host utility for their particular conference. Each committee shall begin its work immediately following the conference four years prior to the target conference year.

13.13.3 Duties and responsibilities

(a) The Time & Place Committee shall carefully consider the location and time for the Annual Conference and make recommendations to the Trustees at the Fall Board Meeting for the time, location and headquarters hotel for the Section Conference. In determining the proposed site and dates, the Committee shall make every possible effort to avoid conflicts with other water or wastewater organizations, such as the Water Environment Federation, when such meetings will be held within the section or any of the nearby states. After confirmation of the selection of the site by the Board, it
will be the Committee's duty to convey that information to the community that was selected and to confirm hotel reservations with the headquarters hotel. That information should be relayed to the Section Chair and Secretary (Executive Director).

Section 13.14 WATER FOR PEOPLE COMMITTEE

13.14.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual.

13.14.2 Duties and Responsibilities
(a) Raises funds for Water for People by conducting a silent auction or raffle at the annual conference, and / or other similar fundraisers throughout the year.

Section 13.15 YOUNG PROFESSIONALS COMMITTEE

13.15.1 Appointments to this committee shall be made in accordance with Section 7.1.6 of the Policy Manual. The Chair and Chair Elect shall be elected by the committee members at an election held annually during the Annual Conference.

13.15.2 Duties and Responsibilities
(a) The Young Professionals (YP) Committee shall seek to recruit and involve YP's and students from Oklahoma, Arkansas, and Louisiana. A YP is defined as being 35 years old or less and having less than 10 years in the water industry.
(b) The Committee should plan to meet at the annual conference. This meeting will allow YP's from all three states to share their job experiences and challenges as well as to brainstorm ideas for webinars, social events, and any other potential recruiting/training ideas.
(c) The Committee Chair shall organize quarterly (minimum) conference calls between YP’s to ensure that regular contact and planning is occurring.
(d) The Chair Elect shall coordinate with Committee Chair monthly and offer support while learning the roles, responsibilities, and duties required of the Committee Chair. The Chair-elect shall perform the duties of the Young Professionals Committee Chair and serve as temporary Chair, in any event that the Chair is unable to do so.
(e) The Committee shall choose (available budget permitting) one YP each year to attend either the AWWA national conference or other designated national YP event (i.e. YP summit).

Revised, March 2016
Section 13.16  SATELLITE CONFERENCE COORDINATOR

13.16.1 The Satellite Conference Coordinator shall serve as the Section's contact with AWWA headquarters for all Satellite Conferences. The Coordinator shall identify all section downlink site information and brochure requests, and submit this information to AWWA headquarters by the prescribed time.

13.16.2 The Coordinator shall provide all site hosts with the downlink technical information as received from AWWA.

13.16.3 The Coordinator shall process all registrations and provide registration confirmations and invoices as appropriate to the registrants.

13.16.4 The Coordinator shall produce sufficient copies of the satellite conference manuals from the original provided by AWWA, and ship to the site hosts prior to the date of the conference.

13.16.5 The Coordinator shall provide Certificates of Completion for all individuals registering for the conference up to one week prior to the conference and forward to the local host for signature and distribution to attendees.

13.16.6 The Coordinator shall provide Certificates of Completion, upon request and receipt of self addressed stamped envelope, for all individuals attending the conference that registered after distribution of certificates.

13.16.7 The Coordinator shall submit all bills and receipts, along with a detailed report documenting all income and expenditures, to the Treasurer for payment and deposit. Bills shall be submitted as soon as practical after received from local hosts.

(added 10/14/01)

Section 13.17  WEBMASTER

13.17.1 The Webmaster shall maintain the Section’s web site, www.swawwa.org, on a regular basis or as needed. Routine updates shall be made to the following web content: Welcome New Members, Board Meeting Minutes, Officers, Committees, Policy Manual, Committee Guide, Section History, Government Agencies, Scholarship Information, Satellite Conference, Annual Conference, and Upcoming Events.

13.17.2 The Webmaster shall make other content changes as determined necessary. Addition of new content, different in nature from existing or previous content, shall be made only after obtaining the approval of the Section Chair.