POLICIES AND PROCEDURES MANUAL

Illinois Section American Water Works Association

ISAWWA Board of Trustees, Adopted March 4, 2022
Revised December 2022
Revised July 2024

INTRODUCTION

These Policies as outlined below do not in any way supersede the By-Laws of the Illinois Section American Water Works Association (ISAWWA). The policies are intended to serve as guidance to help further define the particular roles of ISAWWA members and employees. The roles of the Board of Trustees are intended to set examples of professional leadership for a volunteer group of experienced water professionals whereby the promotion of responsible water uses are enhanced and promoted throughout the Illinois Section of the American Water Works Association. One must remember that AWWA was chartered in Illinois over 100 years ago. The Illinois Section AWWA must lead by example in our quest for the promotion *of total water.*

ISAWWA Employees shall reference the Employee Handbook for further guidance.

POLICIES – BOARD, STAFF AND MEMBERS

Section 1.6 Member Code of Practice adopted from the American Water Works Association.

Recognizing that it is a privilege to be a member of AWWA, as members of the Association:

1.6.1 We shall act to provide the best possible water service while preserving public health, ensuring public safety, being responsible stewards of our precious water resources, and holding the public interest superior to personal interests. We understand our essential public health and safety obligations to our community and accept these responsibilities; we shall always strive to do our best to meet them.

1.6.2 We shall perform our duties in accordance with laws and regulations and follow generally accepted and professional procedures, making sure that such procedures are based upon reasonable substantiated information. We are encouraged to go beyond the minimum required for legal compliance and to advance social and environmental responsibility.

1.6.3 We shall encourage methods that are economically sound and in the public interest for water operations, including, but not limited to, construction of water infrastructure, materials selection, management practices, and operating procedures.

1.6.4 We shall encourage the application of new concepts and innovative technologies to address practical problems and will assist the users of innovative technology in performing balanced technical evaluations and promoting cost-effectiveness.

1.6.5 We shall fully disclose to our employer or client any financial or personal interests that could be construed as a conflict of interest in the purchase of goods or services. In addition to disclosing any interests, we shall not participate in decisions related to such purchasing activities.

1.6.6 We shall not allow our personal ambitions to either unfairly affect our associates or interfere with fair competition for advancement.

1.6.7 We shall strive to advance the public's appreciation of the services provided by water professionals and uphold the concept that employment in the water industry is a legitimate long-term career for welltrained and responsible citizens. We shall discourage exaggerated, unfair, or untrue statement concerning public water supplies and promote an understanding of professional standards for water utility operations and materials.

1.6.8 We shall strive to advance the knowledge of our colleagues and the general public by providing presentations at public forums and participating in other professional associations, civic organizations, and volunteer activities.

1.6.9 We shall promote employment and volunteer opportunities with commitment to nondiscrimination and shall make it clear that unlawful discrimination is not acceptable and should not be tolerated. We shall not engage in or condone discrimination on the basis of race, color, sex (including pregnancy), age, religion, national origin, sexual orientation, disability, gender identity, veteran or military status, or any other characteristic protected by local, state, provincial, or federal law.

1.6.10 We shall not engage in or tolerate unlawful harassment based on any of the protected classes identified in Section 1.6.9 above, including, but not limited to, verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. This prohibition applies to employees, volunteers, members, consultants, vendors, suppliers, and others. We strictly prohibit sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including jokes and innuendo, when: (a) submission to such conduct is made explicitly or implicitly a term or condition of employment or other status; (b) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or other status; (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

1.6.11 We are committed to conducting business affairs with integrity and in accordance with the highest standards of business ethics.

1.6.12 We believe in the dignity and safety of workers producing goods and services for the water industry; the use of environmentally-responsible processes to produce those goods and services; and the highest legal, moral, and ethical standards of conduct in the business of delivering those goods and services to end users.

1.6.13 Any person who believes a violation of the Member Code of Practice or other misconduct has occurred should immediately make a report to the AWWA Director of Human Resources, Deputy Chief Executive Officer or any Presidential Officer. The Association prohibits retaliation against any employee, volunteer, member, or other person for making a complaint under this policy or for assisting in a complaint investigation.

BUSINESS CONDUCT

Practice of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of ISAWWA depend to a very large extent on the following considerations.

Each ISAWWA representative must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. It is each individual's responsibility to apply common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, individuals should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with ISAWWA policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known with the Association or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each Individual should be able to answer, "yes" to all of these questions before taking action.

CONFLICT OF INTEREST

Decisions by the Board of Trustees, staff, and others on behalf of the Illinois Section of the American Water Works Association (ISAWWA) and ISAWWA policies, publications, and recommendations have far-reaching significance and consequences. There are potential and real conflicts of interest (COIs) that may affect an individual's opinion or may appear to make that opinion self-serving.

Conflicts of interest are present in situations that might not allow for impartial or objective determinations. These situations include, but are not limited to, relationships with providers of services and manufacturers of products.

For purposes of this policy, the following circumstances shall be deemed to be a Conflict of Interest:

Outside interests

- A Contract or Transaction between the Section and a Responsible Person or a Family Member of a Responsible Person.

- A Contract or Transaction between the Section and an entity in which a Responsible Person or a Family Member of a Responsible Person has a material interest in excess of 5% or of which such person is a director, officer, agent, partner, trustee, personal representative, guardian, custodian, or other legal representative.

Outside activities

A Responsible Person or a Family Member of a Responsible Person accepting gifts, entertainment or other favors with a value in excess of $100 from any individual or entity that:

- (i) Does or is seeking to do business with the Section or
- (ii) Is seeking to receive a loan or grant, or to secure other financial commitments or benefits from the Association.

Responsible Person is any person who is an officer, trustee, employee or member of the Illinois Section of the American Water Works Association, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship.

The ISAWWA does not wish to exclude individuals who are experts in given fields from participation in policy formulation or other activities on behalf of the ISAWWA merely because they have other relationships that may give rise to COIs. However, the validity of ISAWWA recommendations and the reputation of the ISAWWA are based on confidence in its integrity and the belief by ISAWWA members and the public that its policies are unbiased and based only on concerns for the best interests of our state. For these reasons strict adherence to the procedures for disclosure and resolution of real and potential COIs that follow is required.

ISAWWA Board of Trustees members and staff must report any direct financial relationships or conflicts of commitment with companies or entities, whether paid or unpaid. No key organizational leader may have direct financial relationships that create real or perceived COIs during his or her term of service.

Conflicts of commitment occur when the time or effort that a staff devotes to external activities interferes with the employee's fulfillment of assigned ISAWWA responsibilities, or when an employee makes unauthorized use of ISAWWA resources in the course of an external activity. *External activity* means involvement with any person, trust, organization, enterprise, government agency, or other entity that is not an entity associated with or under control of the ISAWWA.

ISAWWA staff and Board of Trustees are expected to give their primary commitment of time and intellectual energies to ISAWWA education, advocacy, and programs. The specific responsibilities and professional activities that constitute an appropriate and primary commitment will differ.

It is required that appointed and elected members of ISAWWA will sign the conflict-of-interest disclosure form at the beginning of each term of service and update no less than annually. They will receive relevant parts of the policy that provide examples of the types of interests that should be reported. All candidates for elected office (as defined in the bylaws), on selection as candidates, will be provided with the ISAWWA conflict of interest disclosure policy and will be required to complete the disclosure form.

Although disclosure input is universal and uniform, output will be limited or varied by one's role, audience, activity, or program with the ISAWWA. Personal information entered by individuals during the Conflict-of-Interest process will not be publicly disclosed beyond the necessities of the ISAWWA role or activity in question.

When a real or potential conflict exists, the Board of Trustees Chair and Executive Director within the ISAWWA should immediately be informed by the individual whose outside interest gives rise to the conflict. If the conflict is de minimis (i.e., not likely to have any effect on the ISAWWA matter in question) the individual will, under many circumstances, be entitled to participate in the discussions on the matter after making full disclosure of the conflict to the committee or other ISAWWA entity that has the matter under consideration.

If the chairperson of the affected committee; Executive Committee; ad hoc committee or other ISAWWA entity finds that the circumstances surrounding the conflict warrant the imposition of greater restrictions than those already outlined, the Executive Director and the Executive Committee of the ISAWWA Board of Trustees will determine the level of restriction. When the conflict or perceived conflict is greater than de minimis, the involved individual may be requested to recuse themselves from participation, including in discussion of or voting on recommendations or any other ISAWWA matter relevant to the outside interest giving rise to the conflict. In these cases, the interested individual may be excluded from some of or all the discussions on the matter under consideration or asked to resign from either the outside position giving rise to the conflict or the ISAWWA position affected by the conflict.

In the event of a dispute over the appropriate management in any situation involving a real or potential COI with an ISAWWA matter, the ISAWWA Board of Trustees will have the final authority to determine whether, in fact, a conflict exists and how that conflict should be managed or resolved. An Ethics Committee–appointed group of 3 board members by the Board of Trustees Executive Committee will serve as arbitrator of a final decision to an appeal process for a COI. The committee's decision would be dispositive, for inclusion in the board policies.

In all cases, conflicts and their restrictions and other disposition must be officially documented in an appropriate set of minutes. Those participating in COI resolution will be listed by name and will also be required to have a completed disclosure form on file.

All ISAWWA members of the Board of Trustees and other key ISAWWA members must avoid being influenced by any COI when acting on behalf of the ISAWWA. This includes an obligation to preserve the confidentiality of all information concerning the ISAWWA that is not publicly known or disseminated. No one acting on behalf of the ISAWWA should use privileged ISAWWA information to benefit personally or to gain advantage in opportunities competing with ISAWWA interests.

Annual Conflict of Interest Declaration

No Known Conflicts of Interest

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict-of-Interest Policy of the Illinois Section of the American Water Works Association as currently in effect.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Illinois Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature _______________________________ Date:__________________________

Name (printed) ___________________________

Declaration of Potential Conflicts of Interest

The following are potential conflicts of interest that I am involved in:

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I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Illinois Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature ____ Date:____________________________

Name (printed) ____

MEMBER AND EMPLOYEE CONDUCT

The ISAWWA is committed to maintaining a work environment that is free of discrimination, harassment and retaliation. In keeping with this commitment, the ISAWWA will not tolerate harassment of ISAWWA employees or members while at ISAWWA hosted events by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All individuals are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All individuals are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct. In addition, per Illinois law, sexual harassment training will be conducted annually for employees.

All staff and members while at ISAWWA hosted events must comply with the following policy. Violations will not be tolerated.

ANTI-DISCRIMINATION

Prohibited Conduct

The ISAWWA prohibits discrimination, harassment, and retaliation on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation (including gender-related identity), national origin, ancestry, citizenship status, age (40 and over), unfavorable military discharge, military status, genetic information, arrest record, victims of domestic violence, physical, mental or perceived handicap/disability, or any other characteristic protected by law, however, a violation of this policy does not necessarily rise to the level of a violation of the law.

ANTI-HARASSMENT

Harassment is a form of discrimination and is prohibited. The ISAWWA seeks to provide an environment in which all individuals are treated with respect and dignity, and which is free from sexual harassment as well as other types of harassment described here.

Applicability

All employees and members of the ISAWWA are responsible for conducting themselves in accordance with this policy. The ISAWWA will not condone harassment, whether engaged in by employees, members, or trustees of the ISAWWA or by those who do business with the ISAWWA, such as, but not limited to, vendors, contractors, guests, visitors, and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination.

Prohibited Conduct

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The ISAWWA will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work or event environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames, or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on the ISAWWA's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

SEXUAL HARASSMENT

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Prohibited Conduct

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The ISAWWA considers the following conduct to represent some of the types of acts that violate this policy:

1. Either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
2. Physical contact, such as patting, pinching, or brushing against any part of another's body or physical assaults of a sexual nature;
3. Sexual propositions, sexual innuendo, suggestive comments;
4. Continuing to ask an employee to socialize on or off-duty when the employee has indicated that they are not interested;
5. Displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the ISAWWA workplace;
6. Sexually oriented kidding, teasing, practical jokes, or threats;
7. Referring to or calling a person a sexualized name;
8. Telling sexual jokes or using sexually vulgar or explicit language;
9. Making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
10. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
11. Off-duty conduct that falls within the above definition and affects the work environment.

Reporting

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees/Members are encouraged to inform others in the workplace/ISAWWA setting when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

RETALIATION

Prohibited Conduct

The ISAWWA will not retaliate or allow retaliation against an individual who has made a good-faith complaint of harassment; or has assisted or cooperated in an investigation of a complaint by someone else, whether internally or with an external agency; or has filed a charge of discrimination or harassment; or has otherwise provided information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws.

Examples of Retaliation

Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Anyone who is found by the ISAWWA to have engaged in retaliation may be subject to discipline, up to and including termination of employment. Whistleblower protections are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.

PROCEDURE FOR REPORTING & INVESTIGATION OF HARASSMENT, DISCRIMINATION & RETALIATION

Reporting

All employees and members are responsible for helping to ensure that we avoid all forms of harassment. Anyone who believes they have experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct to the Executive Director and/or Board of Trustees.

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees who have knowledge of any conduct inconsistent with this policy and do not report it to the Executive Director or Board of Trustees are subject to disciplinary action, up to and including termination.

Report Immediately:Verbal complaints, as stated, must be made immediately. The ISAWWA may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative, or co-worker, each and every employee is required to report the incident or complaint, as the case may be.

Investigation: Any conduct inconsistent with this policy will be investigated promptly. The ISAWWA is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this policy. The ISAWWA may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

Disciplinary Action: All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees are required to cooperate with investigations conducted by the ISAWWA.

False Complaints: It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

Confidentiality: To the fullest extent practical, the ISAWWA will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the ISAWWA must inquire of employees involved. The ISAWWA also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

The EEOC, State and Local Agencies: Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights within 180 days of the harassment and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100	500 West Madison Street, Ste. 2800
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

Employees who engage in conduct that is found by the ISAWWA to be inconsistent with this policy are subject to disciplinary action, up to and including termination. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The ISAWWA may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

MEMBER DISCIPLINARY ACTION AND DUE PROCESS

ISAWWA adopts AWWA's policy and will refer disciplinary action and due process to AWWA.

For reference, AWWA's policy is as follows:

1.5.2 Pursuant to the Executive Committee's review and recommendation, any member ceasing to meet the qualifications set forth in the Association Bylaws or the criteria established by the Executive Committee, or for violation of the Member Code of Practice described in Section 1.6, or for other good cause, may be suspended or expelled from the Association by the vote of two-thirds of the Board of Trustees in office after such member has been provided a written statement of charges proffered and accorded the opportunity of a hearing before the Board of Trustees.

(1) Any member suspended or expelled for causes stated in Subsection 1.5.2 may be readmitted upon endorsement of the Chief Executive Officer, recommendation of the Executive Committee, and approval by the Board of Trustees.

(2) The definitions of suspend and expel are as follows:

a. Suspend – To make a membership ineffective for a period.

b. Expel – To dismiss from membership in the Association.

1.6.13 Any person who believes a violation of the Member Code of Practice or other misconduct has occurred should immediately make a report to the AWWA Director of Human Resources, Deputy Chief Executive Officer or any Presidential Officer. The Association prohibits retaliation against any employee, volunteer, member, or other person for making a complaint under this policy or for assisting in a complaint investigation.

RECORDS MANAGEMENT AND RETENTION POLICY

Retention Policy

It is the policy of ISAWWA to retain records as required by law and to ensure the continued operation and growth of ISAWWA. Records may be disposed of after the minimum retention period is met, the business value of the data has been fully realized, and the technical capability exists to successfully dispose of the right data. ISAWWA acknowledges the inherent risk in keeping data beyond its useful life. In the case where paper records are entered into an electronic system of record, the paper copy may be immediately destroyed. The formal records retention policy of ISAWWA is as follows:

Data Type	Minimum Retention Period
Accident reports/claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 Years

Audit reports	Indefinitely
Bank reconciliations	3 years
Canceled checks	3 years
Active contracts, mortgages, notes and leases	7 years beyond end of term
Expired contracts, mortgages, notes and leases	7 years beyond end of term
General correspondence	2 years
Legal/critical correspondence	Indefinitely
Customer/vendor routine correspondence	2 years
Customer demographic data	Indefinitely (subject to General Data Protection Regulation GDPR request to be forgotten)
Customer purchase/transaction data	Indefinitely (subject to GDPR request to be forgotten)
Customer payment data	15 months (subject to GDPR request to be forgotten)
Deeds/bills of sales	Indefinitely
Depreciation schedules	Indefinitely

Duplicate deposit slips	2 years
Employment applications	3 years
Expense analysis/distribution schedule	7 years
Year-end financial statement	Indefinitely
Garnishments	7 years
General ledgers/year end trial balance	Indefinitely
Expired insurance policies	3 years
Insurance records	Indefinitely
Internal audit reports	3 years (minimum)
Internal reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (sent and rec'd)	7 years
Journals	Indefinitely

Minute books of directors, bylaws and charters	Indefinitely
Notes receivable ledgers and schedules	7 years
Payroll records and summaries	7 years
Terminated personnel records	7 years
Petty cash vouchers	3 years
Physical inventory tags	3 years
Property records	Indefinitely
Property appraisals by outside appraisers	Indefinitely
Purchase orders (Purchasing Department)	7 years
Purchase orders	1 year
Receiving sheets	1 year
Retirement and pension records	Indefinitely

Requisitions	1 year
Sales records	7 years
Sales commission reports	3 years
Subsidiary ledgers	7 years
Tax returns, worksheets, examination reports	Indefinitely
Time sheets/cards	7 years
Trademark registrations and copyrights	Indefinitely
Training manuals	Indefinitely
Voucher register and schedules	7 years
Withholding tax statements	7 years
System Security logs	1 year

Disposal Policy
When records have reached their minimum retention period and have reached the end of their business usefulness*, they shall be destroyed as follows:

Paper Records – Data will be destroyed internally via cross-cut shredder or delivered to a data destruction service who will provide a certificate of destruction. The date of destruction, a description of the records destroyed, and the name of the service provider (if applicable) will be logged in organizational records.

Electronic Records/Data on Physical Media (On-Premises – single drives/no RAID) – Data will be securely deleted using one of the following methods:

- Multi-pass secure deletion to Dept. of Defense standards using conventional software,
- Physical media internal data destruction features (found on newer Solid State Drives (SSDs), or
- Delivery to an electronics recycler or data destruction service provider who will provide a certificate of data destruction

Electronic Records/Data on Physical Media (On-Premises – part of a disk array with RAID) – Data will initially be deleted at the operating system layer at time of destruction. When the array reaches end of life, physical media will be treated using one of the three methods listed above.

Electronic Records/Data on Cloud Service - Data will be securely deleted using the tools provided by the cloud service provider and in accordance with the appropriate terms and conditions of the cloud service provider.

*In some cases, it may be technically unfeasible to isolate electronic records/data which can be destroyed from those which have not met the minimum retention period requirement. In this case, records will be retained until the technical capability exists or until the entire data set has reached its minimum retention period.

PROTECTING PERSONALLY IDENTIFIABLE INFORMATION

AWWA INFORMATION SECURITY AND ACCEPTABLE USE POLICY FOR SECTIONS – adopted by the ISAWWA.

Overview

Protecting our members' personal information is a core responsibility of AWWA and its Sections. An effective information security program ensures trust between AWWA, the Sections, and our members. This policy covers all AWWA Section staff, contractors, and volunteers, including temporary staff, and vendors who utilize AWWA confidential data as defined below. AWWA employees are obligated to a separate policy. For more information, please review AWWA's Privacy Policy.

SECTION RESPONSIBILITIES

1. Information security is a responsibility everyone shares when accessing AWWA's proprietary and confidential data. For the purpose of this policy, "confidential data" includes any of the following:
    a. Any member's personal information including name, email address, physical address, phone number, activities, or any other data about a specific person,
    b. Financial data,
    c. Non-public conference and meeting data, and

    d. Any other data which, if disclosed, would create a negative impact on AWWA's reputation or competitive advantage.
2. Sections will follow industry best practices for ensuring the security of confidential data:
    a. Confidential data should not be stored or transported on portable storage devices (flash drives, memory cards, etc.).
    b. Confidential data must not be posted on a web site. Any personal information can only be posted on a website with each member's explicit permission in writing.
    c. Confidential data which has exceeded its usefulness or could be considered duplicative will be deleted in a timely manner.
    d. All computer systems storing confidential data must run current anti-virus/ malware software and must install security updates when available from the manufacturer.
    e. Sections will remove former employees' (including volunteers and consultants) access to confidential data immediately upon separation of employment.
    f. All systems containing confidential data must be protected by a complex password.
    g. Passwords should be changed on a regular basis.
    h. Sharing username/password combinations with anyone is discouraged.
3. Sections will establish and follow procedures to remain in compliance with regional cybersecurity and privacy regulations.
4. Sections will include an accurate privacy policy on their website.
5. Sections will notify AWWA Section Services immediately of any information security concerns which result in confidential data becoming available to non-authorized parties.
6. Sections will maintain adequate physical security to protect confidential data.

ACCEPTABLE USE POLICY

AWWA allows sections to use AWWA proprietary data and confidential data for the purpose of providing services to AWWA members. Some information may be shared with third-party vendors and volunteers when it adds value to membership. Sections are not permitted to sell membership data under any circumstance.

Data must not be shared when the intended use of the data does not advance the work of the Association and the Sections. For example, contact lists cannot be sold to or shared with marketing agencies for the purpose of promoting a member's business activities.

TRAVEL POLICY

ISAWWA Employees should refer to the Travel Policy in the Employee Handbook.

ISAWWA is committed to providing a safe environment to members while traveling on ISAWWA business. This policy outlines allowable ISAWWA business travel and permitted reimbursable travel expenses that members may incur while traveling on ISAWWA business. ISAWWA's Executive Director will share the budget approved by the Board of Trustees for travel.

ISAWWA business includes representing the organization at AWWA events, AWWA contest travel and traveling to represent ISAWWA at other organizational events.

Authorization for Travel

Members must receive authorization to travel via email from the Executive Director. Travel arrangements and expense reimbursements must coincide with the approved dates on the email communication.

Air Travel

Members must book air travel within the following guidelines:

- Domestic Air – No less than 21 calendar days prior to departure date
- International Air – No less than 60 calendar days prior to departure date; 90 days is strongly preferred.
- Travel reservations being made with less than the required advance day booking guidelines must be approved by the Executive Director prior to booking the ticket.

Air travel will be booked via the most direct and economical means, accommodating the needs and preferences of the member when possible. If a member selects a higher airfare based on choice and preference, then it will be the member's responsibility to pay the difference in airfare to their personal credit card.

Trip insurance is recommended on all trips and is paid by ISAWWA.

Non-refundable airfares will be used as the standard for all authorized ISAWWA travel.

Services available for an additional cost such as pre-assigned seating, upgraded class seating, club access and memberships, same day stand-by, and early boarding will not be covered by ISAWWA. Members can choose to pay for those services on their own.

Any extra charges for specific seating will be the responsibility of the member.

Purchase of First/Business class tickets is NOT permitted regardless of the funding source. Members may upgrade flights using personal miles or their own funds.

Changes to airline tickets after issuance - If travel plans need to be altered, the air travel change fees may be eligible for reimbursement if approved by the Executive Director. Members may be responsible for any charges incurred for airline changes made directly with the carriers.

Fees for Same Day Stand-By changes will be the responsibility of the member and cannot be reimbursed.

Baggage fees are not reimbursable unless none are covered by the airfare. If none are covered, ISAWWA will cover for one bag. Members will cover their additional baggage fees.

Personal Travel

Members may combine personal travel with business travel provided there is no additional cost to ISAWWA. ISAWWA will not pay for additional expenses related to personal travel including guest expenses.

Lodging

Contracts for group hotel reservations associated with ISAWWA or AWWA hosted meetings must be made through those vendors. Hotel reservations for other business-related meetings for which ISAWWA is paying travel expenses should be made by the individual. If travel expenses are being reimbursed by another organization, members should follow the guidelines of the reimbursing organization.

Car Rental and Ground Transportation
Car rental will be permitted only under circumstances where it is more economical than the use of a taxi, ride share, or airport shuttle. Car rental approval must be obtained prior to travel from the Executive Director.

Auto Insurance Coverage
Members traveling on ISAWWA business are responsible for carrying appropriate levels of automobile insurance, such as collision and liability whether driving their car or a rental.

Other Expenses
Alternate Travel Modes: Members may use alternate transportation (car, train, bus) to travel on ISAWWA business if it is more time or cost effective than air travel. If a member uses their personal car for business purposes, they will be eligible for mileage reimbursement at the IRS approved rate. The total cost of alternate transportation reimbursement is limited to the lowest cost of airfare as verified by the Executive Director, including reasonable airport transfer expenses up to $100 in excess of the airfare.

Internet/Wi-Fi: These expenses are not covered by ISAWWA.

Meals: Meal expenses, including tax and tip, should use the following guidelines: Breakfast - $15, Lunch - $25, Dinner - $50. Itemized receipts are required for all meals and must include the names of everyone who attended the meal. If a meal is provided at a conference, the member will not be reimbursed for an additional meal.

Incidental personal food and beverage purchases (i.e., coffee, bottled beverages, or snacks) and meals at a member's home-based airport are not eligible for reimbursement, except under unique circumstances. (i.e., significant flight delays, in place of a meal).

Alcoholic beverages are not eligible for reimbursement.

Tipping Guidelines: ISAWWA supports reasonable tipping of service workers while traveling on ISAWWA business. Up to 20% is reimbursable by ISAWWA for meals and $2-$5 for luggage.

BOARD OF TRUSTEES POLICIES

ROLES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Per Article VII, section 7.2.1, of the ISAWWA Bylaws, the section shall be governed by its Board of Trustees, consisting of the following voting members: chair, chair-elect, vice-chair, past chair, secretary/treasurer, AWWA Director, District Trustees as defined in Article X of the By-Laws, and the Trustee-at-large. The Executive Director shall be an ex-officio, non-voting member of the board.

Per Article VII, section 7.2.2, of the ISAWWA Bylaws, the Executive Committee of the Illinois Section of the American Water Works Association (ISAWWA) Board of Trustees will consist of the Chair, Chair-Elect, Immediate Past Chair, Vice Chair, and Secretary/Treasurer. The Executive Director may be an “ex officio” member and present at a Committee meeting but will not vote.

The Chair will

- Attend planned and special Executive Committee meetings.
- Plan and facilitate Board of Trustees in-person and virtual meetings.
- Serve as a member of the Executive Committee.
- Develop the Executive Committee and Board of Trustees to their fullest potential.
- Appoint committee chairs.
- Keep members of the Board of Trustees informed and draw on their experience and knowledge.
- Communicate effectively with the media and elected officials of other organizations.
- Prepare their successor to assume the duties of Chair.
- Represent the ISAWWA at external meetings and events.
- Act as the official “voice” for the Section with regards to official communications for the Section.

The Chair-Elect will

- Attend planned and special Executive Committee meetings.
- Serve as a member of the Executive Committee.
- Learn the role of Chair and the functions of the Executive Committee.
- Keep members of the Board of Trustees informed and draw on their experience and knowledge.
- Represent the ISAWWA at external meetings and events when the Chair is unable to attend.

The Vice Chair will

- Attend planned and special Executive Committee meetings.
- Serve as a member of the Executive Committee.
- Learn the role of Chair and Chair Elect, and the functions of the Executive Committee.
- Keep members of the Board of Trustees informed and draw on their experience and knowledge.
- Represent the ISAWWA at external meetings and events when the Chair and Chair Elect are unable to attend.
- Serve as the lead organizer with ISAWWA staff for WATERCON. This includes theme selection, keynote speakers, and coordination with other committees.

The Immediate Past Chair will

- Attend planned and special Executive Committee meetings.
- Serve as a member of the Executive Committee.
- Serve as a resource for the chair and chair-elect.
- Serve as the Nominating Committee chair.

The Secretary/Treasurer will

- Attend planned and special Executive Committee meetings.
- Serve as a member of the Executive Committee.
- Serve as   a member of the Audit Committee and on the Finance Committee.

- Keep additional Board of Trustees members informed on the business and decisions of the Executive Committee, on request.
- Take and secure meeting minutes to act as a record of the activity of the Board of Trustees.
- Report financial updates to the Board of Trustees.
- Have access to the organization's financial accounts.

AWWA Director will

- Assist the Board of Trustees, the Executive Committee, and the board committees in the development of the ISAWWA policy and programs.
- Function as the AWWA Director of the ISAWWA per the section By-Laws and Association By-Laws.
- Represent the ISAWWA with other professional organizations, advocacy groups, and government agencies working to improve water issues.
- Assist the Board of Trustees and Executive Committee in strategic planning.
- Provide council and advice for the ISAWWA operational planning and reporting.
- Propose new and innovative operational concepts to the Board of Trustees.
- Effectively communicate ISAWWA positions and policies to outside organizations and individuals.
- Effectively communicate with the Executive Committee and Board of Trustees on current water issues.
- Represent the ISAWWA at Association official meetings and events
- Act as liaison between the AWWA Association and the ISAWWA Section

Trustees will

- Represent the district in which they are employed or reside.
- Assist the Board of Trustees, the Executive Committee, and the board committees in the development of the ISAWWA policy and programs.
- Function as a Trustee of the ISAWWA per the section By-Laws and Association By-Laws.
- Represent the ISAWWA with other professional organizations, advocacy groups, and government agencies working to improve water issues primarily within their represented Districts but not limited to their Districts.
- Assist the Board of Trustees and Executive Committee in strategic planning.
- Provide council and advice for the ISAWWA operational planning and reporting.
- Propose new and innovative operational concepts to the Board of Trustees.
- Effectively communicate ISAWWA positions and policies to outside organizations and individuals.
- Effectively communicate with the Executive Committee and Board of Trustees on current water issues.
- Represent the ISAWWA at locally sponsored official meetings and events
- Act as liaison between ISAWWA Board of Trustees and the membership
- Assist with ISAWWA committees, especially when events occur within the Trustee's represented District.
- Provide advice and council to new AWWA members in an effort to "springboard" their participation in ISAWWA.

The Executive Director will

- Facilitate planned and special Executive Committee meetings with input from the Chair.
- Serve as a member of the Executive Committee as an Ex Officio member.

- Assist the Board of Trustees, the Executive Committee, and the board committees in the development of the ISAWWA policy and programs.
- Function as the Executive Director of the ISAWWA.
- Direct section staff in the implementation of policy and programs.
- Oversee and supervise section staff and approve all major decisions on matters of recruitment, evaluation, salary, retention, and separation of ISAWWA personnel.
- Hire, direct, evaluate, and discharge all section staff.
- Represent the ISAWWA with other professional organizations, advocacy groups, and government agencies working to improve water issues.
- Assist the Board of Trustees and Executive Committee in strategic planning.
- Direct the ISAWWA operational planning and reporting.
- Propose new and innovative operational concepts to the Board of Trustees.
- Effectively communicate ISAWWA positions and policies to outside organizations and individuals.
- Effectively communicate with the Executive Committee and Board of Trustees on current issues.

ROLES AND RESPONSIBILITIES FOR ALL BOARD MEMBERS

The Board of Trustees is made up of nine Trustees, the Executive Committee (Chair, Chair-Elect, Vice Chair, Immediate Past Chair, and Secretary/Treasurer), AWWA Director, and the Executive Director, for a total of sixteen members. The Executive Director is an ex-officio member and does not have voting rights. Eight members of the Board are District Trustees, elected by members from each specific geographic District (per by-laws). An At-large Trustee is elected section-wide by all members. District and At Large Trustees have responsibilities related to participating in ISAWWA and district initiatives. All board members represent the needs of all members when serving on the board of Trustees. All board members are members of AWWA and in good standing. It is understood that the Board of Trustees are made up of Volunteers who give their time willingly and unselfishly. However, once someone volunteers, they need to understand their commitment to the process. It is expected that Board members will try to:

- Advance the mission, policies, and ideas of the ISAWWA (section) and the AWWA (Association)
- Advocate for all members of the section.
- Support and strengthen the ISAWWA.
- Encourage innovative approaches to problem-solving.
- Uphold ISAWWA bylaws, policies, and procedures.
- Fulfill the governance responsibilities charged to Board committees.
- Review and consider approval of the annual ISAWWA operational budget for each fiscal year.
- Attend and participate in all Board of Trustees in-person and virtual meetings and Board Committee meetings.
- Serve on standing and Board-level committees.
- Review and consider approval for ISAWWA policy statements, fiscal reports, technical reports, section practice guidelines, and requests for endorsements.
- Revise the ISAWWA Board of Trustees Policy and Procedures Manual, as needed.
- Monitor the progress and implement the objectives of the ISAWWA strategic plan.
- Promote opportunities for collaboration and communication among committees.
- Monitor, recognize, and support committees.
- Address membership concerns.
- Act in a professional manner to serve as an example to newer members.

- All Board members shall be members in good standing as stated by the section by-laws.
- Each member of the Board is expected to become thoroughly familiar with the Bylaws, and Policies and Procedures Manual. Each of these documents shall be made available on the ISAWWA website.
- Each member of the Board is expected to comply with the Section's policies.
- New Board members are expected to attend orientations and training meetings.
- Each member of the Board owes fiduciary duties to the Section. As such, each Board member is expected to act responsibly in exercising their fiduciary duties in accordance with applicable standards of business judgment, fairness, good faith, loyalty, due care, and obedience in the conduct of the business and affairs of the Section.

ONE POSITION PER PERSON

To make ISAWWA leadership opportunities available to a diverse spectrum of members, leadership positions *should* be limited to one position per person at a given time. A person should serve in only one elected or appointed leadership position on the Board, or standing committee chair at a given time. Overlapping service in rotating from one position to another may be permitted at the Committee level, but only until a new Committee Chair is activated. At the discretion of the Board, individuals in current ISAWWA leadership positions may be appointed from time to time to Ad Hoc groups or other similar activities. Exceptions to this policy may be granted by the Board of Trustees.

SUGGESTED BOARD COMMITTEES

Annual Audit

The Audit Committee will review the annual financial audit. Governance responsibilities will include the following:

- Review and provide a recommendation to approve the annual financial audit.
- The Secretary/Treasurer Serves on this committee.

Finance Committee

The role of the Finance Committee is to provide financial guidance for the ISAWWA to ensure transparency, compliance, and achievement of long-termfinancial goals. The ISAWWA Board of Trustees Secretary-Treasurer serves on this committee along with other appointed members by the Board of Trustees Chair. The committee shall make evaluations, interpretations, and recommendations to the Board of Trustees regarding ISAWWA financial policies. Governance responsibility includes reviewing and evaluating the ISAWWA investment p

- Review and evaluate the ISAWWA investment portfolio.

Governance

The Board of Trustees will review governance matters brought before the ISAWWA Board of Trustees. The Chair may appoint an ad hoc committee to review the organization's governing documents. The committee will perform preliminary review and evaluation of recommendations put forward by the committee, and /or membership before they move forward to the Board of Trustees for final approval. Governance responsibilities will include the following:

- Review and provide interim approval on recommendations put forward by the committee.
- Provide interim approval for ISAWWA bylaw language changes before that language receives final approval from the Board of Trustees.

- Review the ISAWWA Board of Trustees Policy and Procedures Manual on a regular basis to ensure accuracy and propose necessary revisions, when applicable.

Policy
The purpose of Ad-Hoc Policy Committee is to ensure that ISAWWA policies are developed with the utmost integrity; remain a trusted resource for the Board of Trustees, and other member water professionals, consistent with all other existing ISAWWA policies. The responsibilities will include the following:

- Review and provide approval for intents for policy statements before they move on to the Board of Trustees for review.
- Review and provide approval for intents to revise, reaffirm, and retire policy statements and section practices.
- Identify gaps and provide guidance on needed policy statements.

BOARD OF TRUSTEES IN-PERSON AND VIRTUAL MEETINGS

All Board of Trustees in-person meetings will abide by the process and rules established in the ISAWWA bylaws. An agenda with appropriate background material will be communicated prior to all meetings by the Executive Director or section staff. An Executive Session of the Board of Trustees may be convened during a board meeting following accepted Parliamentary Procedure rules. Agenda items will be solicited from the Board by the Chair and/or the Executive Director. The Executive Director will be present at all Board of Trustees Executive Sessions unless the Executive Session is for the purpose of reviewing Executive Director performance and/or compensation.

The bylaws permit meetings of the Board of Trustees to be held electronically and for board members to participate virtually in meetings. All meetings of the ISAWWA Board of Trustees will follow existing rules of procedure as required in the bylaws. A quorum, with a majority of Board of Trustees members participating, is required for a vote to take place. When board meetings are virtual or members are participating virtually, any votes must be recorded, and the vote of each board member will be recorded individually. At the determination of the Chair, votes will be conducted by a call of the role. A majority vote of the Board of Trustees members participating is required to approve an action. The outcome of the vote will be recorded in official meeting minutes.

ROLES AND RESPONSIBILITIES FOR COMMITTEES

The Board of Trustees shall support and establish/approve new committees and refigure or discontinue existing committees, when necessary, within ISAWWA to manage programs and section business. Committees will work to further the mission of ISAWWA incorporating the section's Strategic Plan.

Each committee, when possible, shall have a structure of a Chair and Vice Chair, or CoChairs with a term limit of four years for each position. The Chair shall be responsible for appointing the Vice Chair. At the end of the Chair's term, the Vice Chair shall assume the responsibilities of the Chair of the committee. Committee Chairs and Vice Chairs will be ISAWWA members in good standing.

The Chair shall be responsible for setting the schedule, compiling and developing agendas, preside over committee meetings, attend various ISAWWA meetings, assure notes are taken, report committee activities to the Board of Trustees and annually review the committee roster and welcome new members.

The Vice Chair shall act in support of the Chair of the committee, act as Chair in their absence, lead goals as assigned to by the Chair and annually review the committee roster and welcome new members.

Committee members shall be active participants in committee meetings and activities as much as possible for the success of the committee and section. Committee members that are not active within the committee after one year may be removed from the committee. Each committee member shall volunteer for one or more of the committee goals. Committee members must submit the annual interest form to remain on the committee. Members are encouraged to limit their involvement to three committees.

WATER UTLITY COUNCIL

The Water Utility Council (WUC) shall have the responsibility of promoting an effective legislative and regulatory environment for the water community.

Goals of the Water Utility Council –

* Provide timely articles for inclusion in ISAWWA Communications

∗ Maintain information of the Illinois Section AWWA website for Section membership use.

∗ Provide timely response to State and Federal legislative and regulatory issues as they develop.

∗ Maintain communication exchange with AWWA Water Utility Council and Legislative Affairs Committees.

∗ Represent Illinois in Washington, DC for AWWA Water Matters! Fly-In.

*Planning for Section regulatory education.

Guiding Principles

∗ Support legislation, regulation, and policies at all levels that will benefit consumers, the environment, and the water community.

∗ Participate in development of legislation and regulations.

∗ Provide information to membership of pending legislation and regulations that may impact the water industry.

∗ Promote positive relationships with legislators, regulators, other organizations and promote AWWA and Illinois Section AWWA as the leading source for information and expertise within the water profession.

WUC structure

a) Members of the WUC shall be active ISAWWA members and be current employees of public or private Water Utilities. All sectors of the industry, those that our membership reflects, are welcome to join the committee calls and provide input. We value the opinion of consultants, vendors and others.

b) Voting members of the WUC shall be from Water Utilities, public and private. Again, attendance at the meetings can be anyone, but voting can only be made by MEMBERS of the council that represent a water utility.

c) Each utility will only have one vote. More than one utility representative may be on the call/council, but each utility gets only one vote.

d) A minimum of 25% of rostered utility members must be present for a vote to take place during a meeting. A majority vote of the voting members is needed for a vote to pass.

e) In the absence of a quorum, decisions requiring an official vote of the Committee can be done by email ballot to all voting members of the WUC. All voting members must vote electronically for the vote to be valid.

f) The Chair and Vice Chair of the Water Utility Council shall be an employee of a Water Utility and serve a term consistent with ISAWWA Committee chair terms.

g) The Chair, Chair-elect and Vice-Chair of the Illinois Section are eligible (auto-appointment) voting members (regardless of utility employment status) of the WUC. This arrangement provides legislative information and legislative agenda positions indirectly to the Board of Trustees through their involvement and as such provides needed transparency. It is still the WUC's intention to allow only one vote per utility. As such, should any of these individuals represent a utility who is already represented on the WUC, their (Chair, Chair-elect, and Vice-chair) vote will take precedence.

h) All legislative (Local, State & National) issues desired to become official ISAWWA legislative positions must be vetted and approved by the WUC. No ISAWWA committee or individual member is authorized.

PLANNING COMMITTEE AND SPEAKER COMPLIMENTARY REGISTRATION POLICY

The Planning Committee and Speaker Complimentary Registration Policy shall only apply to those members who are actively involved on a planning committee or speaking for the events listed below:

- WATERCON
- Water Distribution/Sewer Collection Conference
- Regulatory Update
- Source Water Summit
- Safety Summit
- Plant Maintenance Technology Workshop
- Water Efficiency Mini Conference
- Women in Water Conference
- Other full day conferences as suggested by the Board of Trustees or committees

Based on organizational need, Staff may adjust the list to include new events or remove events. In addition, Staff may limit or expand the number of members on a given planning committee based on need. Planning Committees generally should be no more than 4 volunteers per committee.

A member on a planning committee shall assist and support in the development and scheduling of the conference, workshop, and/or summit for which they have volunteered. Activities may include but are not limited to selecting topics, developing content, recruiting speakers, reviewing presentations, creating itineraries, moderating, managing daily activities, and so forth.

An active member of a planning committee shall receive full access to their respective event at no charge.

Speakers and moderators shall receive full access on the day they speak or moderate to their respective event at no charge.

NOMINATING COMMITTEE PROCEDURES

Board service is a chance to grow personally and professionally, to develop skills, gain unique experience and making lasting connections with a team of other passionate and motivated professionals. ISAWWA has a team of dedicated staff who make the Board's job as easy as possible.
Nominating Committee Makeup: The Section Chair shall appoint The Chair of the Nominating Committee, typically the Immediate Past-Chair. The Nominating Committee Chair shall appoint his/her committee consisting of at least five members and no more than seven. The committee makeup must include at least one person in each of these categories and no more than two from each:

- Past-Chairs of the Section
- Committee Chairs or Vice Chairs and
- Members of the Section who are not members of the Board and participate/volunteer with the Section~~,~~ none of whom are to be considered as potential candidates.

The Past Chair shall make their best efforts to identify Nominating Committee members who represent our industry and throughout the state.

What Makes a Good Board Member:
When recruiting future Board Members the following criteria should be considered:

- Current AWWA member in good standing
- Member that is active in the Section or AWWA
- Member that is serving or served on a committee or ISAWWA related project
- Member that attends WATERCON
- Member that has presented for ISAWWA in webinars or seminars
- Member has support of employer. Once nominated, a letter of support is requested from the employer before the Board of Trustees votes on the slate of candidates.
- Member meets criteria of Job Description (see Roles and Responsibilities of the Board of Trustees)
- Multi-Section members may hold office in only one Section at a time.

The Nominating Committee shall strive to identify a slate of candidates that represents the diversity of our membership. Diversity includes, but is not limited to, representation from the public and private sector, employers, diversity in their role in the industry (operator, superintendent, manager, engineer, regulator, service provider, manufacturer, etc.), geographic location, age, ethnicity, gender and race.

Time Frame for Elections:
June - The Nominating Committee Chair shall be named by the Chair.
July - Nominating Committee shall be assembled by Nominating Chair per the guidelines above
August - Email members asking for nominations. Nominating team shall seek candidates to run for open positions
September - Deadline for nominations from members and committee research
October/November - Board meeting, approval of slate. Nominating Committee Chair shall notify all candidates that were not chosen to be on the ballot, thanking them and notify them they should become more involved in the Section if they wish to run for a board position in the future.
December – AWWA members of the Illinois Section are notified of the election. This is done by an electronic ballot and postcards mailed to members with no email address on file.
January/February – election results are shared with the Board of Trustees and voted on. Candidates are notified.
February – election results are shared with all members once candidates have confirmed or been informed of the election results.
WATERCON – at the conclusion of WATERCON, the installation of the new board members occurs.

Guideline for Selecting Ballot:
The Nominating Committee shall recruit active members per the guidelines to run for election and fill out the nomination form by the deadline.
Incumbents who are eligible to run again should be asked by Nominating Chair if they are interested in re-election. If so, they are required to submit the nominating form.
Upon receiving nominations (mid-September), the Nominating Committee shall meet by phone, discuss the candidates and select at least one (1) candidate to run and no more than four (4).
Nominating committee must determine if candidates are qualified and meet minimum requirements as listed in “What makes a Good Board Member”
All nominees will have a virtual interview with Nominating Committee members to review qualifications and vision for their leadership.
Every attempt should be made to have at least two (2) candidates for each position including incumbents.

Employer Representation
ISAWWA strives to have a diverse Board of Trustees, which includes employer representation. The Nominating Committee shall not discourage anyone from running for a Board of Trustees position, but will review the nominations to ensure that there are no more than two representatives from any employer each election.

It is understood that board members may switch employers at any time, and that will not interfere with their term of service as long as they maintain employment or a home within their district trustee position.

FINANCIAL GOVERNANCE

The Board of Trustees will act as trustee of ISAWWA assets and ensure that the ISAWWA is well managed and remains fiscally sound. Board members are to evaluate financial policies, approve annual budgets, and review periodic financial reports to enable the ISAWWA to have the necessary resources to carry out its mission and remain accountable to its members, donors, and the public. The Board of Trustees will exercise the main legal responsibilities of:

- *Duty of care.* Board members are expected to actively participate in ISAWWA financial planning and decision-making and to make sound and informed judgments.
- *Duty of loyalty.* When acting on behalf of the ISAWWA, board members must put the interests of the ISAWWA before any personal or professional concerns and avoid potential conflicts of interest.
- *Duty of obedience.* Board members must ensure that the ISAWWA complies with all applicable federal, state, and local laws and regulations and that it remains committed to its established mission.
- *The annual budget.* The Board of Trustees will review and approve the budget for each fiscal year.

Capital expenditures are for equipment that costs more than $5,000 and has an expected useful life of 3 or more years. The Board of Trustees will approve expenditures when such fiscal conditions indicate this action to be appropriate.

A financial update will be provided at each board meeting to the Board of Trustees for review. The Executive Director will provide a copy of the annual audit and tax return to the Board of Trustees each year for review.

AUDITS

ISAWWA will enter into an audit each year. The accounting firm will be chosen by the Executive Director. Audited financial documents will be shared with the Board of Trustees at the winter meeting each year.

STATEMENT OF FUND INVESTMENT POLICY FOR BOARD-DESIGNATED RESERVE FUND

The purpose of the reserve fund is to provide reserves for the extraordinary needs of the organization, including new projects within the scope of proper ISAWWA objectives.

The primary objective of the reserve fund asset allocation policy is to diversify fund investment in assets to achieve investment objectives while minimizing the risk of the portfolio. The expected allocation of investments is equal between the accounts at the beginning of each fiscal year and as suggested by the Finance committee.

Under normal economic conditions the reserve fund shall be no larger than 100% of the current ISAWWA approved operating budget. If it is larger, the Board of Trustees shall determine how the reserve shall be lowered to 100% by reducing the cost of ISAWWA membership and/or products and/or services to current ISAWWA members.

The Executive Director will authorize and execute board-approved transfers in and out of the reserve fund. The market value of the fund portfolio is reviewed by the Board of Trustees at each meeting The reserve fund will retain any investment gains or losses.

The Finance Committee will monitor the performance of the fund investment managers annually. Due to variances in performance caused by short-term market fluctuations, the investment managers' performance will be evaluated using a long-term (5 years) perspective. The Finance Committee may use a variety of criteria to evaluate the investment managers' performance.

ADVERTISING

ISAWWA will have a variety of opportunities for companies to participate in throughout the course of the year. ISAWWA reserves the right to reject any advertising or materials not in keeping with ISAWWA core values, which will not relieve advertiser from its payment obligations. All content is subject to ISAWWA approval.

SPONSORSHIP

ISAWWA members, nonmembers, corporations, consulting firms, manufacturers, government agencies, and other associations are eligible. ISAWWA reserves the right to determine the eligibility of any sponsor or sponsorship during the course of any ISAWWA event.

PAYMENT & CANCELLATION POLICY

Full payment must be received to secure one of the selections made by the applicant. Without full payment, ISAWWA will not guarantee nor hold any of the sponsor's selections. Sponsorships are nonrefundable and are nontransferable.

Should for any reason the sponsorship not be available, or should other contingencies prevail, which, in the opinion of ISAWWA, would prohibit or greatly limit attendance at the event, ISAWWA has the right to cancel the event or sponsorship and shall not be liable for any expenses incurred. Sponsorship payment made to ISAWWA will be refundable.

LIABILITY

ISAWWA, including its officers, directors, agents, employees, contractors, assignees, other sponsors, and the meeting site shall not be held responsible for the effectiveness of "product awareness" through the sponsor's use of sponsorship.

Each sponsoring company agrees to abide by these rules and regulations when its company representative submits the sponsorship selections. These rules and regulations become part of the contract between the sponsor and ISAWWA. ISAWWA has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered here are subject to the decision of ISAWWA and all decisions shall be binding on all parties affected by them. Sponsors or their representatives who fail to observe these conditions of contract or who, in the opinion of AWWA, conduct themselves unethically, may be immediately dismissed from the event without refund or other appeal.

SPONSORSHIP ARRANGEMENTS

ISAWWA will oversee and implement all arrangements including, but not limited to, signs and setup of sponsor's choice of sponsorship level.

USE OF APPROVED SPONSORSHIP LOGO

An approved sponsor logo should be submitted with the sponsorship level choice. If the sponsor's logo changes after approval, it is the sole responsibility of the sponsor to notify ISAWWA and to provide an approved replacement file.

GUIDELINES

Sponsorships must be professional and tasteful, enhance the conference/event experience, offer the opportunity for potential sponsors to reach a specialized audience, and compliment ISAWWA advertising and exhibit opportunities.

- Sponsorship events will not conflict with conference/event hours.
- Sponsor must not misuse or misappropriate any other party's intellectual property rights or defame or disparage any other person, company, product, or service. Any sponsor advertisement or material displayed at the event should highlight own company's product or service.

FINANCIAL OR IN-KIND SUPPORT FROM CORPORATIONS, FOUNDATIONS, AND OTHER ORGANIZATIONS

The ISAWWA accepts financial or in-kind support from corporations, foundations, and other organizations only if such acceptance would not conflict with the principles of the organization, would not pose a conflict of interest as defined herein, and in no way would impair the ISAWWA's objectivity, influence, priorities, and actions. All requests for outside funding must be coordinated with the ISAWWA Executive Director.

INSURANCE

The Section shall receive the insurance coverage through AWWA and in addition will carry the following insurances:

- Worker's Compensation
- Rental Property
- Cybersecurity
- Liability
- Errors and Omissions

When traveling on behalf of ISAWWA, trip cancellation insurance is recommended.

Insurance coverage by AWWA includes Directors and Officers insurance.

CONTRACTING AUTHORITY

Executive Director Authority to Enter into Contracts

General Authority

The Executive Director shall have the authority to enter into agreements and execute contracts to purchase goods and services on behalf of the Section except to the extent that such authority is limited by the Board, the Executive Committee, the Bylaws, or this Policies and Procedures Manual.

Budgeted Expenses

If and to the extent that a particular expenditure is specifically identified in the annual budget approved by the Board of Trustees, such as expenditures for ongoing events such as the conferences, exhibits, educational events, and routine contracts for goods and services that are cancellable by the Section at will, such as recurring contracts for office supplies, facilities maintenance, actuarial services, payroll services, or accounting services, then the Executive Director shall have authority to enter into agreements and execute contracts binding on the Section with respect to such expenditures.

Expenditures that are not so identified are subject to the review or approval procedures as provided below.

Size of Contracts

For purposes of this policy, references to “the dollar value of a contract” shall mean the maximum dollar commitment made by the Section by entering into a contract, which shall include dollar commitment made by any related contracts.

Contracts less than or equal to $20,000

The Executive Director shall have the authority to enter into agreements and execute contracts to purchase goods and services on behalf of the Section without any prior review or approval by the Board, Executive Committee where the dollar value of the contract is less than or equal to $20,000, provided that such funds have been provided for in the annual budget for the Association.

Contracts over $20,001

The Executive Director shall have the authority to enter into agreements and execute contracts to purchase goods and services on behalf of the Association greater than $20,001 provided that such expenditures have been included in the annual budget. Non-budgeted expenditures over $20,001 require three (3) business days prior written notice of the proposed expenditure to be delivered, by email, telecopy, U.S. mail or courier service, to the Executive Committee. Such notice shall disclose the parties to the contract, the dollar value of the contract, whether any of the parties to the contract are a related party of any officer, director, or employee, of the Section, whether the funds have been provided for in the annual budget, and a brief description of the terms and purpose of the contract. In the absence of an objection during the three (3) business days by one of the Executive Committee members, the Executive

Director may proceed to enter into the contract as it was described in the notice to the Executive Committee.

Effect of Objection

If one of the recipients of a notice delivers a timely written objection to the Executive Director concerning a proposed contract, then the Executive Director may not enter into such contract until the objection has been resolved either by agreement of the objecting party or by a vote of the Executive Committee, as the case may be.

Bids for Goods and Services

ISAWWA will receive at least three quotes for good and services for items over $2,500. The Board of Trustees may waive this requirement if three bids are unable to be obtained.

Prohibited Expenditures

Consistent with its tax-exempt status under the Internal Revenue Code, it is the policy of ISAWWA that the Section shall not incur any expenditure for political intervention. For purposes of this policy, political intervention shall be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the federal, state or local level. Political intervention does not include lobbying activities, defined as the direct or indirect support or opposition for legislation, which is not prohibited under the Internal Revenue Code for ISAWWA. Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials included in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals

Endorsements of Candidates

It is the policy of ISAWWA not to endorse any candidates for public office in any manner. This policy extends to the actions of management and other representatives of ISAWWA, when these individuals are acting on behalf of, or are otherwise representing, the Section.

Prohibited Use of Organization Assets and Resources

It is the policy of ISAWWA that no assets or human resources of the organization shall be utilized for political activities, as defined above. This prohibition extends to the use of Section assets or human resources in support of political activities that are engaged in personally by board members, members of management, employees, or any other representatives of ISAWWA. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing that they are acting on behalf of the Section), these individuals must at all times be aware that Section resources cannot at any time be utilized in support of political activities.