

APPENDICES

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APPENDIX A
BYLAWS AND COMMITTEE RESOLUTIONS
WATER ENVIRONMENT ASSOCIATION
OF SOUTH CAROLINA
RESOLUTION

BE IT THEREFORE RESOLVED THAT, there shall be a Scholarship Committee. This committee shall consist of the last five (5) living immediate past Association Presidents. The President shall appoint the Chair of the Scholarship Committee from the past presidents. This committee shall be responsible for implementing the Environmental Scholarship Program, for proposing any changes to the Scholarship Program for action by the Executive Committee, for promoting technical programs arranged by the Program Committee at the State and District level, and for encouraging interest in the water quality field.

BE IT FURTHER RESOLVED THAT, the Association President, the Association President-Elect, the Association First Vice President, the Association Treasurer, and the Association Past President shall serve on the Joint Steering Committee. The Association President-Elect shall serve as the Committee Chair for odd year conferences.

BE IT FURTHER RESOLVED THAT, there shall be a Long Range Planning Committee. This Committee shall consist of the Association President, the Association President-Elect, the Association First Vice President, the Association Second Vice President, the Association Secretary, the Association Treasurer, the Association Past President and the Executive Director. The immediate Past Association President shall be the Committee Chair.

This Committee shall consider, on a continuing basis and in a broad sense, the short and long term objectives and accomplishments of the Association and shall make recommendations to the Executive Committee as appropriate.

BE IT FURTHER RESOLVED THAT, there shall be a Bedell Award Committee. This committee shall consist of the three most recent living recipients of the Bedell Award. The Committee Chair shall be the earliest recipient. The committee shall select the recipient of the Bedell Award.

BE IT FURTHER RESOLVED THAT, there shall be a Hatfield Award Committee. This committee shall consist of the three most recent living recipients of the Hatfield Award. The Committee Chair shall be the earliest recipient. The committee shall select the recipient of the Hatfield Award.

BE IT FURTHER RESOLVED THAT, there shall be a Laboratory Analyst Excellence Award Committee. This committee shall consist of the three most recent living recipients of the Laboratory Analyst Excellence Award. The Committee Chair shall be the earliest recipient. This committee shall select the recipient of the Laboratory Analyst Excellence Award.

BE IT FURTHER RESOLVED THAT, the members of the following additional standing committees shall be appointed by the President and may be reappointed at the discretion of the President.

Unless other need exists, committees shall consist of five (5) eligible voting members.

The Association President shall designate the Chair, the Association President-Elect shall designate the Chair-Elect and the Association First Vice President shall designate the Vice Chair of the Committee except where otherwise specified in this document.

A. Budget and Finance Committee

This committee shall prepare an Annual budget for the Association. This Budget shall be for ensuing fiscal year and shall be presented to the Executive Committee which shall act on the budget (enhance, accept, reject, make revisions, or send back to Committee for revisions). Upon endorsement by the Executive Committee, the proposed budget shall be published with the official notifications of the Annual Meeting. The Executive Committee shall submit a budget for approval by the general membership at the Annual Meeting. Upon approval, the budget shall become the official financial instrument of the Association.

B. Bylaws and Resolutions Committee

This committee shall review, as necessary, the Bylaws of the Association and recommend changes as needed or directed by the membership or Executive Committee. The Chair of this committee shall serve as parliamentarian at all meetings of the Association and Executive Committee. This Committee shall also be responsible for identifying those individuals, in cooperation with the officers, committee chairs and members of the Association, who are to be specifically recognized and honored by the Association.

C. Collections Systems Committee

This Committee shall provide training and encourage the exchange of information among collection system personnel to improve quality of wastewater collections systems.

D. Education Committee

This Committee shall be responsible for arranging any technical programs sponsored by the Association as recommended by the Executive Committee, assist other Association committees with arrangements for technical programs and assist the program committees in arranging of technical programs for its annual and semi-annual meetings.

E. Industrial Committee

This Committee shall be responsible for actively promoting membership for the industrial sector and cooperating with the program committees in developing papers on industrial waste.

F. Laboratory Committee

This committee shall serve as a forum for all laboratory personnel and provide guidance on laboratory matters. This Committee shall conduct training seminars and cooperate with the program committees in developing input for programs.

G. Membership Committee

This committee shall be responsible for actively promoting the growth of the Association by securing new members and retaining existing members. This Committee shall be responsible for selecting the recipient of the Noel M. Hurley Membership Award if deemed appropriate.

H. Professional Wastewater Operations Committee

This committee shall encourage professionalism, provide training, and encourage the exchange of information among operating, laboratory, maintenance and collection personnel to improve the quality of wastewater treatment and collection systems.

I. Mid-Year Meeting Program Committee

This Committee shall be responsible for arranging any technical programs to be held at the Mid-Year and other meetings.

J. Public Education Committee

This committee shall educate the public concerning environmental issues and methods of controlling pollution and educate the public to the goals of the Association.

K. Safety Committee

This committee shall review technical practices and make information available to the membership on methods of operating and managing water quality control facilities in a safe manner. This committee shall select the recipient of the Burke Award and solicit nominations for various Association safety awards.

BE IT FURTHER RESOLVED THAT, there may also be established from time to time the following committees, whose names indicate their respective duties and responsibilities:

- a. Advertisers
- b. Arrangements
- c. Audit
- d. Awards
- e. Biosolids and Residuals Management
- f. Emergency Preparedness
- g. Engineering Management
- h. Exhibitors
- i. Government Affairs
- j. Historical
- k. Hospitality
- l. Information Technology
- m. Operator Conference Management
- n. Public Relations
- o. Publications
- p. Small Community Systems
- q. Utility Managers
- r. Voluntary Certification
- s. Young Professionals

BE IT FURTHER RESOLVED THAT, in addition to the above committees, the President may appoint special committees ad hoc, as the need arises for some special task or purpose; and

BE IT FURTHER RESOLVED THAT, the appropriate officers of the Association hereby are, and each of them hereby is authorized, in the name and on behalf of the Association, to execute and deliver any and all documents, instruments, filings and writings of any nature and to do any other act or thing as, with the advice of counsel, they may deem necessary or desirable to carry out the intent of the foregoing resolutions.

APPENDIX B
PARLIAMENTARY LAW

ROBERT'S RULES OF ORDER

The Association utilizes Robert's Rules of Order as the guidelines for conducting meetings.

APPENDIX C
MOTIONS PASSED BY THE EXECUTIVE COMMITTEE
(to be inserted)

APPENDIX D PAST PRESIDENTS

Janet Cann	2009-2010
Curt Dillard	2008-2009
Danny Holliday	2007-2008
Adrian Williams	2006-2007
Ed Schooler	2005-2006
Lisa Muzekari	2004-2005
Will Martin	2003-2004
Jimmy Wigglesworth	2002-2003
Keith Griffin	2001-2002
Becky Dennis	2000-2001
Tom Haselden	1999-2000
Steve Graef	1998-1999
George Martin	1997-1998
Karen Reece	1996-1997
Clay Duffie	1995-1996
Ginger Clark	1994-1995
Henry Gibson	1993-1994
Andy Fairey	1992-1993
Charles Jeter	1991-1992
Tom Wright	1989-1991
Charles Garrison	1988-1989
Wayne Iseman	1987-1988
Frank D. Callcott	1986-1987
Gloria Duncan	1985-1986 *
Mike Clark	1984-1985
Dargan Evans	1983-1984
Kenneth Lillard	1982-1983 *
L. A. Graham	1981-1982
E. Andy Young	1980-1981
Merv Moeller	1979-1980
Pete Duritzo	1978-1979 *
Gary Cochran	1977-1978
R. Kenneth Tinsley	1976-1977
Walter S. Noland	1975-1976 *
James L. Polk	1974-1975
J. T. Cox	1973-1974
Calton Heckerman	1972-1973 *
C. W. Carothers	1971-1972
Holmes Garderner	1970-1971 *
H. P. Murphy	1969-1970

* Deceased

APPENDIX E
COMMITTEE CHAIR GUIDELINES
(to be inserted)

APPENDIX F
AWARD NOMINATION FORMS
(to be inserted)

APPENDIX G
COMMITTEE ROTATION CHART

APPENDIX H
STUDENT POSTER CONTEST AGREEMENT & WAIVER

Student Poster Competition Waiver & Agreement

As a recipient of the Student Poster Award, granted by the Water Environment Association of South Carolina and /or the SC Section of the American Water Works Association, (hereby referred to as “the Association(s)”) I hereby acknowledge the following:

1. Any and all photos or likenesses of me and/or my presentation may be used by the organization(s) for the promotion of their program(s) without expectation of financial recompense on my part.
2. I will submit a condensed version of my paper/presentation suitable for publication in the Associations’ quarterly publication; Association contact person will inform me of the appropriate deadline for materials delivery.
3. I understand and agree that any financial support from the Association(s) for travel and/or related activities will be in the form of reimbursement upon provision of original and complete receipts. Reimbursement is allowed for transportation to and from venue (plane, train, etc.), mileage allowance if driving (current IRS rate), and ground transportation to and from point of arrival/departure to lodging facility (example: taxi from airport to hotel.)
I further understand that it is my responsibility to obtain any documents necessary for travel (passport, visa, et.) and that expenses for such items are not reimbursable.
4. Any travel or activity in which I participate as a result of this award and as a representative of the Association (s) involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of the Association(s), its trustees, affiliates, employees, officers, agents or insurers ("Released Parties").
5. I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

I have carefully read and reviewed this Agreement. I understand it fully and execute it voluntarily.

Signature: _____

Print Name: _____

Date: _____

APPENIDX I
OPERATIONS CHALLENGE WINNERS WAIVER AND TRAVEL AGREEMENT

Insert year here[_____] **Operations Challenge Travel Waiver & Agreement**

As an Operations Challenge winning team member traveling to the Water Environment Federation Technical Exhibition and Conference (WEFTEC), granted by the Water Environment Association of South Carolina (WEASC), (hereby known as “the Association”) I hereby acknowledge the following:

1. Any and all photos or likenesses of me and/or my presentation may be used by the organization(s) for the promotion of their program(s) without expectation of financial recompense on my part.
2. I understand and agree that any financial support from the Association for travel and/or related activities will be in the form of reimbursement upon provision of original and complete receipts, up to but not exceeding \$_____* for the four person team. Reimbursement is allowed for team registration at WEFTEC, transportation to and from venue (plane, train, etc.), mileage allowance if driving (current IRS rate), and ground transportation to and from point of arrival/departure to lodging facility (example: taxi from airport to hotel) and lodging to include the days of the actual competition, one day before, and one day following. I further understand that it is my responsibility to obtain any documents necessary for travel (passport, visa, et.) and that expenses for such items are not reimbursable.
3. Any travel or activity in which I participate as a result of this award and as a representative of the Association involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of the Association, its trustees, affiliates, employees, officers, agents or insurers ("Released Parties").
4. I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

I have carefully read and reviewed this Agreement. I understand it fully and execute it voluntarily.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Employer Signature: _____

Print Name: _____

**Reimbursement amount adjusted annually based on operating budget*

WEASC Officer/ Volunteer Leader Travel Agreement & Waiver

As a Volunteer Leader/ Officer/Delegate of the Water Environment Association of South Carolina I hereby acknowledge the following:

6. I understand and agree that any financial support from the Association(s) for travel and/or related activities to parent organization conferences or sanctioned meetings will be in the form of reimbursement upon provision of original and complete receipts. Reimbursement is allowed for transportation to and from venue (plane, train, etc.), mileage allowance if driving (current IRS rate), and ground transportation to and from point of arrival/departure to lodging facility (example: taxi from airport to hotel) up to the approved amount in the annual operating budget. Reimbursement for additional expenses within the budgeted amount will be at the discretion of the Executive Committee upon request. Lodging will be reimbursed for duration of appropriate conference days only, plus reasonable arrival and departure allowance. I further understand that it is my responsibility to obtain any documents necessary for travel (passport, visa, et.) and that expenses for such items are not reimbursable.
7. Any travel or activity in which I participate as a representative of the Association involves certain risks (some of which I may not be fully aware) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of the Association, its trustees, affiliates, employees, officers, agents or insurers ("Released Parties").
8. I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.
9. I understand that I am representing the WEASC by and during my attendance at this event, and that I must abide by all appropriate Association policies while participating in this capacity.

I have carefully read and reviewed this Agreement. I understand it fully and execute it voluntarily.

Signature: _____

Print Name: _____

Date: _____

Approved by WEASC Executive Committee with pertinent policy, Nov 2010