

**MINNESOTA SECTION  
AMERICAN WATER WORKS ASSOCIATION**

**GOVERNING DOCUMENTS**

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**GOVERNING DOCUMENTS**

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# 1. SECTION BYLAWS

## BYLAWS OF THE MINNESOTA SECTION OF THE AMERICAN WATER WORKS ASSOCIATION

(As approved by the AWWA Board of Directors May 21, 2004)

### **ARTICLE I NAME**

The name of this organization shall be the Minnesota Section of the American Water Works Association, hereinafter referred to as the "Section." The American Water Works Association shall hereinafter be referred to as the "Association." The Section shall be divided into subunits hereinafter referred to as "Districts."

### **ARTICLE II OBJECTIVES**

As a scientific and educational association, the objectives of the Section are to promote public health, safety, and welfare through the improvement of the quality and quantity of water delivered to the public and the development and furtherance of understanding of the problems related thereto by: advancing the knowledge of the design, operation, water treatment, and management of water supply systems; educating the public on the problems of water supply and promoting a spirit of cooperation between consumers and suppliers in solving these problems; disseminate information concerning the causes of problems of providing a safe and adequate water supply and proposing solutions thereto in an effort to improve the quality and quantity of the water supply provided to the public.

### **ARTICLE III HEADQUARTERS AND OPERATION**

- 3.1 The headquarters of the Section shall be at the office of the Secretary-Treasurer unless otherwise specifically designated by the Governing Board. All papers and records of the Section shall be kept at said headquarters.
- 3.2 All matters pertaining to the operation of the Section shall be in accordance with the Articles of Incorporation, Bylaws and Governing Documents of the American Water Works Association and with these bylaws and the policies and procedures of the Section.

### **ARTICLE IV MEMBERSHIP**

- 4.1 The membership of the Section shall consist of those members of the American Water Works Association residing in or having principal business activity in the Minnesota Section and those assigned to the Minnesota Section by the Executive Director of the American Water Works Association.
- 4.2 The geographic boundaries of the Minnesota Section are defined as the State of Minnesota.

### **ARTICLE V ELIGIBILITY TO VOTE**

- 5.1 All members of the Section in good standing, except multi-section members, are eligible to vote on Section business when a vote of the membership is required.
- 5.2 All members of the Section in good standing assigned to a Section District are eligible to vote on business of the District when a vote of the District membership is required.

**ARTICLE VI  
SECTION FINANCES**

- 6.1 Dues shall be assessed against members as required for membership in the Association. The Section may, in accordance with the procedures defined in the Governing Documents and established guidelines of the Association, apply for permission to levy a special dues assessment. The special assessment would be levied annually at the time of membership renewal and the revenue collected would be used to increase the funds available for Section uses consistent with Association and Section objectives and policies.
- 6.2 The Section reserves the right to collect fees for Section activities and events as appropriate. Such fees will be established in accordance with these bylaws, the policies and procedures of the Section, and the Governing Documents and Bylaws of the Association.
- 6.3 All Section finances shall be managed in accordance with these bylaws, the Section's policies and procedures, the Bylaws and Governing Documents of the Association, and all applicable financial rules and regulation of the State of Minnesota, and the United States of America.
- 6.4 The Section shall conduct an annual audit of all Section finances. The manner of the audit shall be in accordance with Section policies and procedures.

**ARTICLE VII  
SECTION GOVERNANCE**

- 7.1 The governing body of the Section shall be a Governing Board hereinafter referred to as the "Board."
- 7.2 Members and Structure of the Board
  - 7.2.1 The Board shall consist of:
    - Officers of the Board
    - District Trustees (*one from each District and one District Trustee-at-large*)
    - Council Chairs
  - 7.2.2 All members of the Board are voting members.
  - 7.2.3 The officers of the Section who are also the officers of the Board shall be:
    - Chair
    - Chair-elect
    - Past-chair
    - Director
    - Secretary-Treasurer
  - 7.2.4 The Officers of the Board are authorized to take official actions between Board meetings that they deem beneficial to the Section.
  - 7.2.5 Any member of the Section who is also a President-elect, Director-at-Large, or Immediate Past-president of the Association shall automatically become a member of the Board.
- 7.3 Eligibility to Serve on the Governing Board
  - 7.3.1 Any member of the Section, except a multi-section member of the Section, shall be eligible to hold elective office on the Section Board
  - 7.3.2 In addition to the membership eligibility requirements defined in this section, nominees for the position of chair-elect must have served at least two (2) years as a member of the Board or a Council chair.
  - 7.3.3 In addition to the membership eligibility requirements defined in this section, nominees for the position of Director must have served as an officer of the Section.

#### 7.4 Nominations for members of the Board

- 7.4.1 The Section shall conduct a nomination and election process for Chair-elect and District Trustee-at-large in accordance with the policies and procedures of the Section.
- 7.4.2 A nominating committee shall be appointed by the Chair with the approval of the Board in accordance with the policies and procedures of the Section.
- 7.4.3 The Director shall be nominated and elected in a manner consistent with the Bylaws of the Association, and bylaws and policies and procedures of the Section.
- 7.4.4 District Trustees shall be nominated in accordance with policies and procedures of the Section and the District.

#### 7.5 Election/Succession/Appointment of Members of the Governing Board

- 7.5.1 Upon the expiration of the term of the Section Chair, the Chair shall accede to the office of Past-Chair, and the Chair-Elect shall accede to the office of Chair.
- 7.5.2 The Chair-Elect, Director, and District Trustee-at-Large shall be elected by a majority vote of eligible Section members in attendance at the annual Section business meeting.
- 7.5.3 The District Trustees shall be elected by a majority vote of the eligible District members in attendance at the District business meeting and in accordance with the policies and procedures of the Section and District.
- 7.5.4 The Secretary-Treasurer shall be appointed by the Chair with the approval of the board.

#### 7.6 Terms of Office for Governing Board

- 7.6.1 The Chair, Chair-Elect, and Past-Chair shall serve terms of one (1) year. These terms shall commence at the first Section Board meeting following the annual Section business meeting at which they were elected or accede to the office.
- 7.6.2 The Director shall be elected for a term of three (3) years or as otherwise required by the Bylaws of the Association. The newly elected Director shall take office at the expiration of the incumbent Director's term of office as prescribed by the bylaws of the Association.
- 7.6.3 District Trustees shall serve terms of three (3) years. The term shall begin at the first Section Board meeting following the annual Section business meeting following election.
- 7.6.4 The Secretary-Treasurer shall serve a term of one (1) year, and may be appointed for consecutive terms.

#### 7.7 Vacancies on Governing Board

- 7.7.1 The Board shall declare that a vacancy exists in the event of the death, relocation of a member so that he/she no longer qualifies as a member of the section per Article 4.1 of these bylaws, incapacity, or resignation of any Section Board member.
- 7.7.2 In the case of a vacancy in the office of Director, a successor to serve for the remainder of the term shall be appointed in accordance with Association Bylaws
- 7.7.3 The Board shall fill a vacancy in the office of Chair, Chair-Elect, Past-Chair, District Trustee-at-Large, and Secretary-Treasurer for the remainder of the unexpired term in accordance with the policies and procedures of the Section.
- 7.7.4 In the case of a vacancy in the position of District Trustee, the District Committee represented by the trustee shall fill the vacancy for the remainder of the unexpired term in accordance with the policies and procedures of the Section.

## 7.8 Duties of Governing Board

- 7.8.1 The Board shall direct the administrative work of the Section and execute its business in accordance with the bylaws, and policies and procedures of the Section and the Articles of Incorporation, Bylaws, and Governing Documents of the Association.
- 7.8.2 The Board shall have power to invest or expend the funds of the Section, but shall not incur indebtedness in excess of the unencumbered cash assets of the Section.
- 7.8.3 The Chair shall have general supervision of the affairs of the Section and shall preside at all meetings of the Section and of the Board, unless designated otherwise.
- 7.8.4 The Chair shall make appointments to vacant Council or Committee positions as prescribed by the policies and procedures of the Section.
- 7.8.5 The Chair-Elect shall perform the duties of the Chair in the latter's absence.
- 7.8.6 The Director, as a member of the Board of Directors of the Association shall represent the Section and the Association in the deliberations of their respective governing bodies and shall coordinate and unify their actions.
- 7.8.7 The District Trustees, as members of the Section Board and District Committee shall represent the Section and the District in the deliberations of their respective governing bodies and shall coordinate and unify their actions.
- 7.8.8 The District Trustee-at-Large, in addition to being a member of the Section Board, is also a member of the district committee in the district that he/she is assigned by the Section.
- 7.8.9 The Secretary-Treasurer shall have charge of the financial books and records of the Section.
- 7.8.10 The Secretary-Treasurer shall see that all monies due to the Section are collected and promptly deposited to the credit of the Section in a depository, which has been approved by the Board.
- 7.8.11 The Secretary-Treasurer shall pay all bills for authorized debts incurred by the Section.

## **ARTICLE VIII MEETINGS**

### 8.1 Meetings

- 8.1.1 The Section shall conduct one business meeting in each calendar year. Other meetings may be held as determined by the Board.
- 8.1.2 A special meeting of the Section may be called by the Section Chair. A special meeting may also be called by a written request of fifteen (15) percent of the membership. The object of a special meeting shall be definitively stated in a notice, which shall be mailed by the Secretary-Treasurer to all members at least fifteen (15) days in advance of the date of the meeting. No other business may be transacted at this meeting. The board shall determine the location of all Section meetings.
- 8.1.3 The Board shall meet at least once during the annual Section conference, and at other times at the call of the Section Chair, or at the request of a majority of the Board.
- 8.1.4 Each District shall conduct one business meeting in each calendar year. Other meetings may be held as determined by the District Committee.

### 8.2 Quorum

- 8.2.1 Thirty (30) voting members of the Section shall constitute a quorum at any Section business meeting.

- 8.2.2 A majority of the members of the Board shall constitute a quorum at Board meetings.
- 8.2.3 Ten (10) voting members of a District shall constitute a quorum at any District business meeting.
- 8.2.4 No motions can be passed without a quorum, as defined in this section.

**ARTICLE IX  
COUNCILS/COMMITTEES**

- 9.1 The Board shall establish or dissolve Councils and Committees as they deem necessary to conduct Section and Association business and programs.
- 9.2 The Councils and Committees shall be established and shall conduct activities in accordance with the policies and procedures of the Section.

**ARTICLE X  
DISTRICTS GOVERNANCE**

- 10.1 The Section shall be divided into six districts representing the following geographic areas of the Section: Northeast, Northwest, Central, Metro, Southeast, and Southwest.

The district boundaries will be designated by the Section Board.

- 10.2 Members and Structure of the Districts

- 10.2.1 The governing body of the District shall be a District Committee.

- 10.2.2 The District committee shall consist of:
  - District Chair
  - District Vice-Chair
  - District Trustee
  - District Secretary

- 10.2.3 All members of the District Committee are voting members

- 10.2.4 The Officers of the District shall be:
  - District Chair
  - District Vice-Chair
  - District Trustee

- 10.3 All members of the Section assigned to a District, except students and multi-section members are eligible to hold elective office on the District Committee of their District.

- 10.4 Nominations for members of the District Committee

- 10.4.1 The District Vice-Chair shall be nominated in accordance with policies and procedures of the District.

- 10.4.2 The District Trustee shall be nominated in accordance with Article VII of these bylaws and the policies and procedures of the Section and District.

- 10.5 Election/Succession/Appointment of members to the District Committee

- 10.5.1 Upon the expiration of the term of the District Chair, the District Vice-Chair shall accede to the office of Chair.

- 10.5.2 The District Vice-Chair shall be elected by a majority vote of eligible District members in attendance at the District business meeting.

- 10.5.3 The District Trustee shall be elected in accordance with Article VII of these bylaws and the policies and procedures of the Section and District.
- 10.5.4 The District Secretary shall be appointed by the District Officers.
- 10.6 Terms of office for the District Committee
  - 10.6.1 The District Chair and District Vice-Chair shall serve terms of one (1) year. These terms shall commence following the annual District business meeting at which they are elected or accede to the office.
  - 10.6.2 The term of the District Trustee shall be in accordance with Article VII of these bylaws.
  - 10.6.3 The District Secretary shall serve a term of one(1) year, and may be appointed for consecutive terms.
- 10.7 Vacancies on the District Committee
  - 10.7.1 The District Committee shall declare that a vacancy exists in the event of the death, relocation of a member so that he/she no longer qualifies as a member of the section per Article 4.1 of these bylaws, incapacity or resignation of any District Committee member.
  - 10.7.2 The District Committee shall fill any elective or appointed District office vacancy for the remainder of the unexpired term in accordance with the policies and procedures of the Section and District.
  - 10.7.3 In the event of three vacancies occurring simultaneously in a given District, the Section Chair shall make an appointment to the position of District Trustee. The District Trustee shall than make appointments to the other two vacant District offices.
- 10.8 Duties of District Committee
  - 10.8.1 The District Committee shall direct the administrative work of the District and execute its business in accordance with the bylaws and policies and procedures of the Section and the District, and the Articles of Incorporation, Bylaws, and Governing Documents of the American Water Works Association.
  - 10.8.2 The District Committee may establish or dissolve standing or special District committees as they deem necessary for the operation of or to further the interests of the District.
  - 10.8.3 The District Chair shall have general supervision of the affairs of the District and shall preside at all meetings of the District and of the District Committee, unless designated otherwise.
  - 10.8.4 In the absence of the District Trustee, the District Chair shall represent the District on the Section Board.
  - 10.8.5 The District Vice-Chair shall perform the duties of the District Chair in the latter's absence
  - 10.8.6 The District Trustee as a member of the Section board shall represent the district and the Section in the deliberations of their respective governing bodies and shall coordinate and unify their actions.
  - 10.8.7 The District Secretary shall be responsible for the preparation of the business and recording of the proceedings of the District and District Committee meetings.
  - 10.8.8 The District Secretary shall see that all funds generated or debts incurred by District activities are forwarded to the Section Secretary-Treasurer for proper disposition.



**ARTICLE XI  
AMENDMENTS TO SECTION BYLAWS**

- 11.1 A proposal to amend these bylaws may be made by a three-fourths affirmative vote of the Board or by a petition signed by at least fifteen (15) percent of the members of the Section, either of which shall be made in writing.
- 11.2 All Section members shall have at least thirty (30) days in which to consider the proposed amendment(s) prior to a vote being taken except that the proposed amendment(s) may be published in the pre-conference issue of the Section publication or in any copy of the Section publication that is published prior to, and in the same calendar year, as the annual business meeting at which the vote on the amendment(s) is to be taken.
- 11.3 The Board may authorize the use of a letter ballot to obtain a vote on proposed amendment(s). If voted on by a letter ballot, a two-thirds affirmative vote of those voting within thirty (30) days of the mailing of the ballots shall be required to amend these bylaws. The dated postmark on the return ballots shall be used to determine the validity of returned ballots.
- 11.4 A two-thirds affirmative vote of those voting shall be required to amend these Bylaws.
- 11.5 A proposed amendment, presented at a business meeting, may be voted upon at that meeting if a quorum exists and unanimous consent to do so is given by the voting members present.
- 11.6 Amendments shall become effective after approval by the Board of Directors of the American Water Works Association.

**ARTICLE XII  
VACANCIES**

The Board shall declare that a vacancy exists in the event of the death, the remote change of residence, or the incapacity of any of its members.

**ARTICLE XIII  
DISSOLUTION**

- 13.1 In case of dissolution of the Section, such portions of the funds or property thereof in the hands of the Secretary-Treasurer as may have been derived from the general funds of the American Water Works Association shall be returned to the American Water Works Association.
- 13.2 The balance of the Section funds or property shall be disposed of by transfer and distribution to any one or more corporations, funds, or foundations with like purposes or goals that are organized and operated in an area included in an AWWA section, hereinafter referred to as the "receiving organization."
- 13.3 The following shall be characteristic of the receiving organization:
- that it is operated exclusively for scientific or educational purposes;
  - that no part of the net earnings of which inures to the benefit of any private shareholders or individual;
  - that no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; and
  - that it does not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

The receiving organization(s) would then qualify under the provisions of Section 501(c)(3) of the United State Internal Revenue Code, as they now exist or as they may hereafter be amended.

- 13.4 Any such receiving organization(s) shall be selected by vote of the majority of the members of the Section at a meeting called for this purpose. If for any reasons such disposition cannot be effected, then such funds shall be so distributed pursuant to the order, judgment or decree of a court having jurisdiction over the assets and property of the Section.

**ARTICLE XIV  
INDEMNIFICATION**

Indemnification is provided by the Association as described in the Association Bylaws, Article VI, Section 6.01.

**ARTICLE XV  
EFFECTIVE DATE**

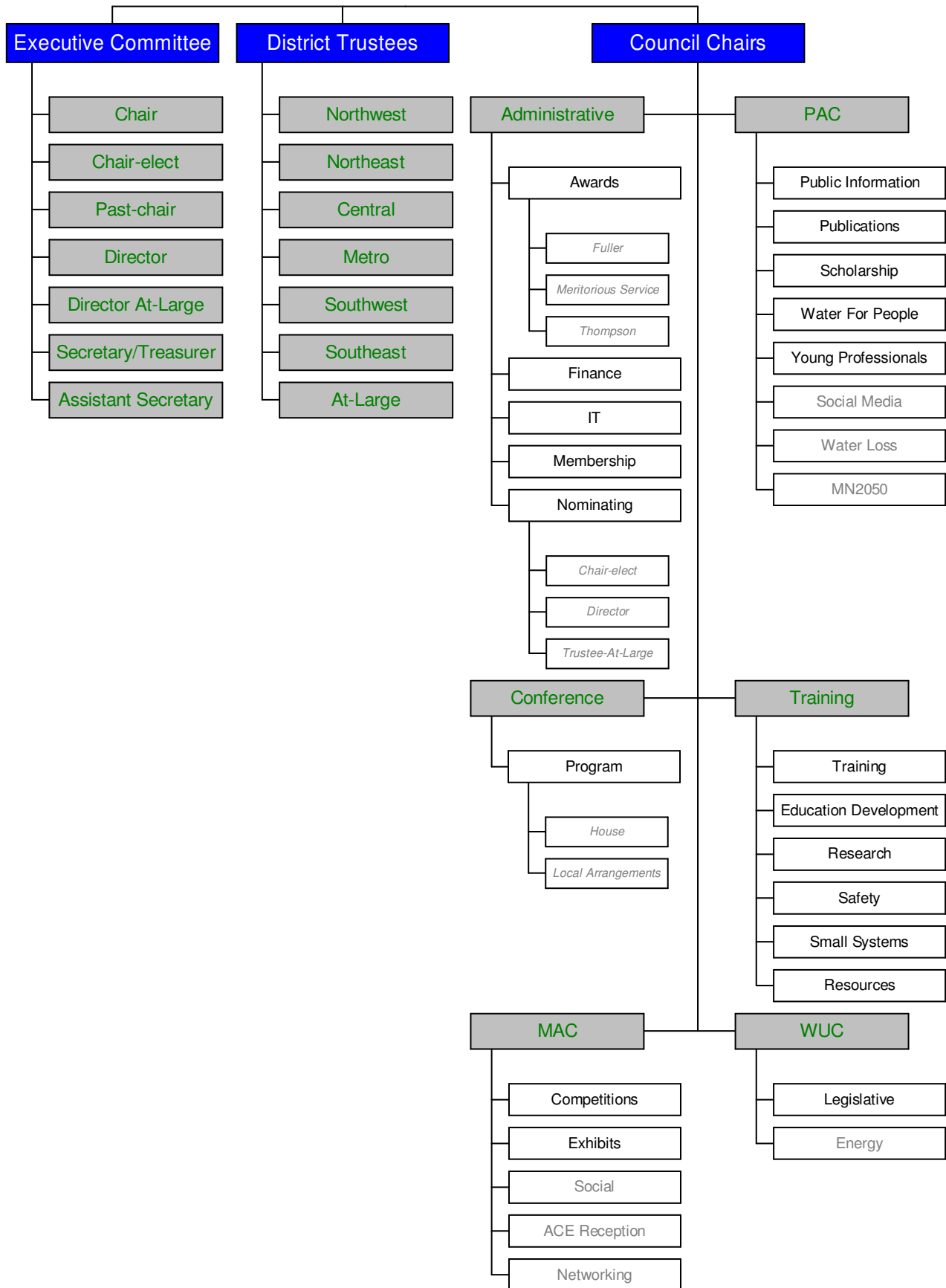
These Bylaws shall become effective and supersede all previous Bylaws upon approval of the membership of the Section and of the Board of Directors of the American Water Works Association.

Adopted:           1916

Revisions:        1919, 1936, 1939, 1944, 1947, 1952, 1954, 1966, 1970, 1971, 1975, 1977, 1983,  
                  1987, 1990, 1991, 1992, 1997, 2004.

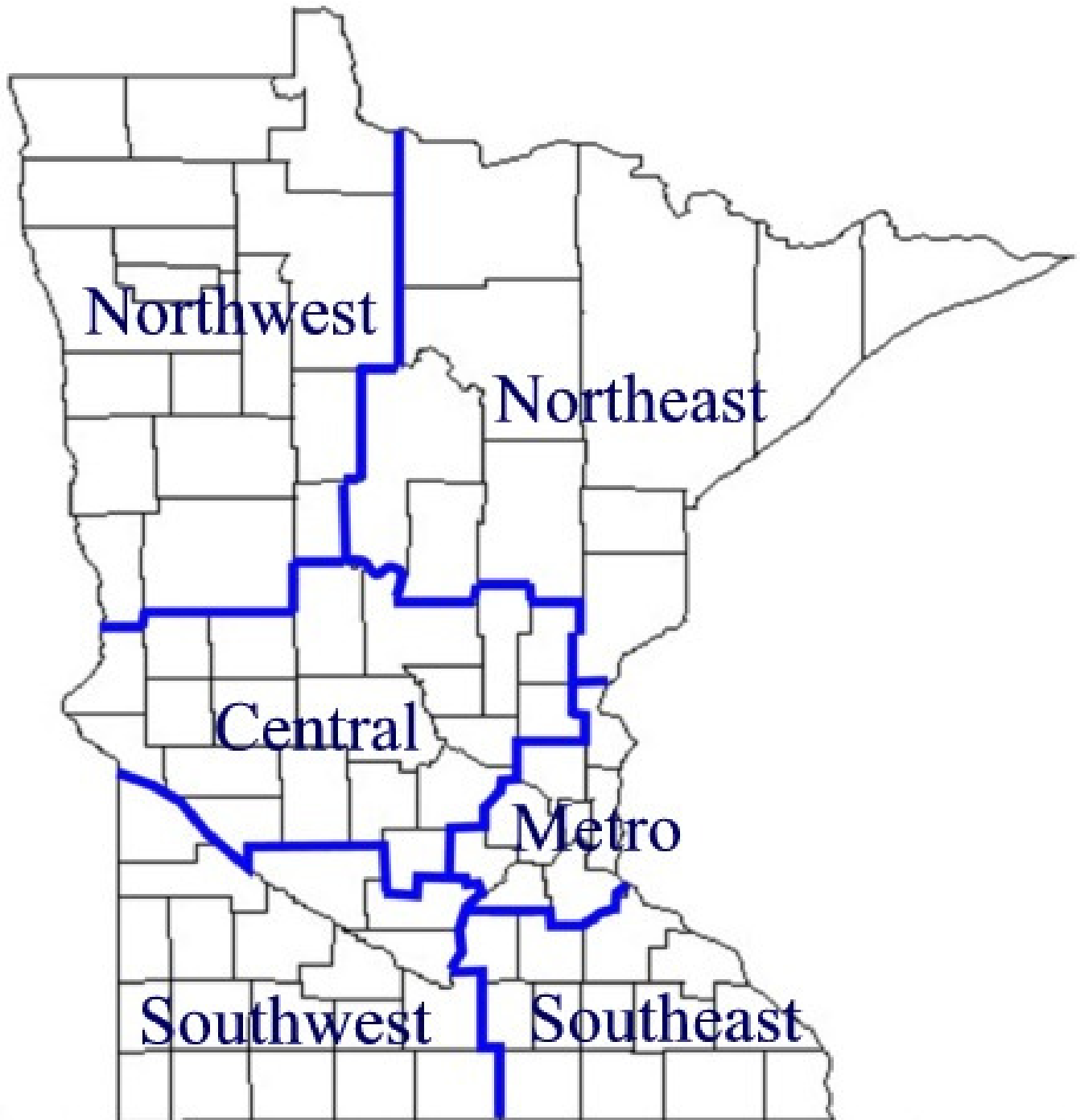
## 2. ORGANIZATION CHART

(Updated December 2014)



### 3. DISTRICT BOUNDARIES

(Bylaw Article 10.1: District boundaries designated by the Section Board)



## 4. POLICIES AND PROCEDURES OF THE SECTION

(These policies supplement the Section bylaws and are arranged by the same headings as the bylaws)

(As approved by the MnAwwa Board as of December 11, 2014)

### **ARTICLE I NAME**

### **ARTICLE II OBJECTIVES**

### **ARTICLE III HEADQUARTERS AND OPERATION**

### **ARTICLE IV MEMBERSHIP**

### **ARTICLE V ELIGIBILITY TO VOTE**

### **ARTICLE VI SECTION FINANCES**

- 6.1a The Section has approved a dues assessment of 5% of annual AWWA member dues that will be charged annually to each member of the Section at the time of a new or renewed membership. This assessment does not apply to students or retired members.
- 6.2a The Section will charge an administrative fee of three dollars (\$3.00) per registrant per day for all schools and conferences. This fee will be used for the general support of the Section. (Confirm conformance of section compliance to this policy)
- 6.3a The Section will pay the expenses of the Association Director and spouse to attend the Association Winter Board meeting. In transition years, reference the travel policy
- 6.3b The Section will pay the expenses of the Secretary-Treasurer to attend the Annual Association Conference and Exposition.
- 6.3c The Section will pay the expenses of the incoming chair (chair-elect) to attend appropriate leadership training (RMSO, Summer Leadership, etc) sponsored by the Association.
- 6.3d The Section Chair, Director, Secretary/Treasurer, and the Assistant Secretary/Treasurer MnAwwa Fall Conference hotel accommodations will be paid by the section.
- 6.3e The Section will pay the registration and hotel accommodations for the visiting Association Representative at the Annual Section Conference.
- 6.3f The Section will waive the registration fee for Officers from other Association Sections to attend MnAwwa Fall Conference.
- 6.3g The Section will waive the banquet ticket fee for the AWWA Life Member awardee and spouse to attend the Fall Conference banquet.
- 6.3h The Section will charge district-approved and/or section-approved fees to support the Drinking Water Institute.
  - 6.3h.1 Ten dollars per fall conference registrant (approved at the Fall 2003 conference)
  - 6.3h.2 Five dollars per school registrant for the NW, NE, Central, Metro, and SE districts and two dollars per school registrant for the SW district.

- 6.3i Fund levels should be maintained as follows:
- Operating Fund* – Money retained in the checking account to cover expected expenses without transferring money from the reserve. This is a contingent liability operating fund for the current fiscal year, not a long term reserve. The Board approved the minimum amount to be 10% of the budgeted expenditures.
- Reserve Fund* – The amount of money (capital) retained for future or contingent liabilities. The Board approved the minimum amount of 50% of the annual budgeted expenditures.
- David Morris Endowment Fund* – The amount of money (capital) retained to generate sufficient interest income to sustain the Section's scholarship and grant programs. The Board approved an endowment goal of \$180,000 in 2004. [The goal was based on \$7,500 in scholarships and a conservative 4% investment return. A 5-year rolling average return was estimated to be close to 7% so the account could maintain itself in perpetuity, deliver the required dividend, and maintain the fund's goal balance.] The Finance Chair to set up meeting with Scholarship Committee to see if updating is necessary (Reference to 6.3i)
- 6.3j All target financial levels should be reviewed every 3-5 years to assure they meet the Section's goals and needs. Last updated 5/20/10.
- 6.3k The Section has adopted a reimbursement and travel policy.
- 6.3k.1 The Section will reimburse approved expenses only if the completed MNAWWA Expense Report is submitted within 60 days of incurring the expense. Expense Reports submitted more than 60 days after incurring the expense must be approved for reimbursement by the Board. After March 1st, Expense Reports for previous fiscal year expenses will not be accepted.
- 6.3l The Section has adopted an investment policy.
- 6.3m At the end of each fiscal year, Section profits should be distributed in the following order:
- 6.3m.1 Fully fund the Operating Fund. Remember, the operating fund is a contingent liability operating fund for the current fiscal year, NOT a long-term reserve.
- 6.3m.2 If both the Reserve and Endowment Funds are below their goals, the remaining income will be transferred to the investments; 75% to the general fund and 25% to the endowment fund to grow both balances.
- 6.3m.3 If the Reserve Fund has met its target value; the remaining income will be transferred to the Endowment Fund.
- 6.3m.4 If the Reserve and/or Endowment Funds are above their goals by 10% or more, the excess income (income above 110% of the fund goals) will held in the checking account and used for program development or program fee discounts in that fiscal year (MUST be consumed in that fiscal year).
- 6.3n Payments to a taxable individual or business entity that exceed a cumulative of \$600 in a fiscal year for services rendered require submittal of a completed W-9 form by the payee to MNAWWA prior to payment.
- 6.4a The Section books will be audited by the Finance Committee annually. The section books will be audited by a professional auditor every time the Secretary/Treasurer position transitions or every three (3) years.
- 6.4b The fiscal year shall be the calendar year.

## 5. POLICIES AND PROCEDURES OF THE GOVERNING BOARD

(These policies supplement the Section bylaws and are arranged by the same headings as the bylaws)

### ARTICLE VII SECTION GOVERNANCE

- 7.1 Section Board
- 7.2 Members Of The Board
- 7.3 Eligibility To Serve
- 7.4 Nominations

#### General

The paragraphs of this section define the nominating procedures. There will be no nominations from the floor.

Secretary-Treasurer shall supply a list of all eligible candidates for upcoming election(s) to nominating committee chairs at the Winter Board meeting.

Nominating Committee(s) shall contact all eligible nominees to solicit interest in open positions.

Nominating committees shall gain the consent and commitment of any eligible nominee to serve if elected.

The nominating committees shall provide the names and biographical data to the Administrative Council Chair for submission to the Section Board at their May meeting.

The Board of Directors shall review and discuss submitted list of candidates and approve a final list for publication.

The slate of nominee's names for each open position shall be published for membership review within 15 days of the conclusion of the May Board meeting.

Nominations by the membership for the Section offices of Chair-elect, Director-at-Large, or Association Director may be made by means of a petition signed by at least fifteen (15) eligible Section members. Petitions must be submitted to the Section Chair at least sixty (60) days prior to the beginning of the Annual Section Conference. Biographical data must be submitted with the petition. Qualified candidates will be added to the ballot.

No elected officer of the Board may be nominated for successive terms in the same office.

#### 7.4.1a Chair-elect and District Trustee-at-large

The nominating committee (Bylaw 7.4.2) for Section Chair-elect, and District Trustee-at-large shall consist of the immediate past-chair and the six District Trustees, and the current District Trustee-at-large.

##### *Chair-elect*

The Committee shall recommend at least two (2) nominees annually for the position of Chair-elect.

##### *District Trustee-at-large*

In the year that the term of the incumbent Trustee-at-Large expires, the Committee shall recommend to the Board at least two (2) nominees for the position of District Trustee-at-Large for election at the Annual Section Conference.

7.4.3a

Association Director

A nominating committee for the position of Section Association Director will be appointed by the Section Chair and shall consist of the current Association Director and the two (2) most recent past Association Directors, if willing to serve. If any of the above positions cannot be filled as specified, the Section Chair shall contact other past Association Directors who are still active in the Section and invite them to serve on the nominating committee. If none are available, the Section Chair and/or the most recent Past-chair that is available, will serve on the committee.

In the year preceding the expiration of the incumbent Association Director's term, the Association Director Nominating Committee shall submit at least two (2) nominees for the position of Association Director.

The committee shall recommend only eligible Section members who have served as officers of the Section.

7.5 Election/Succession/Appointment of Members of the Governing Board

General

All voting for Section Board offices shall be conducted by written ballot.

Ballots will be kept for a period of one year in the Section office.

All Section members, except multi-section members, are eligible to vote for Board officers.

Association Director

In the year preceding the expiration of the incumbent Association Director's term, the Section Association Director shall be elected by a majority vote of eligible Section members at the Annual Section Business Meeting.

The newly elected Association Director shall take office at the expiration of the incumbent Association Directors term of office as prescribed by Association Bylaws.

District Trustee-at-Large

In the year that the term of the incumbent District Trustee-at-Large expires, a District Trustee-at-Large shall be elected by a majority vote of eligible Section members at the Annual Section Business Meeting.

The newly elected District Trustee-at-Large shall take office at the first Section Board Meeting following the Annual Section Business Meeting following election.

Assistant Secretary

An assistant secretary may be appointed by the chair with the approval of the board.

The Section Assistant Secretary shall be recommended by the Secretary-Treasurer and approved by the Board.

If appointed, the assistant secretary shall serve a term of one (1) year, and may be appointed for consecutive terms.

7.6 Terms Of Office For The Governing Board

General

Unless otherwise defined, for the purposes of terms of office, "one year" shall mean from the close of the Section or District business meeting at which the officers are elected to the close of the next succeeding official Section or District business meeting, regardless of the elapsed time.

Officers of the Board shall not succeed themselves in their respective offices, except that officers acceding to higher office to fill a vacancy as required by the Section Bylaws shall, the following year, fill such offices as they would have then filled in the absence of the vacancy in question.



7.7 Vacancies (see bylaws)

7.8 Duties Of The Governing Board

Section Board

The Section will hold Board meetings the third Friday in January and May in addition to pre and post conference board meetings.

Times and places of all Section meetings shall be approved by the Board except for special meetings as noted in the bylaws

The Board shall carry out all plans and policies adopted at Section business meetings, and such others as they deem to be in the best interest of the Section. Adopted policies include the Conflict of Interest Policy, Whistleblower Policy, Information Security Policy, and Travel Policy.

The Board shall establish guidelines for registration fees for members and guests at all meetings, seminars, conferences, and training programs conducted by the Section.

The Board shall determine the procedures to be used for the approval of bills before payment.

Section Chair

The Chair shall, with the approval of the Board, appoint the vacant Council Chair positions.

The Chair may appoint any other committee for which provisions have not otherwise been specifically made.

The Chair shall be, ex-officio, a member of all standing and special committees unless otherwise provided.

The Chair shall recommend Council Chairs for board approval. Council chairs shall appoint assigned committee chairs. Committee chairs recruit committee members. If needed, the Chair may appoint vacant committee chairs.

Section Chair-elect

Association Director

The Association Director shall submit a detailed written report of the Associations official activities at each Annual Section Business Meeting and at such other times as required by the Board.

Past Chair

Section Secretary-Treasurer

The Secretary-Treasurer shall be responsible for the preparation of the business and recording of the proceedings of the Section and Board Meetings.

The Secretary-Treasurer shall perform such other duties as the Board may direct.

The Secretary-Treasurer shall prepare a budget for review and adoption at the first Board meeting of the year.

The Secretary-Treasurer shall keep an account for each district, and ensure that funds generated by the District and payments made for the district are credited to the appropriate account.

The Secretary-Treasurer shall provide a monthly update of the section finances including investments.

The Secretary-Treasurer shall prepare a financial statement based on a financial year beginning January 1 and ending December 31. This statement shall be audited by an Auditing Committee appointed by the Administration Council Chair. The Committee shall report the findings of the audit at the annual Section business meeting.

The Secretary-Treasurer shall pay all authorized bills by check, which shall be countersigned by the

Chair.

Assistant Secretary

The Section Assistant Secretary shall be responsible for the preparation of the business and recording of proceedings of the Section and Board Meetings in the Section Secretary-Treasurers absence.

The Section Assistant Secretary does not have Board voting privileges except in the absence of the Section Secretary-Treasurer.

The Section Assistant Secretary has general responsibility for the registration and operation of the Annual Section Conference.

Council Chairs

Duties of the Council Chairs are defined under the Policies and procedures of the Councils section of these Policies and Procedures

Committee Chairs

Duties of the Committee Chairs are defined under the Policies and Procedures of the Committee Chairs section of these Policies and Procedures.

## 6. POLICIES AND PROCEDURES OF THE COUNCILS/COMMITTEES

(These policies supplement the Section bylaws and are arranged by the same headings as the bylaws)

### ARTICLE IX COUNCILS/COMMITTEES

#### Councils / Committees

The Section will have Councils which will govern all Standing and Special Committees.

The Councils and their assigned Committees are as follows:

- ADMINISTRATIVE / POLICY (APC)
  - Awards
  - Finance
  - Information Technology
  - Membership
  - Nominations
- CONFERENCE (Conf)
  - Program
- MINNESOTA ASSOCIATES (MAC)
- PUBLIC AFFAIRS (PAC)
  - Public Information
  - Publications
  - Scholarship
  - Water For People
  - Young Professionals
- TRAINING / EDUCATION (TEC)
  - Education
  - Management School
  - Research
  - Safety
  - Small Systems
- WATER UTILITY (WUC)

#### Council Chairs

Except for the Water Utility Council, Council Chairs shall be appointed by the Section chair.

The term of office for council chairs shall be for a period of three (3) years.

The terms of the Council chairs shall be staggered so that at least two new chairs will be appointed each year.

Except for the Water Utility Council, no Council Chair shall be eligible for reappointment for consecutive terms to the same Council Chair Position, except in the case of a Council Chair who serves less than a three year term. Such service would not preclude appointment to a full term of office.

The Water Utility Council Chair shall be elected by a vote of the Council members as specified in the policies and procedure of the Water Utility Council. The Water Utility Council Chair may serve consecutive terms.

In accordance with the policies and procedures of the Section, Council chairs shall oversee the activities of the committees for which they have responsibility.

The Council Chair shall report to the Board the activities of the committees for which the chair has charge.

#### Council Duties

Each Council will have a Council Committee consisting of the Council Chair and the chairs of the committees assigned to the Council. The Council Committee will set committee goals to meet the needs of the Section.

The Council Committee shall meet periodically to set goals for the committees within the council in order to meet the needs of the Section.

The Council Chairs will meet periodically to coordinate the direction of each committee.

ADMINISTRATIVE / POLICY (APC)

*Purpose:*

The purpose of the Administrative Council is to oversee the committees that deal with the administration of the Section, including awards

*Policies, Procedures, Activities:*

None

CONFERENCE (Conf)

This council was never added to the policy/procedure section of the governing documents

MINNESOTA ASSOCIATES (MAC)

*Purpose:*

To represent the commercial, consulting, and construction interests within the Section

*Policies, Procedures, Activities:*

Manage the annual Section golf tournament at the annual conference

PUBLIC AFFAIRS (PAC)

*Purpose:*

To disseminate information to the membership and the general public

*Policies, Procedures, Activities:*

None

TRAINING / EDUCATION (TEC)

*Purpose:*

To oversee training and education activities of the Section

*Policies, Procedures, Activities:*

None

WATER UTILITY (WUC)

*Purpose:*

To develop action programs to initiate, evaluate, respond and comment, within the framework of Section and Association policies, on legislative, regulatory and other matters which directly affect water utilities and to encourage provision of better water service to the consuming public. The Council shall also bring to the attention of 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.

*Membership:*

Up to eleven (11) members, each of whom shall be a representative of a Utility; up to eight (8) members representing commercial, consulting, and appointed or elected officials; at least one (1) member who shall be a representative of a state agency having regulatory authority over public water supplies in Minnesota, and at least one (1) member who shall be a member of the Governing Board of the Section. The Association Director shall be a member of the Council.

All members of the Council shall be members of the Minnesota Section AWWA, except that an elected or appointed city official may serve on the Council if representing a municipality that has a Utility or Municipal Service Subscriber membership.

The Section Chair, with concurrence of the Governing Board of the Section shall appoint the initial members of the Council. Approximately one-third of the initial member appointments shall be for a

term of one year; approximately one-third for a term of two years; and approximately one-third for a term of three years. Appointment of the Section officer/trustee member shall be for a term of one year. The term of the Association Director shall be concurrent with the term on the AWWA Board of Directors.

All subsequently appointed members of the Council shall be appointed by the Section Chair, with concurrence of the Governing Board.

Except as hereinbefore provided for initial members, the term of office of the utility members and non-utility members shall be three years on a staggered basis and both initial members and subsequent members shall be eligible to succeed themselves for one additional term of three years.

The six-year maximum consecutive membership requirement may be waived by a majority vote of the Governing Board.

The term of office of the Section officer/trustee member shall be one year and, while remaining a Section officer/trustee, shall be eligible to succeed for an unlimited number of terms of one year each.

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.

The officers of the Council shall be a Chair, Vice Chair, and Secretary, each of whom shall be elected from and by the membership of the Council. Elections shall be held annually at a meeting of the Council, coincident with the annual meeting of the Section.

The term of office of the Chair shall be one (1) year and shall be eligible for succession to office while a member of the Council.

The term of office of the Vice Chair shall be one (1) year and shall be eligible for succession to office while a member of the Council. The Vice Chair shall not automatically succeed to the Chair.

The term of office of Secretary shall be one (1) year and shall be eligible for succession to office while a member of the Council.

In the event that the Chair is unable to complete the term, the Vice Chair shall act as Chair until the next Council meeting at which time a new Chair shall be elected to fill the unexpired term. The Council Chair shall appoint people to vacancies occurring in other offices for the unexpired term and all such appointees shall be eligible for election at the next scheduled election to a full term in office.

Vacancies occurring in the membership of the Council shall be filled by appointment of the Chair of the Section for the unexpired term and all such appointees shall be eligible for appointment to a full term following the expiration of the unexpired term.

*Chair:*

The Council chair shall be elected to a 1 year term by the Council members.

*Policies, Procedures, Activities:*

There shall be an Executive Committee of the Council composed of the officers and the chair of any standing committee. The Executive Committee shall be empowered to act for and on behalf of the Council in all matters affecting the Council subject to rules and restrictions established by the Council.

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 quorum Council meeting shall be required to authorize action on any matter.

Letter ballots may be sent to Council members when a decision is needed on a Council position or proposed Council action and the questions cannot be deferred until the next scheduled 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.

The Council shall hold at least one meeting each year, coincident with the annual meeting of the Section. Other meetings may be held upon call of the Chair or a majority of the Council members, at such times and places as may be specified, with at least seven days written notice to the Council membership.

The Council Chair shall be empowered to appoint such standing and ad hoc committees as may be required to properly conduct the business of the Council. Section members who are not members of the Council shall be eligible for appointment to committees.

If, in the opinion of the Council, matters arise which require expenditures beyond funds available to the Council, the Council, with the concurrence of the Governing Board of the Section, shall be authorized to solicit funds from Utility Members of the Section specifically to respond to the matters in question.

At least ten (10) days prior to each meeting of the Governing Board of the Section, the Chair of the Council shall present to the Board a written report of Council activities.

The Chair of the Section may refer any matters deemed necessary to the Council for action and/or study and report.

The Council is a subdivision of the Section. The Section Secretary-Treasurer shall keep financial records for the Council and any expenditures made or funds received by the Council shall be made or received through the Section Secretary-Treasurer.

#### COMMITTEE CHAIRS

The Section Chair may appoint any standing or special committees deemed necessary to further the interests of the Section.

The Council Chair, with the approval of the Section Board, shall appoint all Committee Chairs for the Committees for which the Chair has charge.

Committee Chairs shall be appointed to one year terms and may serve consecutive terms.

#### COMMITTEE DUTIES

Committee chairs shall have responsibilities for activities of the committees for which they have responsibility.

The Committee Chair shall prepare an annual budget and submit it to the Section Secretary-Treasurer.

The Committee Chair shall prepare a report for presentation by the council chair at Section board meetings.

The Committee Chair shall prepare an annual summary of committee activities, and will present the report to the membership at the annual section business meeting.

#### Gimmicks & Gadgets

*Assigned To:* District Trustee-At-Large

#### *Purpose:*

To encourage and promote innovative operation activities within the Section

#### *Policies, Procedures, Activities:*

The committee will advertise in the Section Newsletter for entrants for the gimmicks and gadgets award

The committee will attempt to contact each district to solicit involvement

The committee will judge entrants to the gimmicks and gadgets contest at the annual conference and present awards at the annual section banquet

ACE Reception

*Assigned To:* MAC as a working group

*Purpose:*

To coordinate activities of the Section Breakfast at the annual American Water Works Association Conference and Exposition

*Policies, Procedures, Activities:*

Contact facilities in the conference city to get menu and price information.

In consultation with the Section Secretary-Treasurer choose a facility for the breakfast.

Make reservations and handle contract arrangements with the facility.

Promote the breakfast through the newsletter and mailings.

Handle pre-registration activities.

Handle registration at the conference.

Transfer money and accounting information to the Secretary-Treasurer.

Follow-up on billing from the facility.

Awards

*Assigned To:* APC

*Policies, Procedures, Activities:*

None

Awards - George Warren Fuller

*Assigned To:* APC / Awards committee as a working group

*Purpose:*

The George Warren Fuller Award is an Association award presented annually on the recommendation of the section to members of AWWA for their distinguished service to the water supply field in commemoration of the sound engineering skill ... the brilliant diplomatic talent ... and the constructive leadership which characterized the life of George Warren Fuller. It is the responsibility of this committee to annually determine who will receive the award

*Members:*

The committee shall consist of the last five Fuller awardees.

*Chair:*

The committee chair is the most senior Fuller awardee on the committee.

*Policies, Procedures, Activities:*

The committee will annually compile a list of candidates for consideration for the Fuller Award.

The committee will choose one awardee who meets the requirements for the Fuller Award as defined by the Association.

The committee will obtain background information about the awardee and write a presentation text for use by the Association Representative during the Section banquet. The text should be submitted to the Assistant Secretary as far ahead of the banquet as possible.

The committee will write an approximately 40 word text for inclusion on the award plaque which is

presented at the Annual Association conference. A copy of the text will be submitted to the Secretary-Treasurer.

**Association Requirements:**

To qualify for the award the person must be an Individual Member or a duly appointed representative of an organization member of the American Water Works Association. Each section may make annual Fuller Award presentations equal to its number of Directors on the Association Board of Directors.

Each year, the Fuller Award Committee of each section may determine if any member of the section has provided outstanding leadership or has made a significant contribution toward the advancement of the water works practice within the Association or the section such that he/she should receive the award

It is emphasized that the qualifications for the award specify that the services of the candidate must have been over and above those expected of officers and committee members in fulfilling the obligations of duties assigned to them. It is emphasized that the performance of a nominee must be outstanding and extraordinary.

Awards - Leonard N Thompson

*Assigned To:* APC / Awards committee as a working group

*Purpose:*

To annually determine the awardee of the Section L.N. Thompson Award

*Members:*

The committee shall consist of the last five (5) Thompson awardees.

*Chair:*

The committee chair is the most senior of the Thompson awardees on the committee

*Policies, Procedures, Activities:*

The committee will annually compile a list of candidates for consideration for the Thompson Award.

The committee will choose one awardee who meets the requirements for the Thompson Award.

The committee will notify the Assistant Secretary of the awardee as far ahead of the conference as possible.

The committee will obtain background information about the awardee and write a presentation text for use by the Section Chair during the Section banquet. The text should be submitted to the Section Chair at the conference.

A copy of the text will be submitted to the Secretary-Treasurer after the conference.

**AWARD REQUIREMENTS:**

Leonard N. Thompson started his career with the St. Paul Water Utility on August 1, 1912 and continued working until June 1, 1964. He served as technical advisor from December of 1963 until June of 1964. Mr. Thompson spent nearly 52 years serving St. Paul.

During this time, he spent countless hours on American Water Works Association work, both for the North Central Section (now the Minnesota Section) and on a national level. He served twice as president of the American Water works Association.

Leonard Thompson served as general manager of the St. Paul Water Utility for nearly 34 years. Many of the concepts, plans and projects which he and his staff developed and built still serve the citizens of St. Paul. These projects have stood the test of time and serve as a testimony on Mr. Thompson's ability and talent. A water system which continues to supply its customers with a quality of water in any quantity they desire; a water system striving to achieve Mr. Thompson's goal of excellence. Leonard Thompson stands alone in our section in longevity, service to his community and service to the water industry. He loved his work and to



it he devoted his entire life.

The Leonard N. Thompson award was established by the Section in remembrance of this outstanding individual. The award is made annually to a Section member who typifies the standards that were emblematic of Mr. Thompson's contributions to the Section and the water supply industry.

Awards - Meritorious Service

*Assigned To:* APC / Awards committee as a working group

*Purpose:*

To annually determine the meritorious service award winner

*Members:*

The Section chair shall appoint the committee members and appoint one to serve as the committee chair. The committee shall be composed of three members including two section officers and one other with special knowledge of water production, treatment and distribution operations.

*Chair:*

The committee chair is the most senior of the Thompson awardees on the committee

*Policies, Procedures, Activities:*

The committee will solicit nominations for the award through publicity in the Section Newsletter.

The committee will review applications and choose an awardee.

The committee will submit the awardees name to the Secretary-Treasurer six weeks prior to the conference so that it can be submitted to the Association.

If there are no meritorious candidates, no award will be given by the Section for that year.

The awardee shall be a member of the Minnesota Section (or designated representative of a utility membership and should be an operator who is presently, or during the time of the meritorious activities, working in the capacity of shift supervisor, superintendent or working a supervisory capacity.

Candidates for the award shall be nominated by a Section member by submitting an entry form with full name, address and complete biographical information along with supporting data concerning the meritorious service performed by the nominee to the Service Award chair. Nomination must be received by the deadline or they will not be considered.

The Award Plaque will be presented at the Section Conference by the visiting AWWA representative and will be formally announced at the AWWA Conference and Exposition.

*Award Requirements*

The Operator's Meritorious Service Award is given in recognition of special performance in one or more of the following areas:

- a. Continuous compliance with public health standards in finished water.
- b. Consistent and outstanding contribution to plant maintenance thereby prolonging the useful lives of equipment.
- c. The development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment.
- d. Special efforts in the training of treatment plant operators.
- e. Special acts not directly related to water system operations, but which demonstrate dedication to the public beyond the normal operating responsibilities.
- f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines, pump stations and reservoirs.

Conference Guest Program

*Assigned To:* Conf as a working group

*Policies, Procedures, Activities:*

The Committee will develop a spouse social program for the annual Section conference.

A draft of the program will be submitted to the Board for review at the Winter Board meeting

Conference House

*Assigned To:* Conf as a working group

*Policies, Procedures, Activities:*

None

Conference Local Arrangements

*Assigned To:* Conf as a working group

*Policies, Procedures, Activities:*

The activities of this committee are spelled out in the local arrangements committee duties sheet maintained by the Secretary/Treasurer (I can not find a copy of this sheet – JBE 12/02/04)

Conference Program

*Assigned To:* Conf

*Policies, Procedures, Activities:*

The committee will develop a technical program for the annual Section Conference.

A draft of the program will be submitted to the Board for review at the Winter Board meeting

The committee will arrange for speakers, and determine audio-visual needs.

The committee will work with the Section conference manager to coordinate speakers and AV needs.

Conservation

*Assigned To:* WUC as a working group

*Policies, Procedures, Activities:*

Develop conservation policies for approval by the Board

Education

*Assigned To:* TEC

*Policies, Procedures, Activities:*

Coordinate training activities with District education committees.

Explore new training opportunities for Section wide application

Promote and maintain a youth education program.

Energy

*Assigned To:* WUC as a working group

*Policies, Procedures, Activities:*

Monitor and become involved with rate cases that come before the public utilities commission so as to limit impact of rates on water utilities.

Exhibits

*Assigned To:* MAC as a working group

*Policies, Procedures, Activities:*

\*\*\*Insert conference exhibition requirements here.

Finance

*Assigned To:* APC

*Purpose:*

To manage the financial activities of the Section and to advise the secretary treasurer on financial matters.

*Members:*

The committee consists of five (5) members: three members are appointed by the Section chair, the fourth member is the Section Secretary-Treasurer, and the fifth is the Section Assistant Secretary.

Members appointed by the Section Chair serve three (3) year terms that are staggered so that one new member is appointed each year.

The committee chair is appointed by the Section Chair to a 1 year term. The chair can be appointed for multiple terms.

*Policies, Procedures, Activities:*

See bylaws (article 6), policies, and procedures (article 6 and 7) for specific guidelines.

Information Technology

*Assigned To:* APC

*Policies, Procedures, Activities:*

None

Legislative Affairs

*Assigned To:* WUC as a working group

*Policies, Procedures, Activities:*

None

Management School

*Assigned To:* TEC

*Policies, Procedures, Activities:*

Meet with University of Minnesota representatives to setup Institute.

Provide a member to serve on the AWWA National Management Development Committee.

Promote the Institute with the membership and other AWWA Sections .

Membership

*Assigned To:* APC

*Policies, Procedures, Activities:*

The committee will assign members to attend all operators schools to promote AWWA membership.

The committee will contact all new members to welcome them to the Association and provide a free Section hat.

The committee will contact all past due members to encourage continued membership

The committee will staff exhibit booths at various association and trade conferences to promote membership.

Nomination

*Assigned To:* APC

*Policies, Procedures, Activities:*

None

Nominating (Chair-elect, Trustee-At-Large)

*Assigned To:* APC / Nomination as a working group

*Purpose:*

The Chair-elect, Trustee-at-large Nominating Committee is responsible for nominating members for the Chair-elect and Trustee-at-large offices.

*Members:*

The Chair-elect, Trustee-at-large Nominating Committee shall consist of the immediate past-chair and the six District Trustees, and the current District Trustee-at-large.

*Chair:*

The immediate Past-Chair will chair the Chair-elect, Trustee-at-large Nominating Committee

*Policies, Procedures, Activities:*

The committee shall perform its function in accordance with Section bylaws and nominating policies and procedures set forth elsewhere in this document.

The committee shall submit a biography and picture of the candidates for publication in the conference addition of the Section Newsletter.

*Chair-elect:*

The Committee shall select at least two (2) nominees annually for the position of Chair-elect for election at the Annual Section Conference.

In accordance with Section bylaws, nominees for the position of chair-elect must have served at least two (2) years as a member of the Board or a Council chair.

*Trustee-at-large:*

In the year that the term of the incumbent Director-at-Large expires, the Committee shall select at least two (2) nominees for the position of Director-at-Large for election at the Annual Section Conference.

Nominating (Director)

*Assigned To:* APC / Nomination as a working group

*Purpose:*

The Association Director Nominating Committee is responsible for nominating members for the Association Director office.

*Members:*

The Association Director Nominating Committee shall consist of the current Association Director and two (2) past Association Directors appointed by the Section Chair. If any of the above positions cannot be filled as specified, the Section Chair and/or the most recent Past-chairs that are available will serve on the committee

*Chair:*

The Association Director will chair the Association Director Nominating Committee

*Policies, Procedures, Activities:*

The committee shall perform its function in accordance with Section bylaws and nominating policies and procedures set forth elsewhere in this document.

The committee shall submit a biography and picture of the candidates for publication in the conference addition of the Section Newsletter.

In the year preceding the expiration of the incumbent Association Director's term, the Committee shall select at least one (1) nominee for the position of Association Director.

The committee shall select only eligible Section members who have served as officers of the Section

Public Information

*Assigned To:* PAC

*Policies, Procedures, Activities:*

Planning, coordinating, and staff recruitment for the MN Section AWWA booth at the State Fair.

Contributing information, articles, and photographs to the Newsletter committee.

Coordinate and maintain the MN Section AWWA website.

Develop, coordinate and maintain liaison relationships with Section district representatives.

Developing and implementing public information projects and grants.

Initiating and responding to media inquiries.

Work with and support other committee on the Public Information aspects of their committees.

Publications

*Assigned To:* PAC

*Policies, Procedures, Activities:*

Oversight of the Section Newsletter four times per year.

Set policy for advertising space in the Newsletter.

Cost oversight of Newsletter production. Make suggestions for advertising rates.

Work with Section members to solicit articles and photographs for the Newsletter

\*\*\*Insert new advertising policy here

Research

*Assigned To:* TEC

*Policies, Procedures, Activities:*

Evaluate research projects for recommendation to AWWARF

Disseminate research information to members

Support "home grown" research around the state

Give Minnesota research a forum.

Safety

*Assigned To:* TEC

*Policies, Procedures, Activities:*

Coordinate Section safety activities with AWWA.

Perform the annual safety survey of utility members and award certificates as appropriate.

Scholarship

*Assigned To:* PAC

*Purpose:*

The scholarship committee is responsible for the activities related to three scholarship programs:

- Four (4) - \$1000 Bachelor/Advanced Scholarship

- Four (4) - Water Utility Management Institute full tuition scholarships
- Two (2) - \$500 contribution to Water Resources programs at St. Cloud Technical College and Ely Community College.

*Members:*

Three Committee members are appointed by the Section Chair to three (3) year terms which are staggered so that one new member is appointed each year.

The Section Secretary-Treasurer is a member of the committee.

*Policies, Procedures, Activities:*

The committee will establish and maintain rules and applications for each type of scholarship offered by the Section.

The committee will advertise the scholarships in the Section Newsletter and through other means such as direct mail to appropriate organizations and individuals.

**BACHELOR/ADVANCED DEGREE SCHOLARSHIP REQUIREMENTS**

The Minnesota Section of the American Water Works Association (MNAWWA) may award up to four (4) scholarships annually in amounts not to exceed \$1000 to individuals enrolled in Bachelor or Advance degree programs that benefit the waterworks field.

The scholarship shall be known as the Bachelor/Advance Degree Water Utility Scholarship, Minnesota Section, American Water Works Association.

*Rules:*

- The selection committee may give preference to those applicants that have been members of MNAWWA for more than one year as an active, affiliate, or student member, or whose parent is a member of MNAWWA, or who themselves or whose parent is employed by a utility member of MNAWWA. However, applicants are not require to be members of the MNAWWA.
- Recipients must be at the junior, senior or graduate level, of a fur year bachelor's program at an accredited institution, or in a graduate program at an accredited institution during the scholarship year.
- In no case shall the award in combination with other scholarships or fellowships exceed the cost of tuition, textbooks and other scholastic fees.
- Recipients of the scholarship may reapply for the award in subsequent years.
- The recipients of the scholarship awards shall be declared and the awards shall be presented to the recipients at the annual conference of MNAWWA.
- The award will not be made until proof of registration is sent to the secretary-treasurer of the Section. If available, submit this proof with the application.
- If during any on year, no applicants are found eligible for any of the scholarships, no award shall be given that year.
- Applicants shall be notified of the Section's decision by July 1.
- Preference may be given to those applicants that are pursuing a course of study in a waterworks related field, although this is not a requirement for application.

*Application:*

- The application for the scholarship awards shall be made on an official scholarship form provided by the Section.
- Proof of acceptance of the applicant at an approved college or university is required before an award is made. Such proof will be required at the time of application or upon the recipient's admission to an approved college or university.
- Applications must be received by the secretary-treasurer of the Section no later than June 1 for the next school year.

*Qualifications:*

- Scholastic achievement shall weigh heavily in selecting the recipient, but there shall be no finite stated minimum requirements.
- Appropriate weight will be given to the activities of the applicant in student chapters, professional societies, summer work in waterworks related activities, etc.
- Wight will be given to the applicant's interest in and involvement in operations or research in

- the waterworks field.
- Financial need will not be a factor in selection in cases where all other factors appear equal.

*Awardee's Obligations*

Acceptance of the award does not obligate the awardee to enter the waterworks field as a career, however, such acceptance does obligate the awardee to diligently pursue his/her chosen course of study through the award year. At the annual Section conference following the conference at which his/her award has been announce, each awardee may be asked to present a report of his/her past year's scholastic activities and if he/she is involved in research work having to do with the waterworks field. I may be suggested that he/she present a paper on the subject during the Section's technical program.

**WATER UTILITY MANAGEMENT INSTITUTE SCHOLARSHIP**

The Minnesota Section of the American Water Works Association awards four (4) tuition paid scholarships annually to individuals to attend the American Water Works Association's Water Utility Management Institute. The recipients are responsible for their own travel, lodging and incidental expenses.

*Conditions For Application:*

- The applicants must have been an active member of the Minnesota Section, AWWA for at least one year, or be employed by a community that has been a Section utility member for at least one year.
- The applicant must work for a community having fewer than 10,000 service connections. An exception to this rule is that the committee may also consider an application from a person employed by a large community if that community will be paying for another one of it's employees to attend the Institute in the same year.
- The scholarship will be for the amount of tuition, including all materials, lunches and breaks.
- The recipient will be responsible for the cost of travel, lodging and incidental costs.
- In the event the Institute is canceled, or no applicants are found eligible, no awards will be given for that year.
- The application for the scholarship awards shall be made on an official scholarship form provided by the Section.
- Applications must be received by the secretary-treasurer of the Section no later than March 1.

Small Systems

*Assigned To:* TEC

*Policies, Procedures, Activities:*

Work with districts to create educational opportunities for small systems.

Social

*Assigned To:* MAC as working group

*Policies, Procedures, Activities:*

None

Water For People

*Assigned To:* PAC

*Policies, Procedures, Activities:*

The committee will act as a liaison between the National Water for People Committee and the Section.

The committee will raise money to fund WFP projects through various fund raising activities. The committee will determine which projects to fund.

Young Professionals

*Assigned To:* Past-chair

*Policies, Procedures, Activities:*

None

## 7. POLICIES AND PROCEDURES OF THE DISTRICT

(These policies supplement the Section bylaws and are arranged by the same headings as the bylaws)

### ARTICLE X DISTRICTS GOVERNANCE

- 10.1 Districts
- 10.2 Members And Structure Of The Districts
- 10.3 Eligibility To Serve On The District Committee
- 10.4 Nominations To Serve On The District Committee

No Elected Officer Of The District Committee May Be Nominated For Successive Terms In The Same Office.

- 10.5 Election/Succession/Appointment Of Members To The District Committee

#### General

Voting for district officers may be done by written ballot or voice vote

District officers shall not succeed themselves in their respective offices, except that officers acceding to higher office to fill a vacancy as required by Section Bylaws shall the following year fill such offices as they would have then filled in the absence of the vacancy in question.

#### District trustee

In the year preceding the expiration of an incumbent District Director's term, a District Director shall be elected by a majority vote of eligible District members in attendance at the District Business Meeting preceding the annual Section Business meeting.

The newly elected District trustee shall take office at the first Section Board Meeting following the Annual Section Business Meeting following election.

No District trustee shall be eligible for re-election for consecutive terms, except in the case of a trustee who serves less than a three-year term. Such service would not preclude election to a full term of office.

- 10.6 Term Of Office For The District Committee
- 10.7 Vacancies
- 10.8 Duties Of The District Committee